



APPLYING SUCCESSFULLY FOR GRADUATE SCHOLARSHIP FUNDING

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July 10, 2018

UBC

Fall Competitions

- Vanier Scholarships – 6 September
- Tri-Agency / Affiliated Doctoral Scholarships – mid- to late September
- Trudeau Scholarships – mid-October
- Tri-Agency / Affiliated Master's Scholarships – 1 December

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What should I apply for?

Eligibility

- Citizenship
- Research area
- Months of study
- First-class academic standing

Competitiveness

- Value of learning to apply

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When and where do I submit?

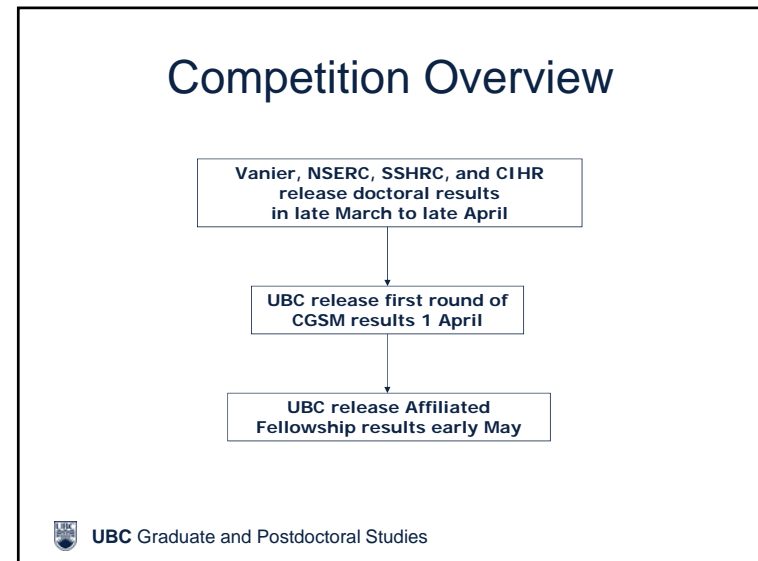
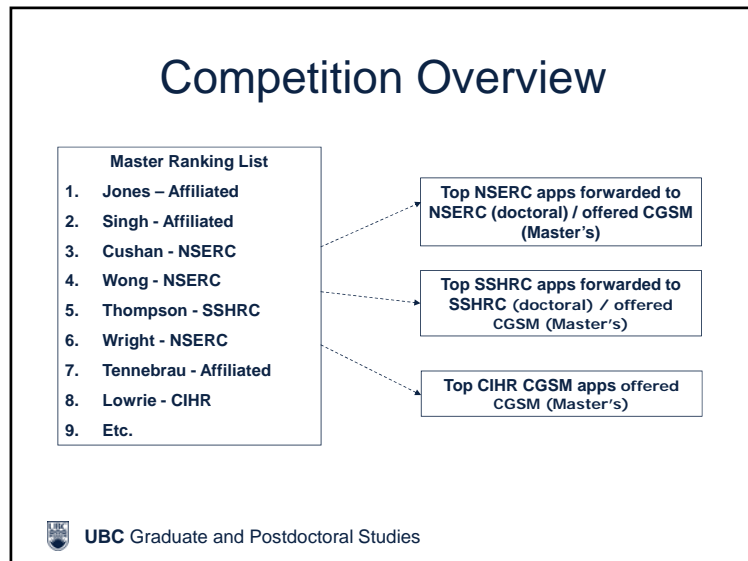
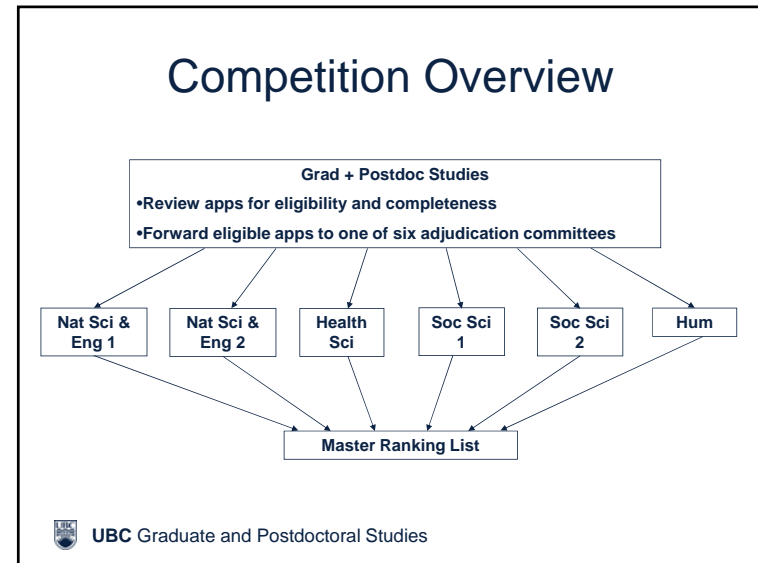
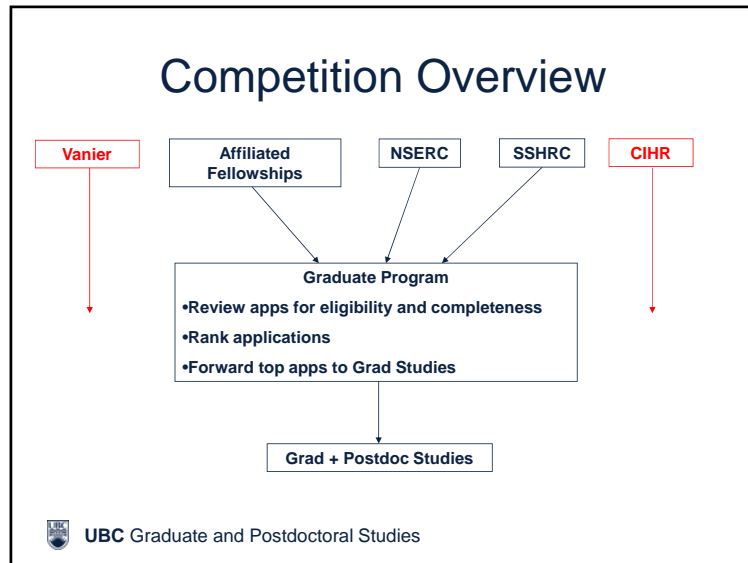
Deadlines (are strict)

