New for Fall 2019:

- The CGS D ($35,000/year) for CIHR, NSERC and SSHRC is now harmonized and has a single webpage with harmonized eligibility requirements and selection criteria.
  - However, the SSHRC Doctoral Fellowship ($20,000/year) and NSERC PGS D ($21,000/year) have different eligibility requirements from the CGS D and thus still have their own web pages.
  - An applicant applying through the NSERC or SSHRC online application systems will automatically be considered for both the CGS D and SSHRC Doctoral Fellowship or CGS D and NSERC PGS D, if they meet the eligibility criteria for both.
- CIHR: Graduate programs will review and rank their CIHR CGS D applications. In prior years, CIHR applicants applied directly to CIHR and institutions did not nominate or adjudicate the applications.
- SSHRC has launched their online application system; all parts of the application will now be completed online (rather than requiring paper applications).
- The CIHR, NSERC, SSHRC, and Affiliated Doctoral all have 1 UBC-wide application deadline in September. Unlike previous years, graduate programs do not set their own internal application deadline for students.
- Due to the compressed timeline set by the Tri-Agencies for the harmonized CGS D, applications submitted to G+PS by the October nomination deadline will then be submitted to adjudicators without further corrections. This is unlike previous years, when G+PS reviewed the applications and requested corrections for several weeks before adjudication commenced. Applications will still be reviewed by G+PS (and corrections requested), but this will occur simultaneously with adjudication so any corrections (ex. missing transcripts added) will only be reflected in the final application file submitted to the Tri-Agency for nomination.

Common Terms

- CGS D: Canada Graduate Scholarships - Doctoral
- Tri-Agency is the umbrella term used to describe the three Canadian federal granting agencies:
  - CIHR  Canadian Institutes of Health Research
  - NSERC  Natural Sciences and Engineering Research Council
  - SSHRC  Social Sciences and Humanities Research Council

Competition Overview

Doctoral-level funding:

This guide describes the procedures for the fall 2019 competition for doctoral-level funding from CIHR, NSERC, SSHRC, and UBC’s Affiliated Fellowships, with a deadline for graduate programs to submit nominations to the Faculty of Graduate and Postdoctoral Studies (G+PS) of 4 p.m. on Friday, 11 October 2019.

At UBC, applications for the following competitions are adjudicated together in a single competition:

- CGS D – CIHR/NSERC/SSHRC (harmonized)
- NSERC Postgraduate Scholarships (NSERC PGS D)
- SSHRC Doctoral Fellowships
- UBC Affiliated Fellowships
Students who submit a CIHR, NSERC or SSHRC doctoral award application are also automatically considered for unrestricted Affiliated Fellowship funding, and do not need to submit a separate Affiliated Fellowship application. To be considered for criteria-based Affiliated Fellowship funding, CIHR/NSERC/SSHRC applicants must submit the criteria-based checklist to their graduate program.

Students who submit their application directly to CIHR, NSERC or SSHRC (that is, directly to the granting agency and not to UBC) and wish to be considered for Affiliated Fellowship funding need to submit a separate Affiliated Fellowship application to their graduate program. Other application types (e.g., Vanier Canada Graduate Scholarships) are submitted in separate competitions and are not included in the procedures described below.

Master’s-level funding:

A separate guide will outline procedures for the competition for Master’s-level funding, which will have a nomination deadline in February. The three federal granting agencies have harmonized their Master’s-level funding programs, with applications to be submitted by students for a deadline of 1 December 2019. For further information, please see the Canada Graduate Scholarships-Master’s Program (CGS-M) Program website.

Important note regarding students who have completed no more than 12 months of graduate-level study as of 31 December 2019:

Students who (1) have not yet held CGS-M funding, (2) were admitted into a doctoral program directly from a bachelor’s program and (3) have completed, as of 31 December 2019, no more than the full-time equivalent of 12 months of studies in their doctoral program should consider submitting a CGS-M application. Likewise, Master’s students who (1) have not yet held CGS-M funding and (2) have completed, as of 31 December 2019, no more than the full-time equivalent of 12 months of studies in their Master’s program are strongly encouraged to submit a CGS-M application. This will allow such students the possibility of receiving the full four years of funding from CIHR, NSERC and SSHRC. In such cases, students will submit their application through the Tri-Agency CGS-M competition for a deadline of 1 December 2019. For further information, please see the CGS-M Program website.

