



SSHRC DOCTORAL APPLICATION CHECKLIST - 2020-2021 COMPETITION

- Reminder: As of 2019, the Tri-Agencies have harmonized the CGS-D. There is one webpage for the SSHRC, CIHR and NSERC CGS-D: http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSD-BESCD_eng.asp.
- SSHRC offers the SSHRC CGS-D (\$35,000) and SSHRC Doctoral Fellowship (SSHRC DF)(\$21,000).
- The SSHRC CGS-D and SSHRC DF use the same application system - applicants eligible for both the SSHRC Doctoral Fellowships and the CGS-D Scholarships will automatically be considered for both awards. However, the SSHRC CGS-D and SSHRC DF have different eligibility criteria.

Eligibility

The SSHRC CGS D (\$35,000/year) and SSHRC Doctoral Fellowships (\$20,000/year) have different eligibility criteria:

- For the SSHRC CGS D, see http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSD-BESCD_eng.asp#a4 for eligibility criteria.
- For the SSHRC Doctoral Fellowships, see <http://www.sshrc-crsh.gc.ca/funding-financement/programmes-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

Application Materials

- Completed Web-Based Doctoral Award Application Form
 - Application Profile (1 page)
 - Areas of Study (2 pages)
- Research Proposal (maximum 2 pages)
- Bibliography and Citations (maximum 5 pages)
- Allowable Inclusions (if applicable, maximum 1 page)
- Transcripts
- Official Letter to confirm part-time study and/or leave of absence (if applicable, maximum 1 page)
- Completed Web-Based Curriculum Vitae (5 pages)
 - Language Proficiency and Work Experience (1 page)
 - Work Experience (1 page)
 - Academic Background (1 page)
 - Credentials and Research Expertise (1 page)
 - Funded Research (1 page)
- Research Contributions, Relevant Experience and Activities (maximum 2 pages)
- Letters of Appraisal (2 forms required, maximum 1 page each)
- [Criteria-Based Affiliated Fellowships checklist](#) (if student is applying for any)

Applicants must click "Preview" and "Verify" for each page of their application as they complete it, and well in advance of the deadline. SSHRC's online system will not accept applications that are incomplete (i.e., that contain unverified sections). If applicants make changes to a page, they must click "Verify" again for that page in order to confirm that SSHRC's online system will accept the new information when they submit their application.

APPLICATION PROFILE

Joint or special initiative	<ul style="list-style-type: none"> Information on joint or special initiatives is available on SSHRCs website Applicants must provide a maximum one-page justification per supplement (note: justification page is not included for review)
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."
Full organization name	<ul style="list-style-type: none"> Must be "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
Organization to award the degree	<ul style="list-style-type: none"> Should be "The University of British Columbia"
Expected start date of the award	<ul style="list-style-type: none"> Must be one of May 2020, September 2020, or January 2021
Supplement	<ul style="list-style-type: none"> Information on supplements is available on SSHRCs web site Applicants must provide a maximum one-page justification per supplement (note: justification page is not included for review)
Number of months of doctoral studies	<ul style="list-style-type: none"> Must be between 0 and 48 months of full-time studies Two terms of part-time study count as one term of full-time study

Calculation of the Number of Months of Doctoral Study Completed by December 31, 2019

- SSHRC considers **all studies** counted toward the doctoral degree for which funding is requested whether or not they were completed at the degree-granting institution.
- The months of study completed are calculated starting from the date on which an applicant is officially registered in the **doctoral degree program**. This applies to applicants in regular, fast-track, joint, and direct-entry programs.
- For CGS D eligibility:**
 - Students enrolled in regular and fast-track must not have completed more than 24 months of study by December 31, 2019;
 - Students enrolled in joint or direct-entry* programs must not have completed more than 36 months of study by December 31, 2019;
 - *direct-entry applicants** (Bachelors directly to PhD) must be enrolled in their PhD program at time of application.
- For SSHRC Doctoral Fellowship eligibility**, the value and duration of an award is calculated from date on which an applicant is officially registered in the doctoral program, regardless of the type of program, as follows:
 - 0 to 12 months completed by Dec. 31, 2019 = 48 month fellowship
 - 13 to 24 months completed by Dec. 31, 2019 = 36 month fellowship
 - 25 to 36 months completed by Dec. 31, 2019 = 24 month fellowship
 - 37 to 48 months completed by Dec. 31, 2019 = 12 month fellowship
- SSHRC assumes that all studies were full time and uninterrupted. Applicants are responsible for uploading with their transcripts an official letter from the institution confirming any approved leaves of absence, part-time study (counted as half time), and/or periods of previous PhD-level study that should not be counted towards the months of study completed. The letters must include relevant dates if they are not to be included in the calculation.

See Appendix E (table for determining months of study) on the [Awards Resources for Programs](#) webpage.

FREE-FORM – GENERAL GUIDELINES

- Body text in a minimum 12 pt Times New Roman font
- Single-spaced, with no more than 6 lines of type per inch
- All margins set at a minimum of 3/4" (1.87 cm)
- Have all the above specifications been met? If not, have applicant provide revised pages

FREE-FORM –RESEARCH PROPOSAL

- Maximum 2 pages
- **Note:** If the proposed research overlaps with areas funded by other granting agencies, the applicant must justify their submission of this proposal to SSHRC (rather than to NSERC or CIHR), based on the [General Guidelines for the Eligibility of Subject Matter at SSHRC](#).
- **Note:** If the applicant's project involves Indigenous research, the applicant should refer to the section [Does your proposal involve Indigenous research, as defined by SSHRC?](#) before preparing their proposal.

FREE-FORM – BIBLIOGRAPHY AND CITATIONS

- Maximum 5 pages

FREE-FORM – ALLOWABLE INCLUSIONS

- Maximum 1 page, if applicable
- Applicant may describe briefly special circumstances that may have affected their research, professional career, record of academic or research achievement, or the completion of their degrees.
- Relevant circumstances might include administrative responsibilities, maternity/parental leave, child-rearing, illness, disability, cultural or community responsibilities, socio-economic context, or health-related family responsibilities.
- Specify the dates for any delay or interruption.
- As part of the Indigenous Talent Measures, Indigenous applicants are encouraged to use the "Allowable Inclusions" section of their application form to describe special circumstances that may have had an impact on their academic or career paths. For additional information, please consult the [Indigenous Talent Measures](#) page on the SSHRC website.

TRANSCRIPTS

Required: up-to-date official transcripts for all undergraduate and graduate studies and dated or issued in the fall session of the year of application (if currently registered) or after the last term completed (if not currently registered)

- Copies of official transcripts for all post-secondary studies outside UBC
- Copy of UBC Academic History from SISC or UBC official transcript, including 2019W1 registration for all current 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, see the transcript checklist posted here: [Awards Resources for Programs](#)

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

- Maximum 1 page, if applicable
- In calculating the value and duration of awards, SSHRC assumes that all doctoral studies were full-time and uninterrupted.
- If applicant have studied on a part-time basis, or have 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.

CURRICULUM VITAE

Work experience	Current Position <ul style="list-style-type: none"> • Should be: "Student" - if registered in a master's or PhD program Position <ul style="list-style-type: none"> • Include other positions such as research and teaching assistantships
Academic background	<ul style="list-style-type: none"> • Current program of study (UBC 2019-2020) must be listed

FREE-FORM – RESEARCH CONTRIBUTIONS, RELEVANT EXPERIENCES AND ACTIVITIES

- Maximum 2 pages

LETTERS OF APPRAISAL

- 2 forms required, 1 page maximum per form

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 SSHRC application; to be provided by, or requested from, students in order to be considered for criteria-based Affiliated Fellowship 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.