

Spring Graduate Awards Competition - Instructions for Applicants

General Instructions

The application forms are designed to be completed on your computer using the “TAB” key to navigate through the document, with only the signature being hand-written.

Eligibility Criteria

To be eligible, students must be registered, full-time graduate students during the 2018/19 academic year.

Additional eligibility criteria differ between awards. You might be eligible for multiple awards. Please read the description for each award carefully, and describe in detail why you are eligible in the spaces provided in PART 2 of the application form. To be eligible to receive funding, you must meet **all** the criteria for each award you apply for, and **you must clearly address your eligibility as specifically to the award description as possible**.

In addition to eligibility requirements specified by each available award, the following criteria apply:

Master’s students	<ul style="list-style-type: none"> Applicants must have completed, as of December 31, 2017, between zero and 12 months of full-time Master’s studies (or full-time equivalent). Successful applicants for Master’s-level funding will not receive funding past the end of their 24th month in Master’s program. Applicants for the Rick Hansen “Man in Motion” Fellowship can be in any month of Master’s study.
Doctoral students	<p>Applicants must have completed, as of December 31, 2017:</p> <ul style="list-style-type: none"> between zero and 36 months of full-time doctoral studies (or full-time equivalent). In cases where a student has transferred directly from a Master’s program into a doctoral program without receiving a Master’s degree, eligibility for doctoral funding will be counted from the effective date of transfer to the doctoral program. Successful applicants will not receive funding past the end of their 48th month in doctoral program. between zero and 48 months of full-time studies (or full-time equivalent) in cases where students proceeded directly from a Bachelor’s or equivalent program to their doctoral program. Successful applicants will not receive funding past the end of their 60th month in doctoral program. Applicants for the Rick Hansen “Man in Motion” Fellowship can be in any month of Doctoral study.

Please note that all previous studies at the graduate level, regardless of institution and discipline, will be included in determining eligibility.

Selection Criteria

While award recipients will be selected based on academic merits (as outlined below), priority will be given to eligible candidates who do not already hold significant scholarship funding (e.g., external, 4YF, Affiliated Fellowship, etc.) for the 2018/19 academic year.

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Criteria	Weighting for applicants for Master's funding	Weighting for applicants for doctoral funding
Academic excellence <ul style="list-style-type: none"> • Academic record • Scholarships and awards held • Duration of previous studies 	50%	30%
Research ability or potential <ul style="list-style-type: none"> • Quality of contributions to research and development • Relevance of work experience and academic training to field of proposed research • Significance, feasibility, and merit of proposed research, and justification for location of tenure • Ability to think critically • Ability to apply skills and knowledge • Judgment • Originality • Initiative and autonomy • Enthusiasm for research • Determination and ability to complete projects within an appropriate period of time 	30%	50%
Communication, interpersonal and leadership abilities <ul style="list-style-type: none"> • The ability or potential to communicate scientific concepts clearly and logically in written and oral formats. For example, this could include: <ul style="list-style-type: none"> ○ quality of the application's presentation ○ participation in preparing publications ○ awards for oral presentations or papers • Professional and relevant extracurricular interactions and collaborations. For example, this could include: <ul style="list-style-type: none"> ○ mentoring ○ teaching ○ supervisory experience ○ project management ○ chairing committees ○ organizing conferences and meetings ○ elected positions held 	20%	20%

Student Application Process

Applicants must check with their graduate program regarding their program's internal application deadline. Internal application deadlines are normally several weeks before the Faculty of Graduate and Postdoctoral Studies deadline, as graduate programs must review students' applications well in advance of the Faculty of Graduate and Postdoctoral Studies deadline of **Friday, 25 May 2018**.

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Application Materials

Applicants must submit the following materials to their graduate program at UBC:

- [Completed application form – PART 1](#)
- [Completed application form – PART 2](#)
- Canadian CCV – CGS-Master’s version
 - Applicants are required to complete the CCV from the Canadian Common CV Web site (<https://ccv-cvc.ca/indexresearcher-eng.frm>) as part of their application. Refer to the Canadian Common CV – How to Complete the Canada Graduate Scholarships-Master’s Version (http://www.nserc-crsng.gc.ca/Students-Etudiants/CCV_CGSM-CVC_BESCM_eng.asp) for details.
 - Applicants should access the .pdf version of their CCV by clicking “History” in the top menu bar when logged into the CCV website and download the .pdf version of their CCV, rather than the .xml version.
- Academic records for all university-level studies (including studies undertaken but not completed) up to December 31, 2017.
 - For institutions other than UBC:
 - Current students: only official transcripts will be accepted. These may be original or certified true copies provided by the applicant’s graduate program.
 - Incoming students: copies of transcripts submitted with admission documents will be accepted.
 - All UBC transcripts: the applicant’s “Academic History” printed from the SISC by the applicant’s graduate program will be accepted.
 - Please note that students must request certified true copies of transcripts and/or UBC “Academic History” printouts from their graduate program, not from the Faculty of Graduate and Postdoctoral Studies.
- [One letter of recommendation](#). Only recommendation letters signed by the person providing the reference are acceptable; original, faxed, and scanned copies sent by e-mail directly to the applicant’s graduate program are acceptable.
 - Ideally, the reference letter will be written on the [Spring Graduate Awards Competition reference form](#)
 - if a referee is unable to provide a letter on this form, we will accept:
 - copy of CGSM reference form from December 2017 competition (provided by graduate program)
 - NSERC or SSHRC doctoral reference form from October 2017 competition (provided by graduate program)
 - Affiliated Fellowship reference form from October 2017 competition (provided by graduate program)
 - Admissions reference form will **NOT** be accepted

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Application Instructions

The application form consists of parts 1 and 2. Both parts need to be submitted to your graduate program in order for the application to be considered complete.

