Transcript: How to Apply for the Sara Spencer Scholarship

[Introduction]

Welcome to How to Apply for the Sara Spencer Scholarship, an 8-minute recording presented by the Faculty of Graduate Studies. Play the audio recording for each slide by selecting the icon in the lower right corner of the screen; or, in the menu select Slide Show, then From Beginning for a continuous recording.

# Accessibility statement

For a copy of these slides and a transcript of this presentation please visit the Faculty of Graduate Studies (FGS) [Sara Spencer Foundation Graduate Scholarship](https://www.uvic.ca/graduatestudies/finances/search-funding/award-pages/sara-spencer-foundation-award.php). Content is available in Microsoft PowerPoint, Microsoft Word, and other formats upon request. If you experience barriers accessing this material, please contact [fgsaward2@uvic.ca](mailto:fgsaward2@uvic.ca)

# Sara Spencer Foundation Graduate Scholarship

This award supports applied research in social sciences, with a focus on cultural, environmental, or social studies. You do not need to be in the Faculty of Social Sciences to be eligible: we accept applications from all faculties. It’s up to you to demonstrate how your project aligns with the focus of the award.

The Capital Regional District (CRD) includes municipalities and traditional territories in the South Island and Gulf Islands. On the last slide of this presentation, I have included a link to the CRD description and map. Your application should demonstrate how your project is of particular significance to this region in some way: for example, this could be a research question that relates to the CRD, or a research project with a community partner in the region.

The value of the Sara Spencer award is up to $3,000. The number of awards provided each year varies.

# Eligibility

The award is open to:

* Current UVic graduate students (both domestic and international).
* You must be in full time studies in a Master’s or Doctoral program. Full time means you are either (a) registered in a minimum of 3.0 units per term; or (b) registered in a minimum of 1.5 units per term and provide our office with a [reduced course load](https://www.uvic.ca/accessible-learning/students/accommodations/reduced-course-load/index.php) letter from the Centre for Accessible Learning (CAL).
* You must have a minimum GPA of 6.0 on UVic’s 9.0 scale.

# How to apply

This award has a two-part application process:

1. Complete the online application at [uvic.ca/applyforawards](https://banner.uvic.ca/StudentSelfService/ssb/studentCommonDashboard)
2. Email supplemental documents to [fgsgradawards@uvic.ca](mailto:fgsgradawards@uvic.ca). Please include the words “Sara Spencer Scholarship” in the subject line and ensure all of your documents include your name and student number.

The application deadline (for submitting the online application and emailing the supplemental documents) is end-of-day on Friday, April 4, 2025.

# Online application

The image on this slide is a screen shot of the application website where applicants will use drop down menus to make selections:

* For aid year, select 2024-2025
* For aid period, select Grad Studies Full Year
* For application, select Sara Spencer Award Application – Graduate students

# Application sections

The image on this slide is a screen shot of the list of application sections, from step 1 to step 4. Next to each step is an indicator marked “pending” which means the section is incomplete. Once you complete each section, the indicator will change to “completed”.

1. Provide general information about your academic program (e.g. you are in History, doing a Master’s and expect to complete in 2026).
2. Apply for the Sara Spencer Foundation Award. This section begins with a question about permits and approvals: if they are **not** required for your project, provide a statement here (e.g. you could note that research ethics approval is not required as your project does not involve human participants or animals). The rest of this section is where you will find the instructions for your supplemental documents.
3. Authorization is an acknowledgement related to privacy and personal information.
4. Review your application is where you check your application is complete and submit it.

# Tips

The images on this slide are two screen shots of the application process. The first image is a screen shot of Step 2 of the application indicating where students should check the box to mark each section complete. I’ve circled in red where the instructions ask you to “mark this section complete”. There will be a checkbox like this in each section of the application.

The second image is a screen shot indicating where applicants should check the box to apply for this award. This is in Step 2 of the application. I’ve circled in red where you must check the box.

If you are attempting to submit your online application but some sections of the application are flagged as “pending” instead of “completed”, it could be that you have not checked all the required boxes.

# Supplemental documents

These are the documents described in Step 2 of the online application. You will prepare these documents separately and email them to [fgsgradawards@uvic.ca](mailto:fgsgradawards@uvic.ca)

1. Outline of Research Project (maximum two pages) must include:
   * short project title
   * your project objectives and their theoretical and/or practical significance
   * description of your methodology
   * explanation of how your research in applied social sciences focuses on cultural, environmental, or social studies within or encompassing the CRD
   * your research plan with a schedule of activities including project start and end dates (and the percentage complete as of your application to this award)
   * brief outline of costs associated with your research project
2. CV (maximum two pages) that includes relevant educational and professional experience, including publications, certificates, achievements, and community engagement.
3. Letter from Graduate Supervisor or Graduate Advisor supporting your research. If your supervisor prefers to submit their letter directly to the Faculty of Graduate Studies they can email it to [fgsgradawards@uvic.ca](mailto:fgsgradawards@uvic.ca)
4. Permits, licences, or ethics approvals (if applicable). If you have not yet received the necessary approvals for your project, please include a signed statement that all such approvals will be obtained prior to commencement of the relevant research activities.

You can check your UVic Online Tools to confirm we have received your documents. Please allow up to 3 business days for your records to be updated.

* Select Awards and financial aid
* Select View the status of your awards
* Select View all my additional requirements

# Contact and links

For questions and application support please contact Lisa Pender, Scholarship Officer at [fgsaward2@uvic.ca](mailto:fgsaward2@uvic.ca)

Helpful links provided here are:

* [Sara Spencer Foundation Graduate Scholarship](https://www.uvic.ca/graduatestudies/finances/search-funding/award-pages/sara-spencer-foundation-award.php) information page on the Faculty of Graduate Studies website
* [Capital Regional District](https://www.crd.bc.ca/about/what-is-crd/about-the-region) (CRD) description of the region
* [uvic.ca/applyforawards](https://banner.uvic.ca/StudentSelfService/ssb/studentCommonDashboard) where you will submit the online component of your application

This concludes the presentation. Thank you.