



APPLICATION CHECKLIST – 2020-21 AFFILIATED FELLOWSHIPS NATURAL SCIENCES AND ENGINEERING

Eligibility

See <https://www.grad.ubc.ca/awards/affiliated-fellowships-doctoral-program> for eligibility criteria

Completeness

For application instructions, see <https://www.grad.ubc.ca/forms/affiliated-fellowships-application-form-natural-sciences-engineering>

Order of Application Materials

- Affiliated Fellowships Application Form (including Criteria-Based Affiliated Fellowships Checklist)
- Outline of Proposed Research (max 2 pages including references)
- Bibliography and Citations (optional, max 5 pages)
- Contributions and Statement (max 2 pages)
- Special Circumstances (optional, max half-page)
- Transcripts
- Two (2) Reference Letters

APPLICATION FORM PAGE 1

Degree Information	<ul style="list-style-type: none"> • Verify proposed degree level in 2020-21 academic year: must be doctoral
Months of study	<ul style="list-style-type: none"> • Verify number of months of Master's and doctoral study listed by applicant
Citizenship	<ul style="list-style-type: none"> • If Canadian or permanent resident, must also apply for NSERC Doctoral competition if eligible. Otherwise, verify that the applicant is ineligible for NSERC CGS-D.
Signature	<ul style="list-style-type: none"> • Application must be signed and dated by applicant

APPLICATION FORM PAGE 2

Academic background	<ul style="list-style-type: none"> • Must include current graduate program; if not, have applicant provide revised page 2
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APPLICATION FORM PAGE 3

Academic, research and other relevant work experience	<ul style="list-style-type: none"> • Full-time/Part-time column must be filled out • All columns should be filled out for each entry
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APPLICATION FORM PAGE 4

Scholarships and awards	<ul style="list-style-type: none"> • Required for <u>all</u> award applications • All columns should be filled out for each award listed
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APPLICATION FORM PAGE 5

Thesis information	<ul style="list-style-type: none"> • Applicants to include most relevant (can be Master's thesis or current doctoral research)
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CRITERIA-BASED AFFILIATED FELLOWSHIPS CHECKLIST

<ul style="list-style-type: none"> • Award numbers entered into nomination spreadsheet by grad programs • Check eligibility and keep with the application if student is applying for any criteria-based awards
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FREE-FORM – GENERAL GUIDELINES

<ul style="list-style-type: none"> • Have margin (minimum ¾ inch) and font size (minimum 12-pt) guidelines been followed? If not, return to applicant to be revised • Name and student number of applicant must be on top of each page
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FREE-FORM – OUTLINE OF PROPOSED RESEARCH

<ul style="list-style-type: none"> • Maximum 2 pages

FREE-FORM – BIBLIOGRAPHY AND CITATIONS

- Optional; Maximum 5 pages

FREE-FORM – CONTRIBUTIONS AND STATEMENT

- Maximum 2 pages
- Part 1: Contributions to research and development
- Part 2: Most significant contributions to research and development
- Part 3: Applicant's statement
 - Research experience
 - Relevant activities

FREE-FORM – SPECIAL CIRCUMSTANCES

- Optional; Maximum ½ page.

TRANSCRIPTS

- Copies of official transcripts for all studies outside UBC (including studies undertaken but not completed and exchange terms) up to and including the fall 2019 term (i.e., indicating current registration in the fall term). These may be original or certified true copies provided by the applicant's graduate program.
- Copy of UBC Academic History from SISC
- See [transcript checklist](#) for details

REFERENCES

Format	<ul style="list-style-type: none"> • Ideally on Affiliated Fellowships Reference Form • Accepted if provided as free-form letter on letterhead
Number	<ul style="list-style-type: none"> • Must be two (2) provided
Signature	<ul style="list-style-type: none"> • Must be signed • Faxed or scanned copies of signed reference forms will be accepted • Email references and other documents without a signature will not be accepted
Printed name, title, and affiliation of referee	<ul style="list-style-type: none"> • Must be completed