PART 1 - Page 1:

1. Student Information

Please enter your name, UBC student number and current e-mail address in the spaces provided.

2. Academic Information

UBC degree / graduate program in 2018/19 academic year – degree and program you will be enrolled in in 2018/19 academic year.

Research Subject Area - see descriptions at [Appendix: Research Subject Areas](#). Choose the research subject area that most closely matches the project described in your Outline of Proposed Research.

3. Referee

Enter the name and affiliation of the referee from whom you will receive a reference letter.

4. Signature

Your signature certifies that you meet the following specific requirements:

- You accept the terms and conditions of the award as set out in UBC's Senate Regulations Governing University Awards (<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,299,0,0>);
- You understand that the personal information you provide on this form is collected pursuant to section 26 of the Freedom of Information and Protection of Privacy Act (http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00). It will be used only for the purposes of processing and assessing your scholarship application in accordance with section 32 of the Act. If necessary, it will be disclosed in accordance with sections 32 to 36, as authorized by the Act;
- You agree to comply with UBC's Policy on Scholarly Integrity (<http://www.universitycounsel.ubc.ca/policies/policy85.pdf>);
- You certify that the information provided in your application is true, complete, accurate and consistent with institutional policies to the best of your knowledge. The provision of false or inaccurate information may result in sanctions, including termination of funding and disenfranchisement from eligibility for future funding; and
- You acknowledge and accept that UBC reserves the right to follow up in order to validate the applicant information that is provided in the application.

5. Exceptional Circumstances

Explain the reasons behind any interruptions and the circumstances that affected your academic progress. If your current supervisor did not provide the letter of reference, please provide a reason in this section.

PART 1 - Page 2:

6. Outline of Proposed Research

Describe your research in non-technical language; your application will be read by UBC faculty members with various research backgrounds. Do not exceed the space provided.

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Application form - PART 2:

Check every award for which you are applying on page 1.

Pages 2-11:

For each award for which you are applying, clearly address that you meet **all** the criteria. Be as specific to the description as possible. Maximum number of characters for text fields is 500 (including spaces). In most cases you will need much less space to describe your eligibility.

Transcripts

- All applicants must submit transcripts for all university-level studies (including studies undertaken but not completed) up to 31 December 2017. The transcript key/legend must be provided.
- For institutions other than UBC, only official transcripts will be accepted. These may be original or certified true copies provided by the applicant's graduate program. Please note that students must request certified true copies of transcripts from their graduate program, not from the Faculty of Graduate and Postdoctoral Studies.
- For UBC, the applicant's "Academic History" printed from the SISC by the applicant's graduate program will be accepted.
- Translations of transcripts in any languages other than French and English must be included.
- It remains the applicant's responsibility to ensure that all required transcripts have been provided to his or her graduate program by the graduate program's deadline.

Reference Form/Letter

- Each application must be accompanied by a reference form/letter. Reference form is available at <https://www.grad.ubc.ca/forms/spring-graduate-awards-competition-reference-form>
- The reference form/letter must be completed by an individual capable of making an informed assessment, and they cannot be completed by a proposed supervisor unless that person is, or has been, your supervisor.
- The assessment should be from a person very familiar with your research and other abilities, e.g., current academic research supervisor or industrial supervisor (in the case of co-op students), previous academic research or industrial supervisor.

Very Important: Regardless of whether the referee submits their reference form to the applicant or directly to the applicant's graduate program:

- Acceptable:
 - recommendation letters signed by the person providing the reference;
 - original, faxed, and scanned copies sent by e-mail directly to the graduate program
- Not Acceptable:
 - e-mails and any reference form that is not signed by the referee;
- Reference form is confidential, and the contents of the reference form are not to be viewed by the applicant.

Final Note

- It is the applicant's responsibility to ensure that all application materials (including transcripts and the reference letter) are received before the departmental deadline.



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Appendix: Research Subject Areas

<p>Research Subject Area 1</p> <ul style="list-style-type: none"> • Aerospace, Aeronautical and Automotive Engineering • Agricultural Engineering • Astronomy • Biomedical Engineering • Chemical Engineering • Civil Engineering • Computing Sciences • Design and Manufacturing • Electrical Engineering • Environmental Engineering • Fluid Mechanics • Forest Engineering • Geotechnical Engineering • Industrial Engineering • Materials Science and Technology • Mathematical Sciences • Mechanical Engineering • Mining and Mineral Processing • Physics • Structural Engineering <p>Research Subject Area 2</p> <ul style="list-style-type: none"> • Animal Biology • Animal Physiology and Metabolism • Behavioural Neuroscience • Chemistry • Cognitive Science-Development • Cognitive Science-Fundamental • Cognitive Science-Language • Earth Sciences • Ecology • Food Science and Technology • Kinesiology • Neurophysiology • Plant and Tree Biology • Psychology-Fundamental Processes • Sensory Systems and Perception <p>Research Subject Area 3</p> <ul style="list-style-type: none"> • Cellular and Molecular Biology • Health Sciences (CIHR Eligible) 	<p>Research Subject Area 4</p> <ul style="list-style-type: none"> • Classical and dead languages • Classical archaeology • Classics • Fine arts • History • Literature (all types) • Mediaeval studies • Philosophy • Religious studies <p>Research Subject Area 5</p> <ul style="list-style-type: none"> • Administrative studies • Anthropology • Archaeology (except classical archaeology) • Archival science • Business • Communications and media studies • Criminology • Demography • Economics • Environmental studies • Folklore • Geography • Industrial relations • Law • Library and information science • Management • Political science • Sociology • Urban and regional studies <p>Research Subject Area 6</p> <ul style="list-style-type: none"> • Education • Linguistics • Psychology • Social work
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