Faculty of Graduate Studies

University of Manitoba

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September 2, 2008

To: SSHRC Eligible Departments

From: Marcia Labiuk, Awards Officer

Re: **2009/2010 SSHRC CGS Master's & Doctoral Competition**

The SSHRC application forms and guides for the academic year 2009/2010 are available on their website at https://webapps.nserc.ca/SSHRCJSF/faces/logonFellowships.jsp?lang=en_CA . Application forms are available in an on-line version only. Students must register in order to log in and complete the application form and may save their work and review it periodically before printing the completed application form.

I am attaching the ranking sheets as well as additional information from SSHRC for your convenience.

SSHRC's deadline for receipt of applications from all universities is January 15, 2009 for the Doctoral applications and February 2, 2009 for CGS Master's applications. Departments are responsible for collecting, assessing, and ranking completed applications by their own deadline and forwarding them to the **Faculty of Graduate Studies by Thursday, November 6, 2008.** This will allow the University Awards Committee time to assess recommended applications, select the top students to fill our quota, and explore ways in which these applications could be strengthened.

Please ensure that all applications submitted are complete and that the applicant is eligible to apply for the award. Note that incomplete applications will be considered ineligible and returned to the Department. If you have any questions, please contact me.

Encl.

**PROGRAM CHANGES AND IMPORTANT REMINDERS
FOR THE 2009-2010 JOSEPH-ARMAND BOMBARDIER CGS-MASTER'S
COMPETITION**

Number of Awards

We are once again able to offer 1300 Joseph-Armand Bombardier CGS-Master's awards this year.

Combined Undergraduate and Graduate Degree Programs (Reminder)

As SSHRC does not currently support studies at the undergraduate level, the Joseph-Armand Bombardier CGS-Master's program will not fund degree programs that combine undergraduate and graduate degrees.

Students registering in a combined MA/PhD program must apply to SSHRC's Doctoral awards competition.

Simultaneous Registration at Canadian University and Foreign University
(Reminder)

Applicants registered concurrently at a Canadian university and a foreign university must apply through the Canadian university, if that university has a CGS allocation.

First-class Average (Reminder)

If you submit, as part of your A-List allocation, an application for a student who did not achieve a first-class average in each of the past two years of full-time study (or equivalent), it is very important that a clear justification for this submission be provided on the Departmental Appraisal as all of these applications will be forwarded to the selection committee for evaluation. This should include an explanation of why you judge this to be a meritorious application, not merely a mention of the lack of a first-class average.

It is also important that the universities remember to specify in Appendix E what constitutes a first-class average or standing at their institution. For the purpose of meeting the eligibility criteria of the program, please ensure to specify one standard first-class average for your university, regardless of the faculty or the department. For example, there cannot be a different first-class average for the Department of English and the Department of Sociology.

Departmental Appraisals (Change)

Please note that section 2 of the Departmental Appraisal has been modified to read: *If the applicant is currently enrolled in **or intends to pursue a master's program** at your institution, comment on the research requirements of that program.*

In addition, the Guidelines for Completing the Departmental Appraisal now include the following statement:

If you are the head of a department and are also completing a Letter of Appraisal on behalf of an applicant, please ensure that the another faculty member completes the Departmental Appraisal.

For the purpose of meeting the eligibility criteria of the program, please ensure that the averages cited in the Departmental Appraisals are expressed in the same way as the standard first-class average your university specified in Appendix E. For example, if the first-class average is a percentage, then the averages shown on the Departmental Appraisal should also be percentages.

<u>Bibliography and Citations</u> (Change)

There is no longer a page limit for the bibliography and citations.

<u>Number of Months of Graduate Studies</u> (Reminder)

Applicants must indicate the number of months of graduate studies they will have completed at the expected start date of the award. They must include all previous studies at the graduate level, regardless of discipline.

SSHRC assumes that all studies were full-time and uninterrupted (i.e., beginning of September 2007 to end of August 2008 means 12 months of study). Students who studied on a part-time basis, or who interrupted or intend to interrupt their studied with their university's official approval, must specify the dates of interruption or part-time study in their Program of Study. They may take these periods into account when calculating the number of months of study completed. SSHRC may contact the university to verify the information provided.

