Social Sciences & Humanities Research Council
Doctoral Scholarship Application Workshop

• Yvonne Rondeau, Scholarship Officer
• Kathy McCarthy, Scholarship Officer
• Dr. Alison Chapman and Dr. Steve Garlick, SSHRC Coaches
One application, two awards

When you complete the SSHRC doctoral scholarship application you will be considered for:

• Joseph-Armand Bombardier CGS Doctoral Scholarship, $35,000 for up to 36 months; recipients must do a doctoral degree at a Canadian university

• SSHRC Doctoral Fellowship, $20,000 for up to 48 months; recipients may do a doctoral degree at an institution abroad or in Canada, if they have completed a BA or MA at a Canadian institution
Eligibility – Subject Matter

There are three 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
-If you are not sure, talk to a Scholarship Officer
-No appeals based on subject matter
Eligibility – Applicant Criteria

• Be a citizen or permanent resident of Canada
• Be pursuing doctoral studies in social sciences or humanities – (this includes fine arts, business, law, and HSD programs)
• Not have already received a doctoral-level scholarship or fellowship from CIHR, NSERC, or SSHRC to undertake or complete a doctoral degree
• Not be applying in the same year to NSERC or CIHR
• Not have exceeded 40 months of full time (talk with a Scholarship Officer if you enter a PhD directly from a BA, or through a MA/PhD fast track or transfer)
Selection Criteria

All applications are assessed solely on the basis of academic merit measured by:

• 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

Keep this in mind but focus on the things you can do to improve your chances – don’t fret over what you can’t change
The Process

• UVic’s quota is 45 and we receive more applications than our quota
• On campus adjudication:
  • Department does first review and will forward to Faculty of Graduate Studies (FGS) only those applications they consider competitive at the federal level – Application due to your department by **Wednesday Oct. 10th**, (INTD students deliver to FGS UCtr A207)
  • All applications submitted by academic departments are reviewed again by Scholarship Officers (SLOs) to confirm they are complete and eligible
  • Applications are reviewed and scored by a multidisciplinary committee of UVic faculty
  • Top 45 are forwarded to SSHRC for federal level competition, a second multi-disciplinary committee of faculty from across Canada
  • Results are announced in April/May 2019
How to Apply

• Application is a web based form - https://webapps.nserc.ca/SSHRC/faces/logonFellowships.jsp
• You need to register and then you can create, edit, and save your SSHRC application
• The application times out after 60 minutes so save frequently
• Remember your password
• Use the correct application form – if you are not sure contact a Scholarship Officer to verify
• Read the instructions completely and carefully
• Ask questions if you are not sure
Web-based Forms: Registration and Logon

You can create, edit and save a SSHRC on-line CV, application and Final Research Report using an Internet browser.

**Browser Issues**
- For users of Internet Explorer (IE) 8: Websites that were designed for earlier versions of Windows Internet Explorer will not display or function correctly in IE8. Follow the [Compatibility View Instructions](#) to correct the display/function issues.

**Browser Tabs/Multiple Browsers Unsupported**: Our system does not support browsing simultaneously with multiple browsers or multiple tabs. Doing so will result in loss of data.

**Browser Back Button Unsupported**: You should avoid using your browser’s back button. Use our website navigation instead.

**New users**
Complete the registration information to register with SSHRC’s on-line system.
- Click [here](#) to receive your missing account activation e-mail.

**Registered users**
Enter your primary E-mail address and password to access your portfolio. If you forget your password, do not re-register. Instead, go to the [Forgot your password?](#) page.

60 minutes after your last interaction with our system (e.g., Save, Preview, etc.), your session will be terminated and you will have to log on again. We recommend you save your work every 10-15 minutes.

For their own protection, users are encouraged to change their passwords regularly. Keep your passwords safe and confidential. Do not divulge them to anyone. SSHRC will not be held liable to any loss of your data should you neglect to protect your password.

**Primary E-mail**
yverson@ssrc.ca

**Password**

Your password is case sensitive

[Logon](#)

Help
- [Resource Centre](#)
- [Frequently Asked Questions](#)
- Phone: 613-955-4273
- E-mail: webappc@ssrc-crh.gc.ca

For corporate program information, see the program description.
SSHRC Web-based App - Create Edit & Save
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A complete application includes:
1. the web-based doctoral award application form, completed, printed, and signed
2. the program of study (maximum two pages)
3. supplement justification (if applicable, maximum one page per supplement)
4. joint or special initiative justification (if applicable, maximum one page per initiative)
5. bibliography and citations (maximum five pages)
6. research contributions (if applicable, maximum one page)
7. allowable inclusions (if applicable, maximum one page)
8. official letter to confirm part-time study and/or leave of absence (if applicable, maximum one page each)
9. **official** and/or certified copies of all undergraduate level transcripts
10. **official** and/or certified copies of all graduate level transcripts
11. two completed appraisal forms in sealed envelopes (maximum one page each)
12. the Departmental Appraisal (only for candidates who must apply through a Canadian university with a quota) **DONE BY YOUR DEPARTMENT**
13. the completed, printed, and signed Consent to Disclosure of Personal Information form
14. the Application Checklist
Equity, Diversity and Inclusion - EDI

• New page this year asking applicants to “…self-identify with information on age, gender, Indigenous identity, and status as a member of a visible minority group or person with a disability.”

• This information is collected to guide federal councils EDI activities and is not visible on the application, nor is it made available to reviewers.
Equity, Diversity and Inclusion - EDI

• Indigenous students may self-identify this year, as well as indicate that they are willing to be included beyond UVic’s quota of applications to be submitted to the national competition.

• Must select **Option for Self-Identified Indigenous Applicants**,.

• If this section is checked SLOs only will be able to see that and can therefore submit the application over and above UVic quota.

• Reviewers, on campus or at federal level do not see personal information.

• Application must still meet merit requirements.
Equity, Diversity and Inclusion - EDI

• If it is appropriate and true, indicate how your research includes EDI

• Are they possible outcomes from your research that can support EDI

• Good to include, but don’t force it

• In the Work Experience section, include jobs or volunteer experience that supports EDI
Aboriginal/Indigenous Talent Measures

SSHRC has a number of tools intended to support applicants working in Indigenous research areas, who may or may not be Indigenous themselves

- Identify a proposed program of study as Indigenous research
- Identify circumstances that may cause delays in research progress, e.g. community consultation, Indigenous research ethics
- SSHRC suggest additional considerations for reviewers when evaluating application based on Indigenous research (distinguish between the applicant and the research)
References – Letters of Appraisal

• Referees must be faculty members who have had sufficient opportunity to assess your academic strength and research potential.
• Not on letterhead; must be done on the appraisal form.
• If you are in a MA program now one letter should be from your MA supervisor.
• If you are in a PhD program, one letter should be from PhD supervisor, and the second ideally from your MA supervisor.
• If you changed universities since last year, one letter must be from a faculty member at the previous university.
• Contact your referees early, and be very clear about what you need from them.
References – Letter of Appraisal

Provide your referees with the following:
• a copy of your list of research contributions
• a copy of your program of study
• a one-page resume of awards, conferences, etc.
• a list of the SSHRC selection criteria
• a copy of the Letter of Appraisal form or link to it (fillable PDF)
• a letter-sized envelope with your name, address, and the words Urgent—Deadline Material on the front (be sure to specify that the person completing the form must seal the envelope, sign over the seal, and return the envelope to you, so you can forward these unopened envelopes with the rest of your application).
Program of Study – Your Research Proposal
Max 2 Pages
Currently in a BA or MA

• clearly state your current level of study
• give the title and a brief description of your master's thesis, essay or project if applicable
• identify the degree program that you will pursue, including any relevant courses, and provide an explanation for your choice
• provide an outline of your doctoral thesis proposal, including the research question, context, objectives, methodology and potential contribution to the advancement of knowledge, and your special interests in the proposed area of research
Program of Study – Your Research Proposal

Max 2 Pages

Currently in a doctoral degree program

• clearly state your current level of graduate study
• indicate what stage you are at in your thesis
• provide the name of your supervisor of doctoral studies, if known
• provide an outline of your thesis proposal, including, for example, the research question, context, objectives, methodology and potential contribution to the advancement of knowledge
• describe what you hope to accomplish during the award tenure and what will remain to be done before you obtain your degree
Program of Study Practical Tips

• Adhere to the presentation standards established by SSHRC
• Avoid the use of discipline specific jargon
• Avoid acronyms, unless you must refer to something multiple times, then spell it out the first time and use acronym to save space, for example,

  Social Sciences and Humanities Research Council (SSHRC)

• Avoid highly technical terminology; if you use it you have to explain it and that will take up space
• Think about creative use of headlines, en-dots, subsections, **bold**, **underlines**, and *italics* – these make a page look attractive and create white space
Program of Study Practical Tips

