2019-2020 SSHRC Competition Information for APPLICANTS

SSHRC Doctoral Scholarship

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Joseph Armand Bombardier Canada Graduate Scholarship (CGS)

McGill | Graduate and Postdoctoral Studies

Presentation Agenda

- Overview Award Values and Durations
- Eligibility Requirements
- Eligibility: Health-Related Programs
- The Complete Application
- Application Supporting Documents
- Reference Letter Tips

- Transcript Tips
- What to Submit to Your Academic Unit
- Evaluation and Adjudication
- Application Walkthrough
- Deadlines
- Results Announcements
- Resources

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Overview: Award Values and Durations

Program:	SSHRC Doctoral	CGS Doctoral
Value & Duration:	$20,000/yr (up to 4 years)	$35,000/yr (up to 3 years)
Tenable at:	Recognized Canadian Universities, and **outside Canada**	Recognized Canadian Universities

One application – 2 awards.

**note that the CGS awards are named..
Joseph-Armand Bombardier Canada Graduate Scholarships Program Doctoral Scholarships

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New Self-Identification (optional)

Option for Self-identified Indigenous Applicants

- I self-identify as an Indigenous applicant and wish for my doctoral application to be considered for submission beyond my institution's quota or if I'm a direct applicant, to be automatically forwarded to SSHRC's national competition.

Award Duration and Eligibility to Hold

The following table shows the periods of support applicable to students at different stages of doctoral (or equivalent) study.

Applicants who will have completed:	CGS Doctoral Scholarship	SSHRC Doctoral Fellowship
0 - 4 months	36 months of funding	48 months of funding
5 - 16 months	36 months of funding	36 months of funding
17 - 28 months	Not eligible	24 months of funding
29 - 40 months	Not eligible	12 months of funding
41 months or more	Not eligible	Not eligible

On the proposed start date of the award, you must:

- be registered as a full-time student, undertaking or continuing a doctoral, fast-track or direct-entry doctoral program in the **social sciences or humanities**; and
- not have exceeded the allowable number of months already spent in doctoral study, as set out in the table above.

*NOTE: Qualifying or "make-up" years of study are not eligible.

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Applicant Eligibility Requirements

To Apply:

- Canadian citizen or permanent resident
- Applying for support for first PhD or equivalent
- Be pursuing doctoral studies in the social sciences or humanities;
- Have achieved academic excellence
  - o Graduate record to date (Master's & Doctoral combined)
  - o Complete Undergraduate studies

Graduate Program contacts: http://www.mcgill.ca/gps/about/contacts

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Eligibility Requirements (cont'd.)

- Have not already received an award at the doctoral level from SSHRC, NSERC or CIHR; **AND**

- **NOT** be applying in the same academic year to NSERC or CIHR

Fast-track and direct-entry PhD programs

- If you are, or will be, fast-tracking or direct-entry PhD program, you are eligible to apply for a **CGS Master's Scholarship provided** you have completed between zero and 12 months of <u>graduate-level</u> study by December 31 of the year of application.

- If you have fast-tracked or direct-entry into a PhD program, **and** have, or will have, completed more than 12 months or more of <u>graduate-level</u> study by December 31 of the year of application, you **may only** apply to the Doctoral Awards funding opportunity.

- Official letter from Academic Unit confirming authorized part-time studies and/or leave of absence *(if applicable)*

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Eligibility: Health-Related Programs

For research in health and psychology, consult with CIHR and SSHRC before submitting application

Eligible for SSHRC	Ineligible for SSHRC
Social Sciences and Humanities research w/ health component, if it does not directly or indirectly impact health (i.e. impact of health-care industry on national or local economies, biographies of health practitioners, cinematic or artistic portrayal of illness is which health promotion is not the central aim	Research primarily intended to improve and/or increase knowledge of health and health care systems (i.e. Socio-economic and cultural determinants of health; health promotion and therapy; health policy, management and law; humanities perspective on health such as health ethics, etc.) Research with strong health research orientation (i.e. clinical trials)

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Eligibility: Health-Related Programs

- Research that is eligible for funding under the mandate of CIHR is **not** eligible for consideration at SSHRC. This includes research that is primarily intended to improve and/or increase knowledge of health, health care and health-care systems in Canada or internationally.