<u>Official Transcripts</u> (Reminder)

SSHRC will accept official transcripts only. Applicants must include all undergraduate and graduate-level transcripts.

If an applicant studied at a university which does not provide transcripts, they must include an official certificate of success which outlines the program in which they were registered, the date of initial registration and the degree obtained or sought.

Students should be aware that documents sent to SSHRC in support of their application cannot be returned to them.

<u>Program of Study</u> (Reminder)

Applicants must clearly outline the research training component of the degree program and explain how their program of study meets one or more of the three components listed under Program Eligibility.

Program of Study - Degrees without a Thesis (Reminder)

If the degree program does not involve a thesis, major research paper/essay, or major research project, applicants must remember to outline clearly the research training component of the degree in their Program of Study.

Program of Study - Degrees in Fine Arts (Reminder)

If the output of the degree program is an artistic creation, rather than a thesis, applicants must clearly outline the research component of their proposed work in their Program of Study. They should indicate the objectives of their research, the context, methodology, and contribution to the advancement of knowledge.

Program of Study – Research proposals in Psychology (Reminder)

If the research proposal is in psychology, applicants must justify the submission of their proposal to SSHRC (rather than to NSERC or CIHR), based on the *Tri-Council Guidelines for the Support of Research and Training in Psychology (see Regulations Governing Fellowships and Scholarship Applications).*

Alternate List (Reminder)

The university is asked to submit an Alternate List of up to five candidates who meet all eligibility and selection criteria, along with the **complete** application for these applicants. These applicants may be offered an award in the event of declined awards from among the university's nominated allocation.

<u>GUIDELINES FOR THE UNIVERSITY SELECTION COMMITTEE(S)</u>

The following criteria must be used by the University Selection Committee(s) for the purpose of determining eligibility of candidates and programs and for evaluating candidates in the nomination process.

<u>Applicant Eligibility</u>

Eligibility to Apply for an Award

To qualify to apply to this program, the candidate must:

- be a citizen or permanent resident of Canada;
- be applying for support to pursue a **first** graduate degree (i.e., master's or equivalent) and not have completed more than 12 months of full-time graduate study at the proposed start date of the award: all previous studies at the graduate level, regardless of discipline, will be included in determining eligibility;
- have achieved a first-class average, as determined by the university, in **each** of the last two years of full-time study or equivalent;
- not have already received an award for master's-level study from SSHRC, NSERC or CIHR;
- not be applying for graduate funding in the 2008-09 academic year to NSERC or CIHR;
- not be pursuing a degree program that combines undergraduate and graduate studies

Notes: If the applicant is or will be registered in a combined MA/PhD program, the candidate **must** apply to the Doctoral Awards program for funding.

If the applicant completed the bachelor's degree before January 1, 2004 (date all degree requirements were completed, not date of graduation) and has not been registered at a university since that date, the candidate is not eligible to apply to this program.

Eligibility to Hold an Award

At the time of taking up the award, the candidate must:

- be registered full-time, at a recognized Canadian university, in the first year of a master's program in the social sciences or humanities that includes advanced research training (as defined in Program Eligibility below);

or

- be registered full-time, at a recognized Canadian university, in a master's program in the social sciences or humanities that includes advanced research training (as defined in Program Eligibility below), and have completed no more than 12 months of full-time study or equivalent at the graduate level.

and

- have completed all requirements for the bachelor's degree.

Notes:

A qualifying or "make-up" year of study is not eligible for support.

Joseph-Armand Bombardier CGS-Master's Scholarships are available to those who are registered part-time because of a disability. For this purpose, disability is defined as "a functional limitation resulting from a physical, sensory, or mental impairment, which, for an indefinite period, affects the ability of the student to perform the activities necessary to participate fully in his or her learning."

Federal government employees are eligible to hold an award only if on an unpaid leave of absence (no salary or special allowances permitted).

