



APPLICATION CHECKLIST - 2018-19 SSHRC DOCTORAL COMPETITION

Eligibility

See <http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/fellowships/doctoral-doctorat-eng.aspx#a4> for eligibility criteria

Completeness

See https://webapps.nserc.ca/SSHRC/Instructions-Help/docinstr_e.htm for application instructions

Order of Application Materials

- the web-based Doctoral Award application form, completed, printed and **signed**
- Program of Study (maximum 2 pages)
- Supplement Justification (if applicable, maximum one page per supplement)
- Joint or Special Initiative Justification (if applicable, maximum one page per initiative)
- Bibliography and Citations (maximum 5 pages)
- Research Contributions (if applicable, maximum 1 page)
- Allowable Inclusions (if applicable, maximum 1 page)
- Official Letter to confirm part-time study and/or leave of absence (if applicable, maximum 1 page each)
- official and/or certified copies of all undergraduate level transcripts
- official and/or certified copies of all graduate level transcripts
- two (2) completed [Letters of Appraisal](#)
- the [Departmental Appraisal](#)
- the completed, printed and **signed** [Consent to Disclosure of Personal Information](#) form
- the Application Checklist (optional, include if submitted by applicant)
- List of [Criteria Based Affiliated Fellowships](#) (if student is applying for any)

SSHRC will accept conventional, **handwritten signatures only**.

If the words "PLEASE VERIFY" appear on the first page, the applicant has not yet successfully verified the data. If that occurs, the applicant must log onto the SSHRC web application, go to their Portfolio page and click on the Verify button for their form. The system will then generate a Verification Report which confirms the form is complete or lists the fields to be completed or corrected. Once the applicant has completed or corrected the information, the "PLEASE VERIFY" will disappear from the printed version of the form.

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Citizenship	If permanent resident: <ul style="list-style-type: none"> Date of landing must be on or before 9 January 2018 date of landing is required If Other: not eligible for SSHRC – citizenship
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Joint or special initiative	<ul style="list-style-type: none"> Information on joint or special initiatives is available on SSHRC's website Applicants must provide a maximum one-page justification per initiative
Current status of the applicant	<ul style="list-style-type: none"> Should be: "You are registered in a degree program at a Canadian university with a quota."
Current position	<ul style="list-style-type: none"> Should be: "Student" - if indicated 'registered' (registered in a master's or PhD program) for Current Status field above For students who hold an additional position (e.g., teaching or research assistant), select "Student" as their current position and list the other position in Work Experience
Org. code / Full organization name	<ul style="list-style-type: none"> For students registered at UBC Org. code = 1590111 Full organization name = The University of British Columbia
Name of degree sought through this application	<ul style="list-style-type: none"> Must be PhD or DMA for doctoral award applicants

Expected start date of the award	<ul style="list-style-type: none"> • Must be one of May 2018, September 2018, or January 2019 • The January start date is reserved only for applicants who cannot undertake the program of study until January because of an incomplete previous degree or because the program of study is not available until that time • Must not select a start date that precedes the start date of program of study
Supplement	<ul style="list-style-type: none"> • Information on supplements is available on SSHRC's website • Applicants must provide a maximum one-page justification per supplement
Number of months completed as of 31 December 2017	<ul style="list-style-type: none"> • Applicants for doctoral funding: <ul style="list-style-type: none"> ○ Determine months of all prior doctoral-level studies in the same discipline, including studies that did not lead to a degree, up to 31 December 2017 ○ This applies whether or not the degree was completed and whether or not the current university recognizes the previous credits or years of study ○ Reminder: SSHRC no longer subtracts the first 12 months of combined MA/PhD or fast-track programs ○ If number of months of study is greater than 40, applicant is not eligible for SSHRC doctoral funding • Combined MA/PhD, fast-track and direct-entry PhD programs <ul style="list-style-type: none"> ○ If an applicant is or will be registered in a combined MA/PhD, fast-track or direct-entry doctoral program, the applicant may be eligible to apply for a CGS Master's Scholarship provided the applicant has completed between 0 and 12 months of graduate-level study by 31 December 2016. ○ If an applicant is currently registered in a combined MA/PhD, fast-track or direct-entry doctoral program, and has or will have completed more than 12 months of graduate-level study by 31 December 2016, the applicant can only apply to the Doctoral Awards funding opportunity. ○ If an applicant started a master's and transferred to the PhD without obtaining a master's degree and that studies are in the same discipline, count all the months of study from start of master's registration • For value and duration of doctoral awards available to students at different stages of doctoral study, please see: http://www.sshrc-crsh.gc.ca/funding-financement/programmes-programmes/fellowships/doctoral-doctorat-eng.aspx#a3
Signature	<ul style="list-style-type: none"> • Must have original, handwritten signature