- Students working in research areas where boundaries overlap are advised to state clearly in all applications for funding why they believe their proposals are appropriate for support by the agency to which they are submitting their application.

Please see **Subject Matter Eligibility** for more information.

Eligibility: Psychology Programs

Applicants should consider the following guidelines in their decision to apply to a federal granting agency if their research is in the field of psychology:

- o SSHRC considers eligible applications within the broad areas of social, developmental, personality and educational psychology.
- o SSHRC also considers eligible proposals related to theory and methods in these areas.
- o SSHRC does not support clinically oriented research with an intent to improve health, or research involving clinical trials.

Please see **Subject Matter Eligibility** for more information.

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Required Documents – Attachments

See instructions within in the application!!

- 2 (two)letters of appraisal on the Agency Form
- 1 (one) Departmental appraisal (written by Head of Academic Unit) on the Agency Form
- **All** university level transcripts (with key and certified translation)
- Outline of Proposed Research
- Contributions/Statements

***other documents MAY be admissible. **Read instructions**.

Application Attachments (continued) Letters (2) of Appraisal (references)

- Request letters of appraisal from **2 referees** as soon as possible, to be submitted to Academic Unit in **sealed envelopes**.

- Provide information about the two referees. You must provide only two letters of **one page each on the Agency Form**. Referees **must be faculty members** who have had sufficient opportunity to assess your potential and, if applicable, the importance of your publication venues.

- Referees **must use the form provided**. Reference letters provided in other formats will not be accepted. It **is the responsibility of the applicant** to ensure that each referee completes the required form in advance of the application deadline

- Applications missing one or both letters of appraisal will not be accepted and extensions beyond the deadline will not be granted. Incomplete applications will be deemed ineligible.

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Application Attachments (continued) Letters (2) of Appraisal (references)

When providing the Letter of Appraisal forms to your referees, indicate in the upper right-hand corner of the form the date by which the appraisal must be returned to you. Ensure that your name, telephone number and address appear on the form before sending the following to each of your **two** referees:

- a copy of your list of research contributions;
- a copy of the Letter of Appraisal form;
- a copy of your program of study; and
- a letter-sized envelope with your name, address and the words **Urgent—Deadline Material** on the front.

Applicants must ensure that each referee:

- seals their envelope;
- signs over the seal; and
- returns the envelope to the applicant, so it can be forwarded unopened with the rest of the application.

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Application Attachments (continued) References Tips

- Ask potential referees of their willingness to support your application comfortably in advance of deadlines. Have a conversation.

- Provide your referees with pre-addressed, stamped envelopes marked TIME SENSITIVE, with the required date clearly indicated

- Confirm – follow-up

- Send a copy of your application (even if not 100% complete)

- Send a copy of the selection criteria

- The Letter of Appraisal and the Departmental Appraisal are available as form-fillable PDF files on SSHRC's Web site.

- Send your referee the Selection Criteria, a CV, your proposal and include the **LINK** .

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Application Attachments (continued) Departmental Appraisal

This form must be completed and signed by the director or head of the Academic Unit (or designate). When submitting your application, ensure that you include a blank copy of this form, along with the *Guidelines for Completing the Departmental Appraisal*.

Important

- The Letter of Appraisal and Departmental Appraisal forms are available as form-fillable PDF files on SSHRC's website. Those using Adobe Reader (software available free via the Internet) will be able to type information directly into the appraisal form. However, they will not be able to save the form-fillable PDF file using Adobe Reader; once they close the document, their **data will be lost**.