Program Eligibility

The scholarship is tenable only in programs of study that include significant research training. Research training normally involves:

- demonstrating the ability to conduct original research by the completion of a thesis, major research paper or project; and/or
- completing course work in research methods and/or statistics appropriate for the discipline or field of study; and/or
- acquiring knowledge and experience sufficient to assess and interpret research and scholarship in the field.

Evaluation Criteria

The following table shows the three weighted evaluation criteria:

Academic Excellence Weighting: 60%	Academic excellence—as demonstrated by academic transcripts, awards and distinctions.
Research Potential Weighting: 30%	Quality of analytical skills, ability to think critically, ability to apply skills and knowledge, judgement, originality, initiative and autonomy, determination and ability to complete projects within an appropriate period of time—as demonstrated in the description of program of study and by work experience, research contributions, letters of appraisal, and, if applicable, the departmental appraisal.
Communication Skills Weighting: 10%	As demonstrated in the description of the program of study and, if relevant, by work experience, community involvement and other extracurricular activities, as well as by letters of appraisal, the quality of presentation of the application and, if applicable, the departmental appraisal.

Report on the 2008-2009 Joseph-Armand Bombardier CGS Master's Competition

In fiscal year 2008-2009, SSHRC had the funds to offer 1300 Joseph-Armand Bombardier CGS Master's Scholarships (1275 for Canadian universities' nominations and 25 for students applying directly to SSHRC). The goal of the Fellowships and Institutional Grants Division is to ensure that all scholarships are offered and taken up by meritorious candidates within the fiscal year framework.

Applications submitted by Canadian Universities.

Each eligible Canadian university received an allocation indicating the number of students it could nominate for scholarships. The calculation of the allocation was based on the number of bachelor's degrees in the social sciences and humanities which each university conferred in 2003 and on the number of master's students it had registered in those disciplines in academic year 2003-2004. Students whose university did not receive an allocation applied directly to SSHRC.

The adjudication of applications submitted by Canadian universities is a two-part process. First, students submitted their applications to the university, where they underwent an internal selection process. Then, recommended applications (A-list) were submitted to SSHRC for approval, as well as a maximum of five alternate applications ranked in order of merit. Alternate applications are solicited to replace eventual declines. Each university was also asked to provide a list of candidates who were considered but not recommended for awards (B-list), to indicate what the standard first-class average was at their institution, and to provide a description of the university's internal selection process.

In total, Canadian universities submitted 1260 of a possible 1275 applications (this figure does not include alternate applications).

SSHRC program officers examined each file to ensure that the eligibility criteria had been respected by the universities. Of the 1260 applications submitted, 1192 (94.6 %) were deemed meritorious and recommended for an award, and 8 (0.6 %) were ruled ineligible and not adjudicated. There were essentially three reasons for which applicants were ruled ineligible:

- Four applications fell under the mandate of either CIHR or NSERC. Given the timing of the other agencies' competitions, it was possible to transfer three of these applications to the other agencies.
- In three other cases, students were pursuing degree programs that combined undergraduate and graduate degrees.
- one applicant had already received a CGS Master's scholarship from SSHRC.

In addition, there were 52 applications (4.1%) put forward by universities where candidates did not meet the stated first-class average requirement; such cases are systematically sent to the selection committee for adjudication. Institutions were asked to explain their reasons for submitting these applications. In 8 other cases (0.6%), the applicants did not provide a well-structured outline of their research proposal, as requested in the instructions, or did not clearly outline the research training component of their degree program, as required under the eligibility criteria of the CGS-Master's Program.

These applications were sent to the selection committee for review and recommendation during a teleconference held on April 14, 2008. The CGS selection committee recommended awards for 51 of these 60 applications. The 9 other applications were not recommended for funding, the committee having judged that they did not meet the quality expected from recipients of such an award. In those cases, where an application was not judged to be meritorious, the award is offered to a candidate on the alternate list.

Results for universities were posted on the NSERC/SSHRC secure site in April. Universities were asked to inform their candidates of the results. In addition, successful candidates were sent a notice of award by mail. Unsuccessful candidates, including those whose applications had been deemed ineligible, were informed of the status of their application by letter.

