

REVIEWER CHECKLIST
SSHRC DOCTORAL—COMPETITION
DEADLINE TO GPS: 01 NOVEMBER 2018

[HTTP://WWW.MCGILL.CA/GPS/STAFF/FELLOWSHIPS/SSHRC](http://www.mcgill.ca/gps/staff/fellowships/sshrc)

Applicant Name		McGill ID	
Dept			

☐ Eligible
 ☐ Ineligible
 ☐ Recommended
 ☐ NON-recommended

SCANNING AND SUBMISSION OF SCANNED FILES

- ☐ Scan each COMPLETE application and save in pdf format. (NOT this Checklist)
 Example: **SSHRC-Phd-Studentname-Department-2019-2020.pdf**
 - Submit to gradcomp.gps@mcgill.ca
 - only one file per email
 - subject line to contain file name

1. ELIGIBILITY SECTION

- ☐ Applicant is Canadian or Permanent Resident of Canada as of 01 Nov this year (**p.1**)
 - Permanent Residents have included proof of date of PR status (end of application, see 3B)
- ☐ Applicant is registered in a degree program at McGill for **CURRENT FALL** semester (**p.4/McGill transcript**)
 - ▶ if not, Student does not apply through McGill
- ☐ CGPA: **Complete Graduate and Undergraduate**
 - ____/4.00 Graduate (matches FAD)
 - ____/4.00 Undergraduate (matches FAD)
 - Lower CGPA is justified on Departmental Appraisal
- ☐ Has **not** already received federal funding for same or previous doctoral degree. (p. 4/6)
- ☐ **Start date** of the Doctorate (or Master's, if fast-tracked) (p.3/McGill transcript):

- ☐ Proposed start date of award (p.3): ☐ May/**19** ☐ Sept/**19** ☐ Jan/**20** (if January, student meets requirements)
- ☐ Completed 40 months or less of doctoral studies by December 31 of the application year
 - ▶ All prior Doctoral-level studies **must** be included in the calculation.
 - ▶ If student fast-tracked from Master's to Doctoral, include Masters-level study,

2. CALCULATION TOOL(NEW)

REMINDER: 1 full-time term = 4 months / 1 half-time or part-time = 2 months

1. **Part-time** studies are equivalent to half full-time.
2. **Full-Time** = Full-time, Add. Session and continuing status on McGill transcript
3. Do not count months when applicant was not registered or on leave (e.g.: Summers **when no registration shows on the transcript in non-thesis only**).

Terms **Full-Time**: _____ X 4 months = _____ months

at 31 Dec of THIS year

Terms **Part/Half-Time**: _____ X 2 months = _____ months

TOTAL _____ **months**

1. REQUIRED ORDER FOR THE ELEMENTS APPLICATION FILE

The application should be presented in the same order as listed below:

- ☐ Complete and signed copy of the application form.

Note: Page 9 should precede the transcripts and letters of appraisal and the Application Checklist should be inserted at the end of the application.

- ☐ Order of Attachments
- ☐ Program of Study (max 2 pages)
- ☐ Bibliography and Citations (max 5 pages)
- ☐ Research contributions, if applicable (max 1 page)
- ☐ Supplement and/or joint or special initiative – Justification for supplement pages, if applicable (max 1 page per supplement/initiative)
- ☐ Allowable inclusions (max 1 page)
- ☐ Official letter to confirm part-time study and/or leave of absence, if applicable (max 1 page)
- ☐ PLEASE INSERT PAGE 9 FROM THE APPLICATION FORM HERE
- ☐ Official and/or certified copies of all undergraduate and graduate level transcripts
- ☐ Two (2) completed Letters of Appraisal
- ☐ The Departmental Appraisal
- ☐ The completed and signed Consent to Disclosure of Personal Information form

4. FAD [NOTE THAT GPS NO LONGER REQUIRES A PRINTED COPY OF FAD]

Please verify the following information

- ☐ Applicant is entered in FAD **and** correctly entered as Recommended or, Non-Recommended with reason
- ☐ GPA and number of months in application match FAD entry

5. SPECIAL COMMENTS

THANK YOU!

Rev. 22 October 2018

REVIEWER'S
NAME AND INITIALS: