



## Fall Competitions

- Vanier Scholarships – 5 September
- Tri-Agency / Affiliated Doctoral Scholarships – 17 September
- Tri-Agency / Affiliated Master's Scholarships – 1 December
- Trudeau Scholarships – to be confirmed

## 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)

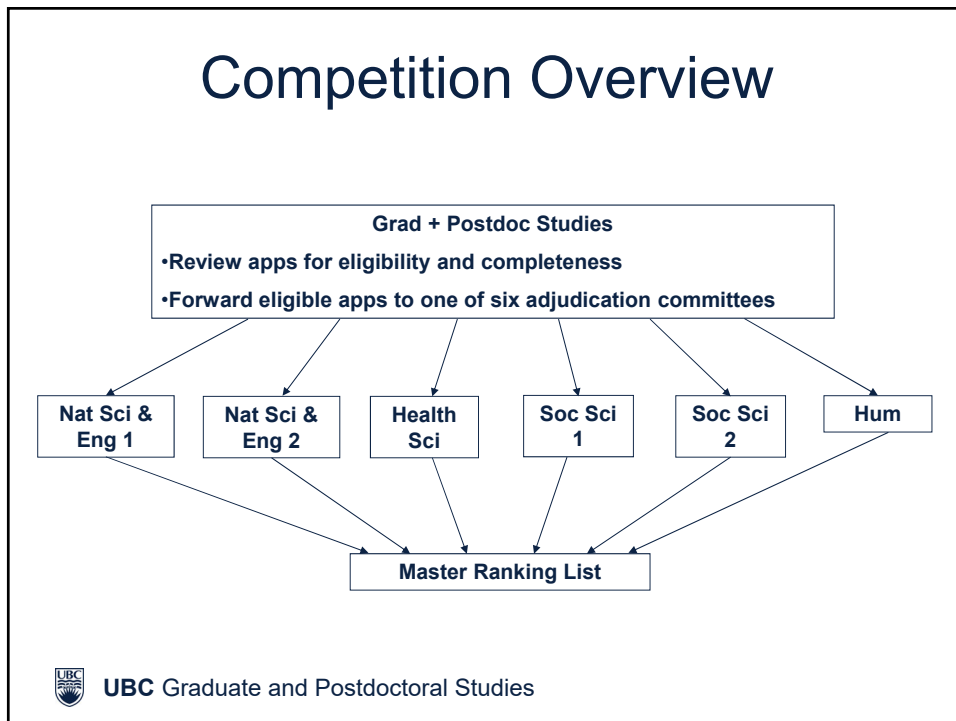
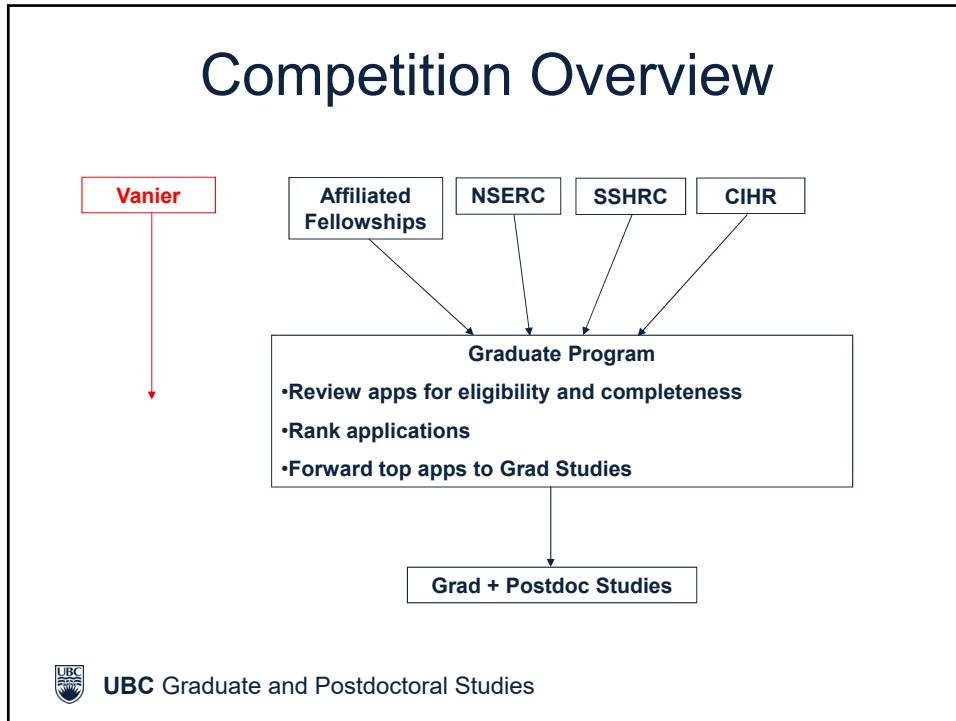
- For referees
- For applicants
- For graduate programs
- For universities