Overall, staff noted that the universities made every effort to provide SSHRC with applications that met all the eligibility criteria.

CGS Master's 2008-2009 Applications Submitted by Canadian Universities	Number of Applications (A-list)	% of Total
Approved at first round	1192	94.6 %
Approved at second round (i.e. recommended for funding by the CGS selection committee)	51	4.1 %
Not recommended for funding	9	0.7 %
Ineligible	8	0.6 %
Total	1260	100 %

Applications submitted directly to SSHRC

Applicants who were registered at Canadian universities without an allocation, or who were registered at foreign universities, or who had been registered at a university between January 1, 2003 and December 31, 2006, applied directly to SSHRC. A total of 190 applications were received this year, which represents a 9.8 % increase over the number of applications received last year (173). Of these, 30 (15.8 %) were ruled ineligible and not adjudicated. Reasons for their ineligibility were the following:

- The application should have been submitted via the Canadian university
- The application was incomplete (no program of study or no transcripts)
- The applicant already held a Master's degree
- The applicant was not registered in a university in the last five years
- The application was postmarked after the competition deadline date

The remaining 160 applications were adjudicated by the selection committee during a teleconference held on February 25, 2008. Initially, 25 awards had been reserved for the "direct" applicants. However, the Canadian universities submitted 15 applications less than expected. As well, 1 "university" application had been declared ineligible at the time of this teleconference; these 16 awards were added to the 25 reserved for this group. Consequently, 41 applications (25.6 % of eligible applications) were deemed meritorious and recommended for an award, and a further 40 applications were ranked for an alternate list to be used in the case of declined awards.

CGS-Master's 2008-2009 Applications submitted directly to SSHRC				
Applications	Awards	Alternates	Unsuccessful	Ineligible
190	41	40	79	30

Successful applicants were sent a notice of award in mid-March.   The applicants on the alternate list as well as those who were not recommended for an award were sent a letter indicating the status of their application.

Conclusion

Given the tight time-frame and the demands put on universities and SSHRC staff, the sixth competition for the CGS Master's program went very well. We will continue to work closely with the universities to ensure that the best possible applications are forwarded to the Council in the next round of submissions.

Detailed statistics for this program are made available on the SSHRC web site.

DEPARTMENTAL PRIORITY RANKING SHEET

SSHRC Joseph-Armand Bombardier
Canada Graduate Scholarships Program (CGS) Master's Competition
2009/2010

DEADLINE: NOVEMBER 6, 2008

DEPARTMENT/SCHOOL OF:

CONTACT PERSON:	PHONE NUMBER:

(a) Rank all applications in order of priority
(b) Students may not be ranked as equal
(c) Do not recommend students with a GPA of less than 3.75 in each of the last two completed years of study
(d) **Incomplete applications will be considered ineligible and returned to the Department.**

NAME OF STUDENT	RECOMMENDED	NOT RECOMMENDED	COMMENTS
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FURTHER COMMENTS:

DEPARTMENT HEAD OR DESIGNATE	SIGNATURE

Please contact students that are "Not Recommended" and inform them of their status and do not forward "Not Recommended" applications to Graduate Studies.

Simultaneous Registration at Canadian University and Foreign University (Reminder)

Applicants registered concurrently at a Canadian university and a foreign university must apply through the Canadian university.

Choosing a Selection Committee (Change)

The table of selection committees and their corresponding disciplines has been revised: committees are now listed by their corresponding committee number

Applicants must be careful in their choice of selection committee: the committee choice should reflect the discipline of the degree.