- We encourage applicants, therefore, to recommend that your referees compile their information in a word processor document initially. Once finished, the referee can then copy and paste this information into the necessary PDF appraisal form. The data will print only after the referee exits the completed fields (but not the file itself).

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Application Attachments (continued)

General Presentation All required material should be attached to your application printout as additional pages. Please ensure your attachments are presented according to these specifications:

- Typed or word processed, single-sided, on 8 1/2" X 11" (21.5 cm X 28 cm), white paper
- Single-spaced, with no more than six lines of type per inch
- Body text in a minimum 12 pt Times New Roman font
- Single-spaced, with no more than 6 lines of type per inch
- All margins set at a minimum of 3/4" (1.87 cm)
- your name appears within the set margins at the top right corner of every page
- Pages numbered consecutively following the last page of your application printout

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Application Attachments (continued) Program of Study

Maximum two pages

- Describe your program of study in clear, plain language. Avoid jargon, acronyms and highly technical terms. Your application will be evaluated by a multidisciplinary committee.

- Ensure that your text includes the following required elements, especially with respect to your thesis proposal.

Application Attachments (continued) Bibliography and Citations — maximum five pages

Provide:

- a bibliography for your proposed research (do not send publications or include endnotes); and

- bibliographic details for all citations included in your program of study (ensure that these are clear and complete to allow reviewers to locate the sources easily).

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Application Attachments (continued) Research Contributions —maximum one page

If applicable, provide details on the contributions you list, as follows:

- In the left margin, identify **refereed** publications with an "R". A refereed work is assessed:
  - in its entirety—not merely an abstract or extract;
  - before publication; and
  - by appropriately independent, anonymous, qualified experts ("independent" in this context means at arm's length from the author).

- Specify your role in co-authored publications.

- For published contributions, provide complete bibliographic details as they appear in the original publication (including co-authors, title, publisher, journal, volume, date of publication, page numbers, number of pages, etc.).

- For publications in languages other than French or English, provide a translation of the title and the name of the publication.

SEE Instructions in application!!!

Application Attachments (continued) Research Contributions —maximum one page

- Group your contributions by category in the following order, listing your most recent contributions first:

- **Refereed contributions:**
  Examples include books (where applicable, subdivide according to those that are single-authored, co-authored and edited works), monographs, book chapters, articles in scholarly refereed journals, conference proceedings, etc.

- **Other refereed contributions**
  Examples include papers presented at scholarly meetings or conferences, articles in professional or trade journals, etc.

- **Non-refereed contributions**
  Examples include book reviews, published reviews of your work, research reports, policy papers, public lectures, etc.

- **Forthcoming contributions**
  Indicate one of the following statuses—"submitted", "revised and submitted", "accepted" or "in press". Provide the name of the journal or book publisher and the number of pages. Contributions not yet submitted should not be listed.

- **Creative outputs**
  Applicants whose research outputs include an artistic creation may list their most recent and significant achievements, starting with the most recent, in a separate category: "Creative outputs." This category may be followed by the categories shown above, as appropriate. Examples of creative outputs may include, for example, exhibitions, performances, publications, presentations, film, video, audio recordings, etc.

- Although it is possible to list research contributions, SSHRC recognizes that some applicants may not yet have publications or other research contributions to list.

- **Note:** In the context of Indigenous research and as per the Guidelines for the Merit Review of Indigenous Research, other contributions can be listed within current or additional categories.

Application Attachments (continued)
Supplements Justification — maximum one page per supplement

Aileen D. Ross Fellowship

- A $10,000 supplement is awarded yearly to a SSHRC doctoral award recipient conducting poverty-related research in sociology.

Queen's Fellowship

- A $10,000 supplement is awarded yearly to a SSHRC doctoral award recipient entering a Canadian Studies program at a Canadian postsecondary institution. At the time of application, SSHRC considers eligible candidates who are either registered in the first year of a Canadian Studies program, or who intend to enrol in such a program.

