APPLICATION CHECKLIST - 2018-19 NSERC DOCTORAL COMPETITION

Eligibility

Completeness
See http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/instructions/201/pgs-pdf_eng.asp for application instructions

Order of Application Materials
- Form 201 list of attachments (if copy of application is provided by student, this page is optional)
- Consent Form (if copy of application is provided by student, this page is optional)
- Form 201 Cover Page
- Form 201 page 1
- Form 201 page 2
- Form 201 page 3
- Form 201 page 4
- Form 201 page 5
- Outline of Proposed Research
- Justification for Eligibility of Proposed Research (if applicable)
- Contributions and Statement
- Transcripts
- Two (2) Appendix 1, Report on the Applicant
- List of Criteria Based Affiliated Fellowships (if student is applying for any)

FORM 201 - COVER PAGE

Citizenship
If permanent resident:
- Date of landing must be on or before 27 November 2017
- Both date of landing and country of citizenship are required
- If Other: not eligible for NSERC – citizenship

FORM 201 - PAGE 1

Academic background
- Current program of study (UBC 2017-2018) must be listed
- Check that student is currently registered in NSERC-supported field

FORM 201 – PAGE 2

Work experience
- Position held and Nature of Work column must include full-time/part-time information

FORM 201 - PAGE 3

Proposed start date of award
One of three choices:
- 2018/05; 2018/09; or 2019/01

Proposed degree program
- Must be doctoral

Research subject code
- Research subject code must be listed

Title of proposed research
- Title of proposed research must be listed
### Months of study in program

Count months of study completed as of 31 Dec 2017 in the program for which they are requesting funding

- If applicant has more than 0 months of Master’s study, then # of months in this section must be between 0 and 24. If not, applicant is not eligible for NSERC doctoral funding
- If applicant has 0 months of Master’s study, then # of months in this section must be between 4 and 36. If not, applicant is not eligible for NSERC doctoral funding
- If applicant proceeded directly from undergraduate to PhD, and if # of months listed in this section is between 4 and 12 months, applicant may choose to apply for CGS-Master’s funding instead

### Attending University at time of application

- If applicant is not currently attending UBC, confirm application should be submitting application via UBC by reviewing the following table

<table>
<thead>
<tr>
<th>Registration Status at Time of Application</th>
<th>Where to Submit Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>The applicant is currently registered at (or was registered at during the year of application), or is on an approved leave of absence from, a Canadian university in a degree program.</td>
<td>The Canadian university at which the applicant is currently registered or was registered in a degree program, or from which the applicant is on an approved leave of absence</td>
</tr>
<tr>
<td>Note: Applicants who are registered in a cotutelle at a Canadian university must apply at the Canadian university where they are registered.</td>
<td></td>
</tr>
<tr>
<td>The applicant is currently registered at a foreign university.</td>
<td>Directly to NSERC</td>
</tr>
<tr>
<td>The applicant is not currently registered at a university; or is registered, but not in a degree program; and has completed all of the requirements for a degree program from a Canadian university since 1 January 2017.</td>
<td>The Canadian university where the applicant was registered in a degree program for which the applicant completed all of the requirements since 1 January 2017</td>
</tr>
<tr>
<td>If none of the preceding options apply to the applicant:</td>
<td>Directly to NSERC</td>
</tr>
<tr>
<td>The applicant is not currently registered at a university; or is registered, but not in a degree program; and has completed all of the requirements for a degree program prior to 1 January 2017.</td>
<td></td>
</tr>
</tbody>
</table>

### FORM 201 - PAGE 4 – SCHOLARSHIPS AND OTHER AWARDS OFFERED

- Required for all award applications
- All columns should be filled out for each award listed

### FORM 201 - PAGE 5 – THESIS INFORMATION

- Applicants to include most relevant (can be Master’s thesis or current doctoral research)

### FREE-FORM – GENERAL GUIDELINES

- Applicants are responsible for submitting a complete application that conforms to NSERC On-line Presentation and Attachment Standards: [http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/pdfatt2_eng.asp](http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/pdfatt2_eng.asp)
- Have margin (minimum ¾ inch) and font size (minimum 12-pt) guidelines been followed? If not, return to applicant to be revised
- Name of applicant (and PIN, if known) must be at the top right corner of each page, outside the set margins
- For multi-page attachments, attachment pages should be numbered sequentially

### FREE-FORM – OUTLINE OF PROPOSED RESEARCH

- Maximum one (1) page
FREE-FORM – JUSTIFICATION FOR ELIGIBILITY OF PROPOSED RESEARCH
- Maximum one (1) page
- Only required for applicants whose research is in a discipline that falls under the mandate of more than one federal granting agency (e.g., psychology, management studies, geography, physical education, bio-medical engineering, health sciences, bioinformatics, biostatistics, etc.)

FREE-FORM – CONTRIBUTIONS AND STATEMENT
Contributions and statement (max two pages for all sections together)
- Contributions to research and development
- Most significant contributions to research and development
- Applicant’s statement
  - Research experience
  - Relevant activities
  - Special circumstances

TRANSCRIPTS
- Copies of official transcripts for all post-secondary studies outside UBC
- Copy of UBC Academic History from SISC or UBC official transcript, including 2017W1 registration for all students (including the ones with no registration prior to September 2017)
  - Please append one copy of UBC transcript key to the SISC print-out. The current version is available on the Awards Resources for Programs webpage.
- Additionally, the transcripts must be uploaded to the student’s online application by the graduate program staff (not by student) no later than the G+PS deadline
- See the transcript checklist for further details

APPENDIX 1 – Report on the Applicant
- Must be two (2) provided
- No signature needed
- Provided to programs by G+PS via Workspace after the program’s internal deadline

CRITERIA-BASED AFFILIATED FELLOWSHIPS
- Current list (for 2018-2019) is available at: https://www.grad.ubc.ca/sites/default/files/awards/awards_affiliated_criteria-based.docx
- Not part of NSERC application; to be provided by, or requested from, students in order to be considered for criteria-based awards
- Award numbers entered into nomination spreadsheet by grad programs
- Check eligibility and append to NSERC application if student is applying for any of these awards

Important Note: If applicant is to submit their NSERC application directly to NSERC or through another Canadian university, they must also submit an Affiliated Fellowships application to their UBC graduate program (if they are eligible to do so) in order to be considered for Affiliated Fellowships funding.