Committee 1 (7521)	Fine Arts; Literature (all types)
Committee 2 (7522)	Classical Archaeology; Classics; Classical and Dead Languages; History; Mediaeval Studies; Philosophy; Religious Studies
Committee 3 (7523)	Anthropology; Archaeology (except Classical Archaeology); Archival Science; Communications and Media Studies; Criminology; Demography; Folklore; Geography; Library and Information Science; Sociology; Urban and Regional Studies, Environmental Studies
Committee 4 (7524)	Education; Linguistics; Psychology; Social Work
Committee 5 (7525)	Economics; Industrial Relations; Law; Management, Business, Administrative Studies; Political Science

Program of Study (Change)

The requirements under this section in the instructions have been revised. The instructions now read as follows (changes appear in bold text):

*Ensure that your text **meets** the requirements listed under the appropriate category, **especially with respect to your thesis proposal:***

1. ***If you are currently completing a bachelor's degree, have not undertaken any graduate level studies, or if you are completing or have completed a master's degree:***

   - *Clearly state your current level of study;*
   - *Give the title and a brief description of your master's thesis, if applicable;*
   - *Identify the field of concentration or subject of your proposed doctoral studies and describe your special interests in this area;*
   - ***Identify the degree program which you will pursue (including any relevant courses) and provide an explanation for your choice;***
   - ***Provide an outline of your doctoral thesis proposal, including the research question, context, objectives, methodology, contribution to the advancement of knowledge***

2. ***If you are currently in a doctoral program:***

   - *Clearly state your current level of graduate study;*
   - *Indicate what stage you are at in your thesis;*
   - *Provide the name of your supervisor of doctoral studies, if known;*
   - ***Provide an outline of your thesis proposal, including the research question, context, objectives, methodology and contribution to the advancement of knowledge;***
   - *Describe what you hope to accomplish during the award tenure and what will remain to be done before you obtain your degree.*

If you want to be considered for a supplement, please provide a justification.

Program of Study - Degrees in Psychology (Reminder)

Applicants pursuing a degree in psychology must justify their submission to SSHRC rather than CIHR or NSERC, as requested in the instructions for the Program of Study.

Program of Study - Degrees in Fine Arts (Reminder)

If the output of the degree program is an artistic creation, rather than a thesis, applicants must outline clearly the research component of their proposed work in their Program of Study. They should indicate the objectives of their research, the context, methodology, and contribution to the advancement of knowledge.

Bibliography and Citations (Change)

There is no longer a page limit for the bibliography and citations.

Allowable inclusion (Change)

The page limit for the Allowable Inclusion attachment has been reduced from one page to half a page. This space is reserved for concise descriptions of interruptions or delays in the completion of the applicant's current degree.

Research Contributions (Change)

The third bullet now states:

> 3. ***Non-refereed contributions****, such as: book reviews, published reviews of your work, **papers presented at scholarly meetings or conferences***, *research reports, policy papers, public lectures, creative works etc.*

Credentials (Change)

The requirements under this section in the instructions have been revised. The instructions now read as follows (changes appear in bold text):

*List up to six (6) scholarships, fellowships, prizes, and other academic awards you have received and think would be most pertinent to the adjudication of your application. Specify the source for each (e.g., **international***, *federal, provincial or territorial government department, university, private sector or community organization, etc.), year, value **and duration***, *as applicable. Do not include teaching assistantships in this section. **Note:** You may **not** append an additional page.*

Number of Months of Doctoral Studies (Reminder)

Applicants must indicate the number of months of doctoral studies they will have completed at the expected start date of the award. They must include all previous studies at the doctoral level, in the same discipline.

SSHRC assumes that all studies were full-time and uninterrupted (i.e., beginning of September 2007 to end of August 2008 means 12 months of study). Students who studied on a part-time basis, or who interrupted or intend to interrupt their studies with their university's official approval, must specify the dates of interruption or part-time study in the half of a page allowed for explaining interruptions or delays in the application. They may take these periods into account when calculating the number of months of study completed. SSHRC may contact the university to verify the information provided.

<u>Official Transcripts</u> (Reminder)

SSHRC will accept official transcripts only. Applicants must include all undergraduate and graduate-level transcripts.

If an applicant studied at a university which does not provide transcripts, they must include an official certificate of success which outlines the program in which they were registered, the date of initial registration and the degree obtained or sought.

Students should be aware that documents sent to SSHRC in support of their application cannot be returned to them.

