UVIC

Social Sciences & Humanities Research Council Doctoral Scholarship Application Workshop

Fall 2022

Kathy McCarthy, Scholarships Officer, Faculty of Graduate Studies
Dr. Eva Baboula (AHVS) and Dr. James Rowe (ENVI), SSHRC Coaches

University of Victoria

TERRITORY ACKNOWLEDGEMENT

We acknowledge and respect the lək̓ʷəŋən peoples on whose traditional territory the university stands and the Songhees, Esquimalt and W̱SÁNEĆ peoples whose historical relationships with the land continue to this day.

ACCESSIBILITY STATEMENT

This presentation is available in Microsoft PowerPoint, Portable Document Format (PDF) and other formats upon request.

UVic is committed to removing barriers and creating an inclusive learning environment. If you experience any accessibility barriers with this presentation – or if you have suggestions about how we can become an even more inclusive space – please contact me fgsaward@uvic.ca

WORKSHOP AGENDA

- AWARDS
- ELIGIBILITY
- SELECTION CRITERIA
- THE APPLICATION PROCESS
- YOUR APPLICATION
- YOUR SSHRC COACHES
- RESOURCES & CONTACTS
- QUESTIONS

NOTE: While every effort has been made to provide accurate information, it's important to refer to the SSHRC funding program material as your primary source.

AWARDS | ONE APPLICATION – TWO AWARDS

When you complete the SSHRC doctoral scholarship application, you will be considered for both awards and, if successful, awarded one of the following:

Canada Graduate Scholarship - Doctoral

- ❖ $35,000/yr. for up to 3 years.
- ❖ Recipients must do a doctoral degree at a Canadian university.

SSHRC Doctoral Fellowship

- ❖ $20,000 for up to 4 years.
- ❖ Recipients may do a doctoral degree at an institution in Canada or go abroad as long as they have completed a BA or MA at a Canadian institution.

AWARDS |SUPPLEMENTS

If you wish to be considered for a supplemental award, joint or special initiative, and meet the eligibility criteria, make your selection from the drop-down menu in the application.

▶ Aileen D. Ross Fellowship

▶ Queen's Fellowship

▶ Department of National Defence MINDS Scholarship Initiative

▶ Sport Participation Research Initiative

You'll find details and a description of these additional opportunities in the SSHRC instructions. You must provide a one page justification per selection indicating how your research aligns with the supplement, joint/special initiative.

ELIGIBILITY | SUBJECT MATTER

There are 3 federal research councils:

Natural Sciences & Engineering Research Council (NSERC)

Canadian Institutes of Health Research (CIHR)

Social Sciences and Humanities Research Council (SSHRC)

❖ You need to apply to the correct council which is determined by the **subject matter of your research**, not by your department affiliation.

❖ SSHRC will not accept appeals based on subject matter.

TIP: Review the subject matter guidelines for **Selecting the Appropriate Federal Granting Agency**. If you are unsure, consult a FGS Scholarship Officer and your academic supervisor.

ELIGIBILITY | APPLICANT CRITERIA [1]

You must:

- be a Canadian citizen, permanent resident or have a **Protected Persons** status.

  *If you have applied for your permanent residency, you must have it finalized by the UVic internal deadline of October 4th.

- not have already received a CGS doctoral scholarship or fellowship from SSHRC, NSERC or CIHR;

- be pursing doctoral studies appropriate to funding agency mandate.

- Applicants cannot hold a tenure or tenure track appointment concurrently with their CGS D award.

ELIGIBILITY | APPLICANT CRITERIA [2]

Months of study eligibility

Eligibility for **CGSD** and **Doctoral Fellowship** is based on the number of months of full-time study completed toward the degree for which you are requesting funding by December 31st **of the calendar year of application** (Dec. 31, 2022).

Note: The agencies count all studies toward the doctoral degree for which funding is requested, whether or not they were completed at the same university.

- have completed **no more than 24 months** of full-time study in your doctoral program by December 31st if previously enrolled in a graduate program.

- have completed **no more than 36 months** of full-time study in your doctoral program by December 31st if enrolled in a joint program; for example, MD/PhD, MA/PhD

- have completed **no more than 36 months** of full-time study in your doctoral program by December 31st if enrolled directly from a bachelor's to a PhD program (*not previously enrolled in a graduate program*). Direct-entry applicants must be enrolled in their doctoral program at the time of application.

ELIGIBILITY| APPLICANT CRITERIA [3]

Direct Entry from Bachelor

You may be eligible to apply to for **CGS M** funding for the first year of doctoral studies. Applying for CGS Master's funding, if you are eligible, will maximize your potential period of funding. You are responsible for choosing the type of award for which you apply.

Fast-track and joint programs

If you were registered in a master's program and subsequently transferred to a doctoral program (*fast-track*), the months of study completed are calculated starting from the date on which you transferred into the doctoral program.

If you are registered in a doctoral program, and a master's degree is obtained as part of the program (for example, MA/PhD), the months of study are calculated starting from the date on which you are officially registered in the joint program (including the master's portion of the program).

CALCULATING MONTHS OF STUDY

When you get to the **Program Information** module of the application form, there will be a section that requires you to identify the number of months of study (full-time and part-time) you have completed, by Dec. 31, 2022, in the PhD program for which you are requesting funding.

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, type in "0" value.

a) Full time `0`
b) Part time `0`

- If you're not currently in your PhD program then both entries should be: **0**
- If you just started your PhD program this month and you are registered full-time then it will be Full-time: **4** Part-time: **0**
- If you started your PhD program in July of 2022, you must still include the full 4 months of the summer term in your count
  Full-time: **8** Part-time: **0**.

ELIGIBILITY| A FEW NOTES

Official letter to confirm part-time study and/or leaves of absence (ONLY IF APPLICABLE)
If, as part of your UVic doctoral studies, you studied part-time <u>or</u> interrupted your studies with an approved leave of absence, please **contact me** to request the official letter confirming the change of registration status.

- o **You will need to combine and upload this letter with the PDF of your transcripts**.

GPA
You do not need a first class grade point average (GPA) to **apply** for SSHRC funding. Grades are considered in the evaluation of applications but are not an eligibility requirement.

Significant research component
Your doctoral program must include a significant research component that leads to completion of a thesis, major research project, dissertation, or scholarly publication. Joint programs with a professional degree, or clinically oriented programs of study, are only eligible if they have a significant autonomous research component.

SELECTION CRITERIA |
RESEARCH ABILITY AND POTENTIAL - 50%

Selection criteria is posted on the CGS D program information webpage.

- **quality of research proposal**
  - specific, focused and feasible research question(s) and objective(s)
  - clear description of the proposed methodology
  - significance and expected contributions to research

- **relevant training**, such as academic training, lived experience and traditional teachings

- **research experience and achievements** relative to the applicant's stage of study, lived experience and knowledge systems

SELECTION CRITERIA |

RESEARCH ABILITY AND POTENTIAL (CONTINUED)

- **quality of contributions** and extent to which they advance the field of research
  - may include publications, patents, reports, posters, abstracts, monographs, presentations, creative outputs, knowledge translation outputs, community products, etc.

- **demonstration of sound judgment** and **ability to think critically**

- **demonstration of responsible and ethical research conduct**
  - including honest and thoughtful inquiry, rigorous analysis, commitment to safety and to the dissemination of research results and adherence to the use of professional standards.

- **enthusiasm for research**, originality, initiative, autonomy, relevant community involvement and outreach

- **ability or potential to communicate** theoretical, technical and/or scientific concepts clearly and logically in written and oral formats.

SELECTION CRITERIA |

RELEVANT EXPERIENCE & ACHIEVEMENTS WITHIN & BEYOND ACADEMIA - 50%

- **scholarships, awards and distinctions** (amount, duration and prestige)
- **academic record**
  - transcripts
  - duration of previous studies
  - program requirements and courses pursued
  - course load
  - relative standing in program (if available)

- **professional, academic and extracurricular activities as well as collaborations with supervisors, colleagues, peers, students and members of the community**, such as
  - teaching, mentoring, supervising and/or coaching
  - managing projects
  - participating in science and/or research promotion
  - participating in community outreach, volunteer work and/or civic engagement
  - chairing committees and/or organizing conferences and meetings
  - participating in departmental or institutional organizations, associations, societies and/or clubs

SELECTION CRITERIA

TIP: As you work on your application, refer back to the selection criteria to be sure you are providing enough information so that reviewers can see how you meet, and perhaps exceed the selection criteria.

Criteria	Value
Research Ability or Potential	50%
Relevant experiences and achievements obtained within and beyond academia	50%

TIP: When you write the **Outline of Proposed Research** and **Contributions and Statements** sections of the application – or any part where you get to comment, describe or elaborate on your accomplishments – this is where you demonstrate that you can communicate clearly by the quality of your writing.

THE PROCESS | STUDENT APPLICATION

Students complete the Doctoral Awards Program application in SSHRC's **online system** by UVic's internal deadline:
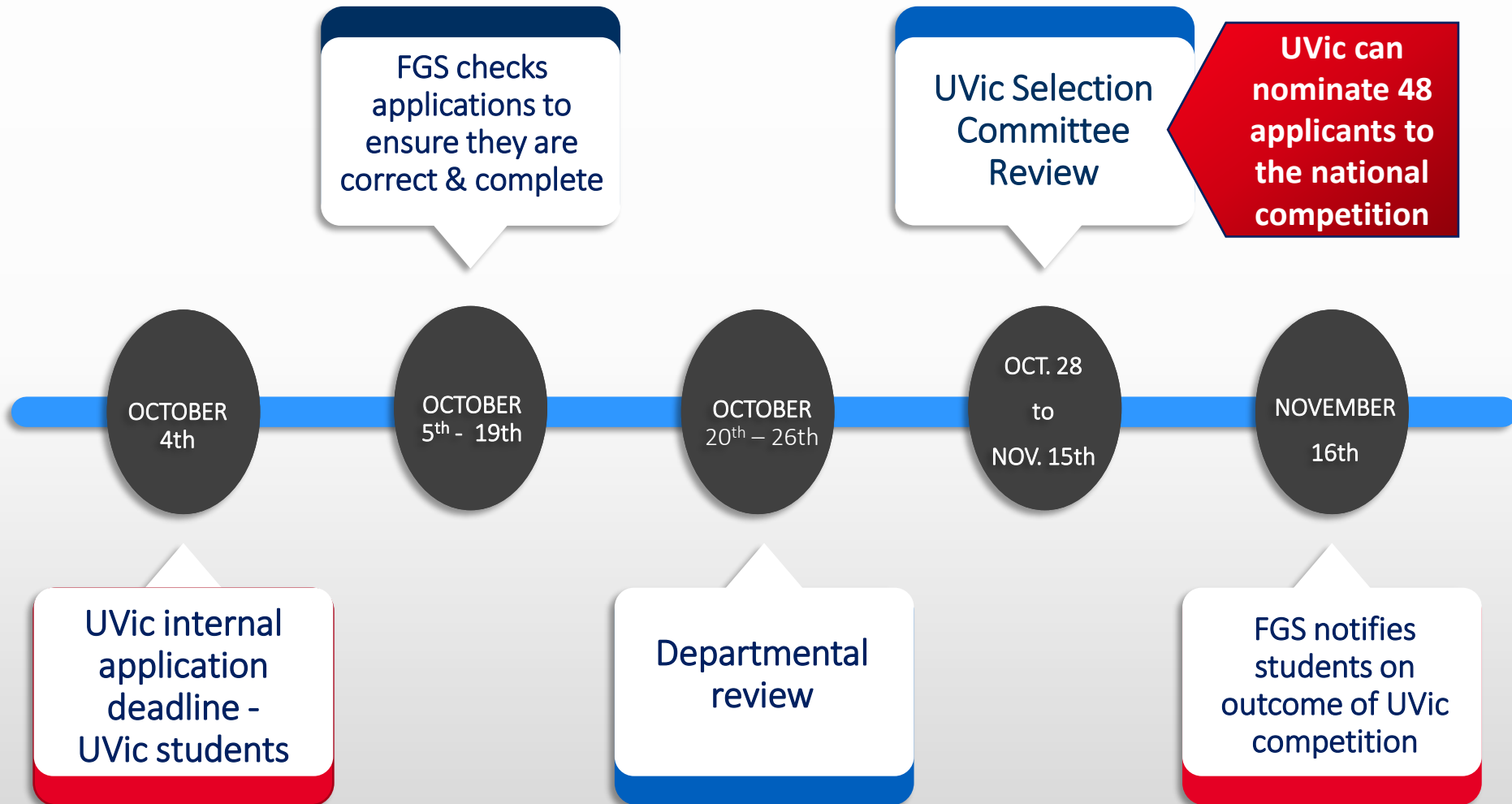
4:30pm on Tuesday, October 4, 2022

- The application includes the web-based form, SSHRC CV sections and requires a specific set of attachments.

