THE UNIVERSITY OF BRITISH COLUMBIA

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CIHR DOCTORAL APPLICATION CHECKLIST - 2020-2021 COMPETITION

Reminder: As of 2019, the three federal granting agencies (CIHR, NSERC, and SSHRC) have harmonized the CGS-D program. There is one webpage for the Tri-Agency CGS-D: http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSD-BESCD_eng.asp

Eligibility
See http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSD-BESCD_eng.asp#a4 for eligibility criteria

Completeness
See http://www.cihr-irsc.gc.ca/e/38887.html for application instructions

Order of Application Materials*
- Signature Pages form (3 pages)
- Application Details: the web-based Doctoral Award application form
    - 6 pages if the applicant did not select any optional "priority announcements"
    - 8 or more pages if they selected any optional "priority announcements"
- Lay Title and Lay Abstract
- Training Expectations (2 pages, maximum)
- Research Project Summary (1 page maximum, including references)
- Confirmation of Scientific Area form
- Doctoral Studies Timelines form
- Transcripts
- Sponsor letters (must be 2 letters)
- Canadian Common CV (CCV)
- Contributions Details - Publications List (optional, 2 pages maximum)
- Proof of Canadian citizenship or permanent resident document

*Note: The order is different from the applicant's task list on ResearchNet. Please refer to Page 6 of this checklist.

SIGNATURE PAGES FORM (3 pages total)

- Page 1 lists the "routing slip"
- Page 2 must identify the primary supervisor – supervisor's signature can be obtained at a later date
- Page 3 (Signature of Institution Paid) – these will be obtained at a later date

APPLICATION FORM PAGE 1

Funding Opportunity	• Must be "Doctoral Research Award: Frederick Banting and Charles Best Canada Graduate Scholarships Doctoral Award: 2019-2020"
Proposed Start Date	• Should be "2020-05-01", "2020-09-01" or "2021-01-01". These are the only valid award start dates. If entered incorrectly, return to student for corrections. • This section is free form in the application system so it's possible for student's to enter incorrect dates.
Institution	• Must be "University of British Columbia"
Primary location where research to be conducted	• Should be "University of British Columbia" • Can be hospitals or research institutes that are affiliated with UBC • Questions can be directed to graduate.awards@ubc.ca

Institution which will administer project funds (Institution Paid)	• Must be "University of British Columbia"
Period of support requested	• Must be 3 years
Budget section	• N/A for CIHR CGS-D applicants, should be blank

APPLICATION FORM PAGE 2

Other Project Information	**Sex and/or gender considerations**
	• The applicant is asked to "describe how sex and/or gender considerations will be integrated into your research proposal or explain why sex and/or gender are not applicable to your research proposal"
	• Either "yes" or "no" response requires that the applicant to describe how such considerations will be considered in their research design or are not applicable (limit of 2000 characters, including spaces)
	• Consult CIHR's guidelines to sex and gender based analysis

APPLICATION FORM PAGE 3

Citizenship	• Must be Canadian citizen or Permanent Resident
	• If permanent resident:
	o Date indicated must be on or before 17 September 2019 (to be confirmed)
	• If Other: **not eligible for CIHR – citizenship**

Note: Subsequent application form page numbers will vary in application forms based on whether the applicant selected a "priority announcement". As a result, the headings of each page are noted rather than page numbers.

APPLICATION FORM – REQUEST TO BE CONSIDERED

- "Request to be considered for the following Priority Announcements/Funding Pools"
- Optional
- 1 page form per "priority announcement"
- An applicant can be considered for up to three, see: https://www.researchnet-recherchenet.ca/rnr16/vwOpprtntyDtls.do?prog=3118
- Please note that the "Canada Graduate Scholarship to honour Nelson Mandela" is now listed as a priority announcement

APPLICATION FORM – RELEVANCE FORM

- Optional
- 1 page form per "priority announcement"

APPLICATION FORM – OTHER APPLICANTS

- Must be included in application
- At least one primary supervisor must be identified
- Supervisor's CV is no longer a requirement

APPLICATION FORM – DESCRIPTORS/THEMES/SUGGESTED INSTITUTES

- Must be included in application

APPLICATION FORM - SPONSORS

- The sponsors (aka referees) listed here should match the referee letters included in the application

LAY TITLE AND LAY ABSTRACT

- Must be included in application

FREE-FORM – GENERAL GUIDELINES

- For the submission of attachments, candidates must use either Arial, Calibri or Times New Roman font size of 12 point, black type (other font may be used, but must be of similar size appearance of those indicated).
- Maximum of six lines per inch, margin of 2 cm (3/4 inch) – minimum – around the page.
- Do not use condensed/narrow font sizes, type density, or line spacing.
- Smaller text in tables, charts, figures, graphs, and references (format at discretion of candidates) is acceptable, as long as it is legible when the page is viewed at 100%.
- Have presentation standards been followed? If not, return to applicant to be revised.