### Where to submit

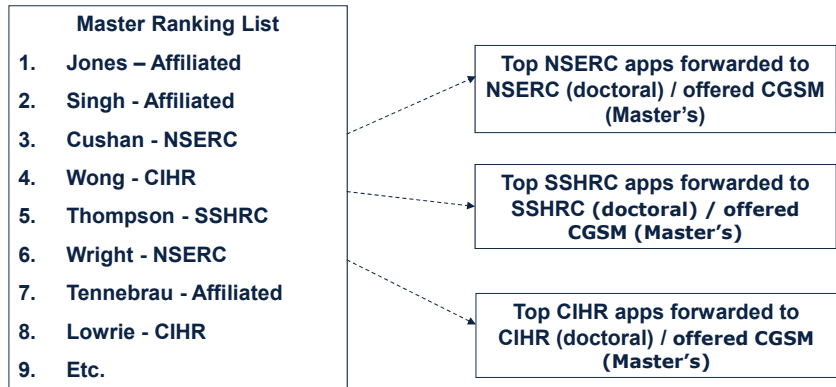
- Online vs. hard-copy submission
- Grad program vs. G+PS vs. funding agency



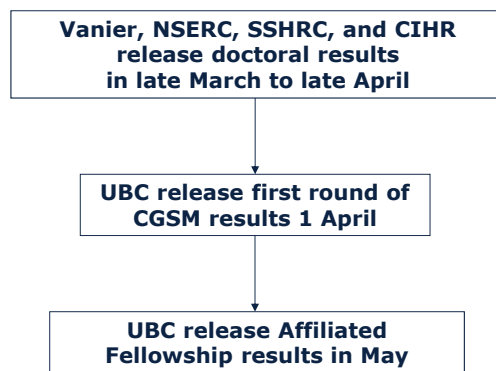
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# Competition Overview



# Competition Overview



# 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



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# Application Materials

## Canadian Common CV

- Select correct CCV type

The screenshot shows the Canadian Common CV website interface. The page title is "Canadian Common CV" with the URL "www.ccv-cvc.ca". The navigation menu includes "Français", "Home", "Contact Us", "Help", and "Logout". Below the navigation, there are links for "We come CV", "Versions", "History", "Consent", "Utilities", "PIN/System Account", "Account", and "Logout". The current page is "Funding CV - List of Sections", dated "2016-09-08 13:39 EST". The main content area shows a dropdown menu for "Funding Source" set to "Vanier-Banting" and another dropdown menu for "CV Type" set to "Vanier-Banting Academic". Both dropdown menus are circled in red. Below the dropdowns, there is a "PIN/System Account Status" field set to "Valid". At the bottom, there is a table with columns "Section", "Included/Entries", and "Last Updated", and a row showing "0 record(s)".



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# Application Materials

## Canadian Common CV

- Submitting, reference numbers and PDF

The screenshot shows the Canadian Common CV website interface. At the top, there is a navigation bar with links for Français, Home, Contact Us, Help, and Logout. Below this is a secondary navigation bar with links for Welcome, CV, Versions, History, Consent, Utilities, PIN/System Account, and Account. The main content area displays a confirmation message: "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." Below the message are buttons for Load, Preview, and Submit. There are also dropdown menus for Funding Source (Vanier-Banting) and CV Type (Vanier-Banting Academic), and a field for PIN/System Account Status (Valid).



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# 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



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# 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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## 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**

- Tri-Agency Doctoral
  - 50% Research ability and potential
  - 50% Relevant experience and achievements obtained within and beyond academia
- Tri-Agency Masters
  - 50% Academic excellence
  - 30% Research potential
  - 20% Personal characteristics and interpersonal skills



## 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

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## 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 list specific criteria, speak to all of these criteria in your application



## 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]”



## 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?



## 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?

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## Further Resources

[www.grad.ubc.ca/awards](http://www.grad.ubc.ca/awards)



Resources for Award Applicants

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# Contact Info

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