- For referees
- For applicants
- For graduate programs
- For universities

Where to submit

- Online vs. hard-copy submission
- Grad program vs. G+PS vs. funding agency

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Application Materials

Application form

- Each agency uses a different platform
- Allow time for technical glitches (also known as don't submit two minutes before the deadline)
- Spell check content
- Follow the instructions
- Follow the instructions
- Follow the instructions

Application Materials

Canadian Common CV

- Select correct CCV type



Canadian Common CV
www.ccv-ccc.ca

Fransais Home Contact Us Help
Welcome CV Versions History Consent Utilities PIN/System Account Account Logout
2016-09-08 13:39 EST

Funding CV - List of Sections


* Funding Source Vanier-Banting
* CV Type Vanier-Banting Academic
PIN/System Account Status Valid

Load Preview Submit

Application Materials

Canadian Common CV

- Submitting, reference numbers and PDF



Canadian Common CV
www.ccv-ccc.ca

Fransais Home Contact Us Help
Welcome CV Versions History Consent Utilities PIN/System Account Account Logout
2016-09-08 13:46 EST

Funding CV - List of Sections

Your CV has been submitted. The confirmation number is : 557433
You can view the submitted PDF and XML files by clicking on the History page.

Load Preview Submit

* Funding Source Vanier-Banting
* CV Type Vanier-Banting Academic
PIN/System Account Status Valid

Application Materials

Research proposal

- Free-form pages completed as separate document and uploaded / added to your application
- Review after file has been uploaded
- Page limits, margins, font size

Application Materials

Transcripts

- All post-secondary studies
- Official vs. original transcripts
- Must be up-to-date
- Often need to show fall term registration
- Include transcript key
- Talk to your graduate program about which transcripts they can provide (don't assume)



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Application Materials

Reference letters

- Allow lots of time for referees to prepare and submit their references
- Encourage referees to log into online system early, to confirm no technical difficulties
- Set an earlier deadline for your referees
- Electronic vs. hard-copy references
- Using reference forms vs. free-form letters