- **Register**, then **create**, **edit** and **save** your application.

- READ THE **APPLICATION INSTRUCTIONS**!
  YOUR BEST GUIDE TO GET IT RIGHT

- If you have questions about any part of the application or the instructions contact FGS Scholarship Officer Kathy McCarthy
  fgsaward@uvic.ca

  TIP: Save frequently as the application may time out.

  TIP: Remember your password. Password re-sets are possible but can take time.

THE PROCESS | CAMPUS COMPETITION TIMELINE

FGS checks applications to ensure they are correct & complete

UVic Selection Committee Review

UVic can nominate 48 applicants to the national competition

OCTOBER 4th

OCTOBER 5th - 19th

OCTOBER 20th – 26th

OCT. 28 to NOV. 15th

NOVEMBER 16th

UVic internal application deadline - UVic students

Departmental review

FGS notifies students on outcome of UVic competition

Late November 2022: FGS will notify applicants about their nomination status.

Late April or May 2023: SSHRC will notify applicants about their outcome.

YOUR APPLICATION| ACADEMIC BACKGROUND

- Include only current and past programs.
  If you are registered in a program starting this fall,
  it must also be included in this section.

- For degree programs you have completed, provide the date of successful degree completion. Refer to the dates indicated on your official transcripts.

- If you began a master's degree and <u>transferred</u> to a doctoral degree <u>without completing the master's</u>, there is a check box to indicate this. In this situation the start date of your PhD will be the date on which you were first officially registered in your PhD program (also noted on your transcript).

YOUR APPLICATION | HIGHLIGHT SUCCESSES

Some sections of the application provide great opportunities to highlight your experience and successes in and beyond academia.

- **Academic, research and other relevant work experience** – include paid or volunteer experience in the SSHRC CV section.

- **Awards** – list <u>only competitive awards</u> (bursaries and travel grants don't count)

- **Contributions and statements** (2 page attachment) – describe contributions to research and other significant accomplishments
  - **Use the headings and follow the guidelines provided in the application instructions.**

YOUR APPLICATION | EDI CONSIDERATIONS

In the Research Design module of the application form you will be asked if **Equity, diversity** and **inclusion** considerations have been taken into account at any stage in the development or design of your proposed research: research questions, design, methodology, data collection, analysis, interpretation and dissemination of results.

All applicants must complete this module.

- If you answer "**Yes**," include the relevant EDI considerations in your proposal and use the text box to explain your answer.

- If you answer "**No**," you will be provided with a text box to explain why EDI considerations have not been taken into account.

Note: If EDI considerations are not relevant to your proposed research, their lack of inclusion will not negatively impact the evaluation of your proposal.

YOUR APPLICATION |

PRESENTATION STANDARDS FOR ATTACHMENTS

Consult the **SSHRC Application instructions** following this link or in the Online system for the presentation and attachment standards.

- All attachments must be converted to (PDF) before they can be attached to the electronic application. The conversion process varies with the operating system and word processing software you are using.

- Pay attention to page limits, page-numbering, font size and margins.

- There are also presentation and PDF standards instructions in section of the application where relevant (e.g., Outline of Proposed Research, Bibliography, etc.)

YOUR APPLICATION | RESEARCH PROPOSAL

2 pages maximum

- Provide a detailed, concise description of your research project for the period during which you will hold the award.

- Provide enough background to position your research within the context of current knowledge in the field.

- State the significance of your research to your field, and if applicable beyond academia (policy implementations, social change, etc.)

- State your current level of graduate study and provide the context, objective, methodology, significance and expected outcomes contributing to the advancement of knowledge.

- Write your proposal in clear, plain language and avoid discipline-specific jargon: your application will be reviewed by a multi-disciplinary selection committee.

What is the research question? Is the project feasible? Why is it interesting/important? Convey enthusiasm for the research and make it engaging!

YOUR APPLICATION |
BIBLIOGRAPHY & CITATIONS

5 pages maximum

- Use this section to cite works referenced in or directly relevant to the Outline of Proposed Research section of your application.