FREE-FORM – TRAINING EXPECTATIONS

- Maximum 2 pages

FREE-FORM – RESEARCH PROJECT SUMMARY

- Maximum 1 page, including references

CONFIRMATION OF SCIENTIFIC AREA FORM

- 1 page form, must use CIHR's form
- To meet the Sept 17th deadline, applicant can upload a blank form
- Supervisor's signature can be obtained at a later date
- If an applicant is selected by UBC to be nominated to the national competition, the applicant will be contacted in November to complete and upload this form

DOCTORAL STUDIES TIMELINES FORM

- 2 page form, must use CHIRs form
- Verify that the applicant has filled out the form correctly based on their academic history

TRANSCRIPTS

Requirements	Up-to-date official transcripts of the applicants complete academic record (this includes all undergraduate and graduate studies, completed or ongoing). Instructions below must also be followed:
	- One copy of the legend (reverse of each transcript) must be included; - Transcript text must be horizontal and uploaded in order from least recent to most recent. Original copies of any uploaded transcripts must be retained since they may be requested by CIHR for verification purposes at any point in the process.

	- Up-to-date official transcripts are defined as transcripts issued by the Registrars Office and dated or issued in the fall session of the year of the application (if currently registered) or after the last term completed (if not currently registered). Opening the envelope to scan the transcript will not render it unofficial for CIHRs purposes. - Applicants who are or were registered at an institution that does not provide transcripts must submit, in lieu of a transcript, a letter bearing the official institution seal/stamp or a letter signed by the Dean of Graduate Studies confirming the applicant's program of study, the applicant's registration status, the date of initial registration, the degree obtained or sought and the fact that the institution does not provide transcripts. - UBC transcript: - Copy of UBC Academic History from SISC or UBC official transcript, including 2019W1 registration for all students (including the ones with no registration prior to September 2019) - 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. For further details, refer to the transcript checklist that is posted on the [Awards Resources for Programs](#) webpage.
Months of study check	- The CIHR application form does not ask students to indicate their months of study on any page; however, you must verify via the transcripts that the applicant is eligible for the CGS-D award - CIHR CGS-D [months of study eligibility requirements](#) are: - Have completed **no more than 24 months** of full-time study in their doctoral program by December 31 of the year of application (**no more than 36 months if transferred directly from Bachelors** to a PhD or enrolled in a joint program, e.g., MD/PhD, MA/PhD) - Two terms of part-time study count as one term of full-time study. - The months of study completed are calculated starting from the date on which an applicant is officially registered in the doctoral program; this also applies to applicants: - registered in a Master's program and subsequently transferred to a doctoral program (fast-track); or - registered in a doctoral program, even if a Master's degree is obtained as part of the program (e.g., MA/PhD) - An applicant who commenced studies in a doctoral program directly from an undergraduate program (i.e., never enrolled in a Master's program) must be enrolled in their doctoral program at the time of application. These applicants may be eligible to apply to the CGS M program for their first year of doctoral funding. - The agencies count all studies toward the doctoral degree for which funding is requested, whether or not they were completed at the degree-granting institution.

SPONSOR LETTERS

- Must be 2 provided
- No signature needed

CANADIAN COMMON CV (CCV)

- Must be "CIHR Academic" format
- Current program of study (UBC 2019-2020, if current UBC student) must be listed
- Check to see if the applicant notes a previous doctoral-level scholarship or fellowship from CIHR, NSERC or SSHRC/ Per the eligibility requirements, applicants cannot have already receive a doctoral-level scholarship or fellowship.

FREE-FORM – CONTRIBUTIONS DETAILS - PUBLICATIONS LIST

- Maximum 2 pages, optional
- This section allows the applicant to include supplemental information for each entry made under the "Publications" section in their CCV

PROOF OF CITIZENSHIP OR PERMANENT RESIDENCE

- The following are the acceptable forms of proof:
  - Certificate of Canadian Citizenship;
  - Birth Certificate/ copy of an act issued by the proper provincial government authority;
  - Valid Passport;
  - Permanent Resident Card;
  - Form IMM 1000;
  - Form IMM 5292;
  - Valid Indian Status Card

INDIGENOUS APPLICANTS

- Applicants who wish to self-declare themselves as an Indigenous applicant should be directed to email junnie.cheung@ubc.ca.

CRITERIA-BASED AFFILIATED FELLOWSHIPS

- Current list (for 2020-2021) is available at: https://www.grad.ubc.ca/forms/list-criteria-based-affiliated-fellowships
- Not part of CIHR application; to be provided by, or requested from, students in order to be considered for criteria-based awards
- Award numbers entered into nomination data sheet by grad programs
- Check eligibility and append to CIHR application if student is applying for any of these awards

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

APPLICANT'S TASK LIST ON RESEARCHNET

Tasks	Comments
Identify Participants	• In addition to applicant, applicant must also identify a supervisor. If only one supervisor, it must be selected as "Primary Supervisor".
Identify Sponsors	• Two sponsor assessments are required.
Enter Proposal Information	• "Institution Paid" must be University of British Columbia (CAAA) • Upload "Training Expectations" and "Research Project Summary" as other attachments
Attach Other Application Materials	• "Other" = Confirmation of Scientific Area Form • "Transcripts" must include "Doctoral Studies Timelines" form, which must be uploaded as one single PDF with all required transcripts
Apply to Priority Announcements / Funding Pools (Optional)	• See: https://www.researchnet-recherchenet.ca/rnr16/vwOpprtntyDtls.do?prog=3118 if the application is relevant to a specific CIHR research area • An applicant can be considered for up to three options
Print/Upload Signature Pages	• Signatures are not required at the time of application
Preview	• Ensure consistency between the various sections of the application
Consent and Submit	• Be particularly careful when determining if your application should be submitted to a Canadian Institution with a quota or directly to CIHR