- Applicants who indicate their interest in these supplements **must provide a maximum one-page justification**, per supplement, indicating how their program of study responds to the objectives.

Application Attachments (continued) Transcripts

Transcripts submitted to your Academic Unit to complete an application must:

- Be **CURRENT Fall** - McGill transcripts **are** required and ordered through Minerva (must have no holds)

- Be original AND **OFFICIAL** (delivered internally or in sealed envelopes, however e-transcripts are eligible)

- Represent **all** degree programs listed under "Academic Background" (**undergraduate and graduate studies**) section of application

- International transcripts not in French or English must be accompanied by an OFFICIAL translation including the transcript key. (**some** overseas transcripts may be taken from U-Apply – **see your unit**)

Where to submit application

Applicant Status	Where to Submit
In **Current** FALL TERM, you are registered in a degree program at, or on an approved leave of absence from a Canadian university with a quota. **(McGill)**	The university at which you are currently registered. **(McGill)**
In **Current** FALL TERM, you are registered in a degree program at McGill	SSHRC
In **Current** FALL TERM, you are registered in a degree program at a foreign university.*	SSHRC
In **Current** FALL TERM, you are **not registered** in a degree program at a university, but **intend** to undertake doctoral studies.	SSHRC

** Students registered **concurrently** at a Canadian **and** a foreign university must submit their application to the Canadian university, if that university has a quota*

What to Submit to Your Academic Unit

- Printed complete application package (some Units may wish more copies or a PDF version as well, **verify**) including all attachment documents

- Official transcripts (all university level) to be sent to Academic Unit in sealed envelopes

- 2 letters from referees to be sent to Academic Unit in sealed envelope

- **Consent to Disclosure Form**

- **SSHRC Forms**

Evaluation and Adjudication

Evaluation and Multidisciplinary Selection Committees evaluate applicants solely on academic merit, measured by the following criteria:

- past academic results, as demonstrated by transcripts, awards and distinctions
- the program of study 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
- the departmental appraisal added to your application by your unit (for those registered at Canadian universities)

The Application - Short walk through

- **Consent to Disclosure—Mandatory**

- In accordance with the *Tri-Agency Framework: Responsible Conduct of Research*, applicants must also complete and sign the Consent to Disclosure of Personal Information Form and include it with their application.

- The next few slides show screen captures of the SSHRC web page and application.

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How to Apply

Social Sciences and Humanities Research Council

About SSHRC | **Funding** | **Competition Results** | **Connecting with Society** | **News Room**

Home ▸ Funding ▸ How to Apply

Funding

- Talent Program
- Insight Program
- Connection Program
- Priority Areas
- Upcoming Deadlines
- How to Apply
  - Subject Matter Eligibility
  - Selecting a Granting Agency
  - Application Regulations
  - Resource Centre
- Forms
- Impact Awards
- Merit Review
- Using Your Funds

How to Apply

General Instructions
Eligibility
Adjudication of Applications

General Instructions

Each SSHRC grant, fellowship and scholarship funding opportunity currently has its own application process. To apply for funding through any of SSHRC's funding opportunities:

1. Determine if your research falls under SSHRC's mandate by reviewing the Selecting a Funding Agency page. For more information on eligibility, see the Eligibility section below.
2. Determine to which SSHRC funding opportunity your application would be most suited by viewing the complete list of SSHRC funding opportunities.
3. Carefully read the description for your selected funding opportunity thoroughly to determine:

Visit the Resource Cen...
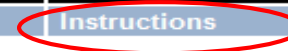
Tools to help you in the application process

http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/index-eng.aspx

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Français		Contact Us	Help	Search	Canada Site
Save	Preview	Portfolio	Verify Page	Instructions	Exit

SSHRC ▬ CRSH

- Identification
- Addresses
- Current Position
- Academic Background
- Work Experience
- Credentials
- Application Profile
- Program Information
- Areas of Study
- Referees
- Attachments

↑ = Electronic Attachment

Doctoral Awards Program

Application - Identification

Only the information in the Name section will be made available to selection committee members and external assessors. Citizenship and Statistical and Administrative Information will be used by SSHRC for administrative and statistical purposes only.