- Your bibliography should demonstrate that you are aware of foundational and current works in your field of study and research.
Do not list additional or unnecessary references to fill up the space.

- Follow the citation conventions that are appropriate to your research discipline or field.

YOUR APPLICATION │ ALLOWABLE INCLUSIONS

Optional – Only If Applicable
1 page maximum

- Describe any special circumstances that have affected your performance or productivity.
  - This includes delays in disseminating research results, taking longer to complete previous degrees, health problems, family responsibilities, parental leave, disabilities, administrative interruptions or other applicable circumstances.

- Be clear, provide time frames, and include just the facts.

- This section can also be used to describe the impact of COVID-19 on any aspect your research that caused, delays, disruptions or otherwise affected the performance.

2 pages maximum

This 2-page attachment is done in two-parts, divided into the following sub-headings…

Part I – Research Contributions

Identify refereed publications with an "R" in the left margin. 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 English or French, provide a translation of the title and the name of the publication.

TIP: If you don't have any research contributions include the heading anyway and indicate: N/A

Part II – Applicant's Statement

Relevant Experience

Describe the research abilities that you have gained through your past research experience, including special projects, honors/master's thesis, co-op reports, etc. If you have relevant work experience, discuss the relevance of that experience to your proposed field of study/research and any benefits you gained from it.
This section can also be used to describe your training relative to your proposed research, such as knowledge gained through lived experience and traditional teachings.

Relevant Activities

Describe your participation in relevant professional, academic and extracurricular activities as well as collaborations with supervisors, colleagues, peers, students and members of the community.

YOUR APPLICATION | TRANSCRIPTS

Order official transcripts that are complete and up to date for all college and universities you list in the Academic Background section of the application.

- You are required to include your UVic transcript, even if this is your first term here. It functions as proof of registration and number of months of study.

- Order transcripts to be sent to your home. Do not have them sent to FGS or your department. Paper copies are preferable to avoid potential issues with password protected digital copies.

- You are responsible for scanning & uploading a single PDF of transcripts to your online application.

- You will need to include one copy of the legend/grading scale for each transcript.

- **Unofficial transcripts** - For the fall 2022 deadline SSHRC will not reject applications for including unofficial transcripts in lieu of official transcripts as a result of disruptions due to the impact of COVID-19. Grading Scale legends will still be required. SSHRC may request official copies at a later date.

REFERENCES | TWO LETTERS OF APPRAISAL

Each SSHRC application must be accompanied by two **Letter of Appraisal forms** completed by people who are familiar with your research abilities and potential.

One appraisal must be completed by your current supervisor.
The second should come from a current or previous professor who is sufficiently familiar with your research and other abilities to provide a meaningful commentary.

Important notes:
If you are in a MA program now one letter should be from your MA supervisor.
If you are already in a PhD program, one letter should be from PhD supervisor, and the second ideally from your MA supervisor.
Referee appraisal forms must be completed in the SSHRC Online System.

Contact your referees early and be very clear about what you need from them.
  o If your current or past supervisor is unable to accommodate your request, you may use the Special Circumstances section to provide an explanation.

TWO LETTERS OF APPRAISAL (CONTINUED)

What you should do:

1. Contact your referees early to ensure they are willing to complete a report for you

2. In the Application – Referees **Letters of Appraisal** section of your application, enter the name and email address of each of the referees who will be completing an appraisal, as well as the date on which you would like the form to be completed.

> **IMPORTANT:** Ask referees to complete their reports by **Friday, September 30, 2022**, not your application deadline of Tuesday, October 4, 2022.

Once the information is saved, the system will generate an email to each referee inviting them to complete a Letter of Appraisal form. Referees will have access to your in-progress or completed application.

Your application will remain incomplete until both reports have been submitted. If not completed by October 4, 2022 your application will be withdrawn from the competition.

YOUR RESOURCES

We encourage you to use the resources available:

- **SSHRC Coaches**
  Dr. Eva Baboula ebaboula@uvic.ca
  Dr. James Rowe jkrowe@uvic.ca

- **FGS Scholarship Officer**, Kathy McCarthy fgsaward@uvic.ca

- **Graduate Advisor** in your academic unit

- **SSHRC website**: application instructions, policy on subject matter eligibility, award holders guide, etc.

- **SSHRC Resource Videos with tutorials and tips**

- These **presentation slides** will be posted on the FGS website