GUIDELINES FOR THE UNIVERSITY SELECTION COMMITTEE(S)

The following selection criteria are used by the SSHRC's adjudication committees and must be used by the University Selection Committee(s) in evaluating candidates.

Selection committees evaluate applicants solely on academic merit, measured by:

- past academic results, demonstrated by transcripts, awards and distinctions;
- the program of study and research and its potential contribution to the advancement of knowledge;
- relevant professional and academic experience, including research training, as demonstrated by conference presentations and scholarly publications;
- two written evaluations from referees; and
- the departmental appraisal (for those registered at Canadian universities).

The University Selection Committee(s) should not assign particular weights to the above criteria, but should take each into consideration when evaluating the candidates. However, in applying the evaluation criteria, it is appropriate to take into account the individual applicant's stage in his or her academic program.

While Committee members are expected to take into account the year of study in order to fairly evaluate candidates at different stages of their academic programs, the year of study is not in itself a criterion to be evaluated.

Although candidates have been asked to justify their choice of university, the proposed location of tenure is not a factor in the selection process.

Universities may use their own marking scheme or adopt SSHRC's model with its own committees; please find enclosed the guidelines which are sent to our selection committee members (Appendix B).

MARKING SCHEME USED BY SSHRC SELECTION COMMITTEES

To facilitate the ranking of all applicants in the fellowships competitions, the Council has developed a 100-point and a 10-point scale for marking applications. Large universities may wish to use the 100-point scale to facilitate the ranking of applications, while small universities may prefer the 10-point scale. Using this scale, the marks must be distributed according to the proportions specified in the columns below. Marks should not be interpreted as absolute values, but rather as measures of standing, relative to the other candidates in the competition.

For the system to work properly, it is imperative for members to rigorously apply this distribution formula.

Score 10 - point scale	Score 100 - point scale	% of applications to be assigned the score
10 (highest score)	90 - 100 (highest mark)	2%
9	80 - 89.9	5%
8	70 - 79.9	10%
7	60 - 69.9	14%
6	50 - 59.9	19%
5	40 - 49.9	19%
4	30 - 39.9	14%
3	20 - 29.9	10%
2	10 - 19.9	5%
1 (lowest score)	1 - 9.9 (lowest score)	2%

The recommended procedure to generate the desired distribution is:

For each application, fill out the assessment form provided and allocate a mark (from 1 to 100 or from 1 to 10). You should provide enough detail on the assessment form for easy reference when reviewing your marks. (Please see Appendix C for a copy of the assessment form used by SSHRC).

Sort the assessment forms into groups according to the mark you have given. That is, put all the 90 to 100's (or the 10's) in one group, all the 80 to 89.9 (or the 9's) in another, etc.

Review your initial distribution, beginning with the applications marked at the top. If the applications in this group exceed the allowed number, rank them on the basis of your comments on the assessment sheets. Keep the required number in the top category and add the ones at the bottom of the list to the next group. If you have too few in the top category, proceed to the next category and rank them. Place the highest scoring application(s) from this group in the top category until the desired number is reached.

If the above procedure is followed for each category, at the end of this process the marks should be distributed as required. This procedure will ensure that, when combined, the marks of the committee members will make possible a final listing of recommended candidates.

DEPARTMENTAL PRIORITY RANKING SHEET

SSHRC DOCTORAL AWARDS COMPETITION
2009/2010

DEADLINE: NOVEMBER 6, 2008

DEPARTMENT/SCHOOL OF:

CONTACT PERSON: | **PHONE NUMBER:**

(a) Rank all applications in order of priority
(b) Students may not be ranked as equal
(c) Do not recommend students with a GPA of less than 3.75 in each of the last two completed years of study
(d) **Incomplete applications will be considered ineligible and returned to the Department.**

NAME OF STUDENT	RECOMMENDED	NOT RECOMMENDED	COMMENTS
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FURTHER COMMENTS:

DEPARTMENT HEAD OR DESIGNATE	SIGNATURE

Please contact students that are "Not Recommended" and inform them of their status and do not forward "Not Recommended" applications to Graduate Studies.