VANIER APPLICANT CHECKLIST

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<tr>
<th>Applicant Name:</th>
<th>Applicant Student ID:</th>
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1. **ELIGIBILITY**

- Calculated months of study in doctoral program - # months ________________
  
  Refer to candidate eligibility on Vanier website – months are calculated from the doctoral enrolment date or Masters start date if transferring from joint program or Accelerated/fast-track

- Student is pursuing first doctoral degree (or combined MA/PhD or MD/PhD): Yes ☐  No ☐

- Has achieved a first-class average, as determined by UVic, in each of the last two years of full-time study or equivalent: Yes ☐  No ☐

- Does not hold, or have held, a doctoral-level scholarship or fellowship from CIHR, NSERC or SSHRC to undertake or complete a doctoral degree: Yes ☐  No ☐

2. **AREA OF RESEARCH**

| CIHR ☐ (Health) | NSERC ☐ (Natural Sciences & Engineering) | SSHRC ☐ (Social Sciences & Humanities) |

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<th>Proposed start date: (DD-MMM-YYYY)</th>
<th>Proposed end date of PhD: (DD-MMM-YYYY)</th>
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<th>Proposed Faculty:</th>
<th>Proposed Department:</th>
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4. **APPLICATION**

- Lay Title

- Research Proposal (appropriate for selected field of research)
  
  - Maximum two pages, including graphs and images (French only is permitted 2.5 pages)
  - Maximum five pages for project references, bibliography, and citations

- Referee Identification (match referee names to referee assessments)

5. **CANADIAN COMMON CV (CCV)**

- Attach CCV to application with the confirmation number under “Identify Participants” on the application; CCV is created through CCV website

6. **PERSONAL LEADERSHIP STATEMENT**

- Personal Leadership Statement: maximum of two pages (French only is permitted 2.5 pages)

7. **REFERENCE LETTERS**

- Two leadership reference letters – uploaded to the application (max two pages each)

- Two Referee Assessments (one letter must be provided from your current graduate supervisor)

8. **RESEARCH CONTRIBUTIONS**

- Research contributions – maximum one page

- Special Circumstances document (included in application on ResearchNet)
### 9. OFFICIAL TRANSCRIPTS (SUBMITTED TO FACULTY OF GRADUATE STUDIES)
- All official transcripts with legend (e-transcripts are accepted)
- Transcripts must match CCV institutions
- Transfer credits must have corresponding official transcript
- 250 word summary to explain foreign transcript grading, when applicable (FGS will provide)

### 10. PRESENTATION STANDARDS MET
- All attachments must meet presentation standards:
  - Pages must be 8 ½” x 11” (216 mm x 279 mm)
  - Insert a minimum margin of 2 cm (3/4 inch) around the page (top, bottom and sides)
  - Use a font that will be easily readable by committee members: minimum font size of 10 Arial, or the equivalent.
  - No condensed type or spacing (single- or double-spaced are acceptable)
  - Any images, diagrams, technical drawings, or any other image must be contained within allowable page limits.
  - **For documents prepared by the applicant**: At the top of each page, indicate your name and the title of the document as it appears in the instructions
  - **For documents prepared by the institution**: These must all be on institutional letterhead
  - For multi-page attachments, number the pages sequentially

*Please note this checklist is only to assist as a guide in completing your application. It is important to refer to the Vanier CGS application website as your primary source.*