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Ethics and Integrity

- Application must be an accurate picture of applicant
 - Beware of hyperbole and embellishment
 - Give credit where credit is due
 - Review Tri-Agency Framework: Responsible Conduct Of Research (<http://www.rcr.ethics.gc.ca/eng/policy-politique/framework-cadre/>)
- Who should write the research proposal?
 - Applicant alone?
 - Applicant together with supervisor?
- Consequences



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Selection Criteria

- Academic Excellence
- Research Ability / Potential
- Communication, interpersonal and leadership abilities

Weightings vary by competition



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Last Advice

- Check your spelling
- Be careful about formatting (font sizes, margins, etc.)
- Have others read your application
- Follow the instructions

***This is a very important project,
and I am the very best person to do it***

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JULIAN DIERKES
ASSOC DEAN, FUNDING, G+PS

PREPARING EXCELLENT APPLICATIONS



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TYPICAL SELECTION CRITERIA

- Academic excellence: 50% Master, 30% PhD
- Research potential: 30% Master, 50% PhD
- [Communication, leadership, etc.] 20%

Relative importance varies by competition, but is often suggested by instructions.



ADJUDICATION

- Peer review is fundamental to science
- Adjudication processes are designed to ensure fairness and consistency in results
- Adjudicators select excellence among highly qualified applicants
- Adjudicators agree surprisingly often
- You cannot second-guess adjudicators
- Don't assume knowledge/familiarity with specific field/research among adjudicators
- Large number of applications but little time
- Small differences matter



SELECTION OF ADJUDICATORS

- Big competition = more variable adjudicators in substantive expertise on specific applications & disciplinary expectations
- Conflict of interest
- Multiple adjudicators
- Expectation of fairness & dedication



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ADJUDICATORS' HABITS

- When dealing with many applications, adjudicators like to refer to files by some shorthand
- Many adjudicators take extensive notes
- Many adjudicators search for additional information online

You can facilitate these habits in applications.



FOLLOW GUIDELINES/SELECTION CRITERIA

- Instructions are almost always carefully worded
- If there is something you disagree with in instructions, ask questions, but follow guidelines
- If guidelines specific criteria, speak to all of these criteria in your application



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CLARITY IN WRITING

You will always have more to say than space allows, so

- Reduce filler words and phrases
- Keep sentences short
- Organize your writing by thinking about opening sentences, enumerating objectives, methods, results, transitions
- Use strong active words like "is" and "will", avoid conjunctives



THINK ABOUT FORMATTING

Application forms will specify most formatting parameters, but

- Use (sub)headers to structure text
- Think about reminders to adjudicators when they review an application
- Consider some **bold** or *italics* to highlight aspects
- Be obvious by mirroring application instructions: If criterion is “Research”, why not have a subheader, “Research: [insert your topic here]”

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PREPARING APPLICATIONS

- Think/plan ahead
- Work backward from deadlines to include
 - Time for references (if needed)
 - Feedback from peers
 - Considered revisions
- Share your drafts/ask for others' applications
- Seek out feedback beyond your immediate specialization
- Does your application generate enthusiasm?

SPECIFIC ELEMENTS: PROPOSED RESEARCH

- **Must** be easy to read, including in its use of technical, (sub)discipline-specific terminology
- Clear discussion of objectives of research/hypotheses
- Highlights contributions to be made
- Must be do-able in terms of methods, time, other resources
- Detailed proposals beat out vague plans
- Will readers be as excited about this proposal as you are?

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SPECIFIC ELEMENTS: CV

- Think about narrative (selection of research topic, events/breaks in progress)
- Not all entries are automatically meaningful to all audiences
 - Kinds of publications, rates of productivity, positions, incl academic positions, etc
- Define and highlight your personal contributions, esp in collaborations

“I designed the experiment...”

“While we designed the study jointly, I focused on identifying the research site...”

REFERENCES

- Plan ahead
- Developing a “stable” of references vs not overburdening referees
- Be strategic in selection
- Give (gentle) instructions, including elements to highlight, address, etc.
- Do legwork for referees and provide them with complete information/drafts of application



OTHER CRITERIA

- What are selection criteria? Speak to them!
- Always be specific, give examples
- Let referees know about non-standard criteria
- Clarify role
 - In organizing grad conference, did you set the agenda, select papers, or handle logistics?
 - As a volunteer, what exactly did you do?
 - If dissemination of results will rely on “a website” how will you find audience/audience find you?