Name

Family name	Walker	To modify these two fields, E-mail us at webgrant@sshrc-crsh.gc.ca
Given name	Jan	
Initials	Modify this field on My Account page.	
Title	Ms.	Modify this field on My Account page.

Language Proficiency

Read	☑ English	☑ French
Write	☑ English	☑ French
Speak	☑ English	☑ French
Comprehend aurally	☑ English	☑ French
Other languages		(100 chars)

https://webapps.nserc.ca/SSHRC/Instructions-Help/docinstr_e.htm#Address

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Choose your expected start date of award according to when you will be registered in the program. You may be able to begin as early as May.

Count your number of months in program correctly!! See your Unit if you need assistance

Degree Sought Through this Application

Degree Name: `PhD Anthropology` (30 chars)

Organization to award the degree: `McGill University` [List...]

If "Other" organization, specify full name: `_____` (80 chars)

Department/Division: `Anthropology`

If "Other" department/division, specify: `_____` (90 chars)

Start date or expected start date of the program of study for which you seek support: `2019` `September`

Support Requested

Expected start date of the award: `2019/09/01`

Number of Months of Doctoral Studies

How many months of doctoral studies will you have completed by December 31 of the year of application?

For blank entries, leave in the "0" value. When entering the number of months, highlight the "0" and type the value in the box provided.

a) Full time `0`

b) Part time `0`

Transcripts

List university transcripts appended to this application (e.g., McMaster; Laval; Oxford).

Transcripts: `Bishop's University; Concordia University` (200 chars)

Languages

Indicate your facility in the language(s) required to carry out your proposed program of study.

Languages (30 chars)	Read	Write	Speak	Comprehend aurally
`English`	☑	☑	☑	☑

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Common errors when writing research proposal / contributions

- Lack of focus or coherence
- Repetitive
- Failure to cite important work in the area
- Failure to cite recent relevant work
- Cite too many irrelevant articles
- Rely too much on secondary sources (lack of understanding)
- Too much details on minor issues; too little detail on major issues
- Research contributions not properly highlighted
- Impact / importance of research not explained

A complete application consists of:

- the on-line Doctoral Award application form, completed, printed and signed
- Self Identification pages.
- the program of study (max. 2 pages)
- a bibliography/citations (max. 5 pages)
- a research contributions page (if applicable, max. 1 page)
- allowable inclusions (if applicable, max. 1/2 page)
- official letter to confirm part-time study and/or leave of absence (if applicable, max. 1 page)
- all undergraduate level transcripts
- all graduate level transcripts
- two (2) completed Letters of Appraisal in sealed envelopes
- the Departmental Appraisal (only for candidates who apply through a Canadian University)
- the completed, printed and signed Consent to Disclosure of Personal Information form
- the Application Checklist

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Deadlines

Determined by Academic Unit	**Applicants eligible to submit at McGill submit to their Academic Unit**
November 6, 2018	Applicants not applying through a university file application directly to SSHRC

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Results Announcements

Determined by Academic Unit	Academic Unit notifies applicants of file review outcomes
February 2019	GPS notifies applicants of file review outcomes
Spring 2019	SSHRC notifies applicants of award results

Post Award

CONGRATULATIONS!

- Actions required if you have been offered an award /fellowship:

- **[Read your Award Holder's Guide](#)! Tri-Agency**

- Go to our website: [Getting Paid and Maintaining Fellowship](#).
- Fill in the required forms and submit them along with the notice of award by email to graduatefunding.gps@mcgill.ca

Note: Whenever possible and/or appropriate, it is best to wait for outstanding forms and submit ALL of them together.

If you have not received an email with instructions, email GPS to let us know you have been offered.