PAGE 4

Academic background	<ul style="list-style-type: none"> • Current program of study (UBC 2017-2018) must be listed
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PAGE 5

Work experience	<ul style="list-style-type: none"> • Include research and teaching assistantships in this section
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Referees	<ul style="list-style-type: none"> • Confirm that referees listed provided letters of appraisal • If not, have applicant provide revised page 9
Transcripts	<ul style="list-style-type: none"> • Check that all institutions listed in Academic Background on page 4 are listed in this section • Additionally, applicant should provide transcripts from any other post-secondary institutions (even if credit for those studies was transferred to another institution)

FREE-FORM – GENERAL GUIDELINES

<ul style="list-style-type: none"> • typed, 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) • name of applicant appears within the set margins at the top right corner of every page • pages numbered consecutively following the last page of the printed application • Have all the above specifications been met? If not, have applicant provide revised pages
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FREE-FORM – PROGRAM OF STUDY

- Maximum two (2) pages
- **Note:** If proposed research is in **health or psychology**, applicant must justify their submission of this proposal to SSHRC (rather than to [NSERC](#) or [CIHR](#)), based on SSHRC's [Subject Matter Eligibility](#)

FREE-FORM – SUPPLEMENT JUSTIFICATION

- Maximum one (1) page per supplement, *if applicable*
- Information on [supplements](#) is available on SSHRC's website

FREE-FORM – JOINT OR SPECIAL INITIATIVE JUSTIFICATION

- Maximum one (1) page per initiative, if applicable
- Information on [joint or special initiatives](#) is available on SSHRC's website

FREE-FORM – BIBLIOGRAPHY AND CITATIONS

- Maximum five (5) pages

FREE-FORM – RESEARCH CONTRIBUTIONS

- Maximum one (1) page

FREE-FORM – ALLOWABLE INCLUSIONS

- Maximum one (1) page, if applicable

FREE-FORM – OFFICIAL LETTER TO CONFIRM PART-TIME STUDY AND/OR LEAVE OF ABSENCE

- Maximum one (1) page
- In calculating the value and duration of awards, SSHRC assumes that all doctoral studies were full-time and uninterrupted. If applicant has studied on a part-time basis, or has interrupted their studies with the university's official approval, applicant must include an official letter from the registrar (or assigned designate) at their university confirming the change of registration status in their doctoral program. No deduction of months of study will be made unless an official letter is included with the application.

TRANSCRIPTS

- Certified true 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.

LETTERS OF APPRAISAL

Format	<ul style="list-style-type: none"> • Ideally on SSHRC's Letter of Appraisal form • If provided as free-form letter on letterhead: <ul style="list-style-type: none"> ◦ Referee must provide signed copy of SSHRC Appraisal form with referee info and signature on bottom section of form
Number	<ul style="list-style-type: none"> • Must be two (2) provided
Signature	<ul style="list-style-type: none"> • Must be original, handwritten signature
Printed name and other referee info	<ul style="list-style-type: none"> • Must be completed

DEPARTMENTAL APPRAISAL

- Graduate program must complete SSHRC's [Departmental Appraisal form](#)
- A printed copy with **original, handwritten signature** must be included with the application
- **Note:** Form cannot be signed by an individual who has also provided a Letter of Appraisal for the applicant

CONSENT TO DISCLOSURE OF PERSONAL INFORMATION FORM

- Applicants must also complete, sign and date the [Consent to Disclosure of Personal Information form](#)
- A printed copy with **original, handwritten signature** must be included with the application

SSHRC APPLICATION CHECKLIST

- Include if submitted by applicant

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 SSHRC 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 SSHRC application if student is applying for any of these awards

Important Note: If applicant is to submit their SSHRC application directly to SSHRC 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.