• Target your audience – SSHRC adjudication committee, intelligent non-specialists
• Avoid typos, run-on sentences, incomplete information, incorrect information
• Avoid editorializing, unduly negative criticism
• Be honest about your experience but don’t undersell yourself
• Remember this is your research, not a summary of your supervisor’s work, or those who came before you
• Use the Application Profile (part of the web app) to generate interest and carefully select the committee most appropriate for your research
Program of Study Practical Tips

• State your research question clearly and early
• Explain why this matters to you and why it matters to your discipline
• If you believe your research will have impact beyond academia, explain why, policy implementations, social change, etc.
• Explain your research methods and your plan for implementing them
• If you are critiquing models and approaches in your discipline, be objective and respectful
• If you changed disciplines, or if your research has changed since your MA thesis, explain that and indicate that you are familiar with the new area
Program of Study Practical Tips

• Create a title that is brief but grabs the reader’s attention:
  
  An Examination of the Influence of Gender Identity and Stereotype in Youth and Adolescent Literature on the Socio-Economic Life of Women
  
  OR
  
  The Prince Was Never Charming

• Don’t be afraid to convey your enthusiasm for your research topic in your proposal; it can help you make it polished and engaging

• Ask a friend who is not familiar with your research to read your proposal at a time when they really don’t want to, and put a red X beside any sentence they had to read more than once

• Read your proposal out loud to yourself; if it doesn’t “flow” when you read it, it will probably be difficult for someone else to read
Bibliography & Citations – Max 5 Pages

• a bibliography for your proposed research (do not send publications or include endnotes)

• 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)

• Demonstrate that you are aware of foundational works in your area of research and study, while also up to date with current works
Research Contributions – Max 1 Page

Summarizes your personal research, publication, presentations to date

• Refereed contributions – includes books, monographs, book chapters, scholarly refereed journals, conference proceedings

• Other possible refereed contributions – papers presented at scholarly meetings or conferences, articles in professional or trade journals

• Non-refereed contributions – book reviews, publishes reviews of your work, research reports, policy papers, public lectures
Research Contributions – Max 1 Page

• Forthcoming contributions (not yet published) – indicate the status as “submitted”, “revised and submitted”, “accepted” or “in press”

• Provide the name of the journal or book publisher and the number of pages of the forthcoming contribution

• Do not include un-submitted contributions

• Creative outputs – where your research includes an artistic creation, list the most recent and significant

• Creative outputs may be exhibitions, performances, publications, presentations, film, video, audio recordings, or curated exhibits
Research Contributions – Max 1 Page

No research contributions to date?

• Applications are assessed based on the full package, make the rest of your application as strong as you can

• Reviewers will consider the candidate in relation to where they are in their academic career; reasonable to expect a student in the final year of their MA not to have as many (or any) publications compared to a PhD student in year two
Allowable Inclusions – Max 1 page

• Explain gaps in your study, research, or professional life due to health, parental, career, family, or personal crisis

• Provide the relevant facts, and note how you have since moved forward

• Provide dates of any delays or interruptions

• Be “matter of fact” this is an explanation, not a plea for sympathy

• Reviewers will be asked to take allowable inclusions into consideration and so they will see this section
Supplements Justification

• Aileen D. Ross Fellowship - $10,000 supplement to a SSHRC Doctoral award recipient conducting poverty related research in sociology

• Queen’s Fellowship - $10,000 supplement to a SSHRC Doctoral award recipient entering a Canadian Studies program at a Canadian Institution

• Must include a one page maximum justification indicating how your program of study relates to the above supplements.
Presentation Standards – All Attachments

All attachments MUST adhere to SSHRC’s presentation standards:

• typed or word processed, single-sided, on 8 ½" x 11" (21.5 cm x 28 cm), white paper

• single-spaced, with no more than six lines of type per inch (2.54 cm)

• body text in a minimum 12 pt Times New Roman font

• all margins set at a minimum of ¾" (1.87 cm)

• your name appearing within the set margins at the top right corner of every page

• pages numbered consecutively following the last page of your application printout
Use the Resources Available

• Scholarship Officers, Kathy McCarthy fgsaward@uvic.ca and Yvonne Rondeau scholoff@uvic.ca

• SSHRC Coaches: Dr. Alison Chapman, Dr. Steve Garlick – to schedule an appointment with either one contact Karen del Sol at fgsschol@uvic.ca or 250-721-8451

• SSHRC Website – Application instructions, policy on subject matter eligibility, award holders guide

• Graduate Advisor in your academic unit