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Resources

- Doctoral application FAQ, including application checklist: http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/doctoral_awards-bourses_de_doctorat-eng.aspx [website]

- Help with online forms: http://www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/help_forms-aide_formulaires-eng.aspx [website]

- Videos: http://www.universityaffairs.ca/getting-money.aspx

More Resources

Would you fund it?

The Fellowship consultation session is a new layer of application review open to graduate and undergraduate students who are applying for external funding. Students will have the opportunity to have their two-page project summary reviewed by a former Tri-council or Quebec committee reviewer in a 20 minute appointment. The reviewer will scan the document and provide feedback on the structure, relevance, and language accuracy with suggestions on how to improve the draft.

- **Dates and Times: Verify on Website**
- **Location: Redpath Library, Main entrance**

Complete registration instructions: [Would You Fund It?](#)

McGill: Writing Center:

FOR REGISTERED MCGILL STUDENTS ONLY

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Next Steps

- Order transcripts

- Contact referees

- Read instructions

- Register on SSHRC website

- Draft proposal

- PROOF READ

- Get others to review and critique

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Final words

This application is **your** responsibility.
It is up to **you** to ensure that all attachments, including transcripts, have been created and compiled according to the agency instructions and **submitted on time**.

No late or incomplete applications will be considered.

We wish you all the best of luck

Don't let this be you!

HELLO
my name is
MISSED OPPORTUNITIES

JOIN GPS ONLINE!

GPS Home Page
www.mcgill.ca/gps

- Resource for current graduate students, postdoctoral fellows and university Academic Units
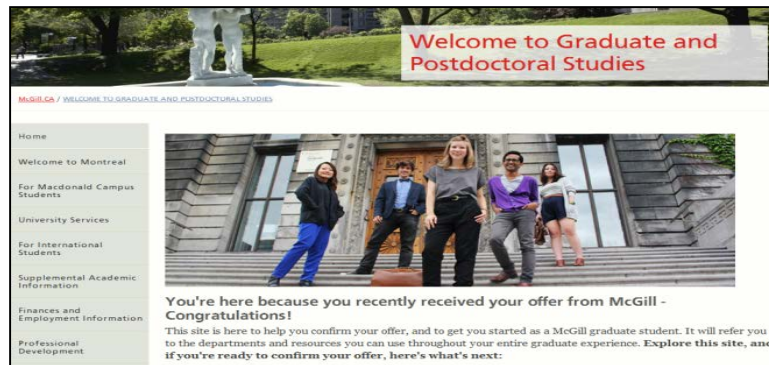
GPS Newly Admitted Graduate Students
www.mcgill.ca/gradwelcome

- Dedicated resource for accepted students to facilitate their transition to McGill and to Montreal
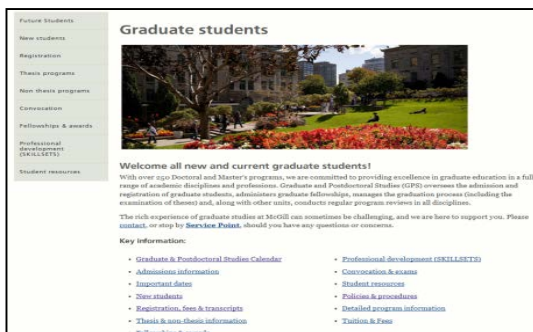
GPS Future Students
www.mcgill.ca/gradapplicants

- Primary site for prospective graduate students

- Centralized and consolidated listing of all graduate programs

- Instructions, support, and tips on admissions and funding processes

GPS Current Students www.mcgill.ca/gps/students

- Detailed information centre and resource directory for current graduate students and postdoctoral fellows

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Thank you

GPS-Graduate Funding contact

Fellowships Officer(external fellowships)
- Ester Di Cori

Fellowships Administrator
- Jan Walker

Student Affairs Coordinator
- Phoebe Zamanuel

graduatefunding.gps@mcgill.ca

www.mcgill.ca/GPS/funding

Questions, comments, or ideas?

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