Preparing for the Competition

- Review policies and procedures for each of the application types listed above.
- Review eligibility requirements for each of the application types listed above.
- Help students determine appropriate application forms to complete, ensuring that applicants who are eligible to do so apply for funding from CIHR, NSERC or SSHRC.
  - See: Selecting the appropriate federal granting agency
- Nominations for applicants to the fall 2019 CIHR/NSERC/SSHRC and Affiliated Fellowships Doctoral competition must be submitted by graduate programs to G+PS by 4 p.m. on Friday, 11 October 2019.

Students Required to Apply

Required to submit CIHR, NSERC or SSHRC application:

Domestic students (Canadian citizens and permanent residents) who hold a multi-year UBC fellowship with an end date after 31 August 2020 are required to apply for Tri-Agency funding in the fall 2019 competition. Please note that this requirement applies only to domestic students who are eligible to apply for Tri-Agency funding. Some students may not eligible to apply for Tri-Agency funding this fall;
for instance, because they have completed too many months of doctoral study. Therefore, they are not required to submit a Tri-Agency application.

The list of students who are required to apply for Tri-Agency funding has been posted on the Award Resources for Programs webpage.

**Required to submit Affiliated Fellowship application:**

No students are required to apply for Affiliated Fellowship funding.

**Reviewing Applications for Eligibility and Completeness**

- Review the eligibility criteria for each award type:
  - CGS D – CIHR/NSERC/SSHRC (harmonized)
  - NSERC Postgraduate Scholarships (NSERC PGS D)
  - SSHRC Doctoral Fellowships
  - UBC Affiliated Fellowships - Doctoral
- Also, refer to the CIHR, NSERC, SSHRC, and Affiliated Fellowship checklists on the Award Resources for Programs webpage.
- Any extraneous documents (i.e., CVs or résumés) that are not required should be removed from applications.
- Incomplete applications forwarded to G+PS will not be considered.

**List of Criteria-Based Affiliated Fellowships**

- Students who submit CIHR, NSERC or SSHRC applications must provide to their graduate program a checklist of the criteria-based Affiliated Fellowships for which they are eligible.
- Graduate programs are asked to check eligibility and enter the award number(s) in the Nomination Data Sheet.
- The list of criteria-based Affiliated Fellowships is posted here: [https://www.grad.ubc.ca/forms/list-criteria-based-affiliated-fellowships](https://www.grad.ubc.ca/forms/list-criteria-based-affiliated-fellowships)

**Ranking Applicants**

Graduate programs are responsible for organizing a faculty review committee to rank applications and then select applicants who will be forwarded to the university-wide competition. Also, graduate programs are asked to rank their applications within the **three broad disciplines** represented by CIHR, NSERC and SSHRC. Thus, graduate programs may have up to three ranking lists:

1. NSERC and Affiliated Fellowship applications in **natural science and engineering** (Committees 1 and 2) are ranked together
2. CIHR and Affiliated Fellowship applications in **health sciences** (Committee 3) are ranked together
3. SSHRC and Affiliated Fellowship applications in **social sciences and humanities** (Committees 4, 5 and 6) are ranked together

Detailed listing of adjudication committees and research subject areas is posted on the Award Resources for Programs webpage.

Each graduate program may submit a maximum number of applications to G+PS. The quotas will be posted on the Award Resources for Programs webpage in late September.
Returning CIHR/NSERC/SSHRC Applications for Revisions

Applicants who will be forwarded to the university-wide competition may revise their CIHR/NSERC/SSHRC application before the university-level adjudication commences. These applicants may revise any part of their application and may incorporate corrections and/or feedback as suggested by their graduate program and/or internal review committee.

Note: Applicants are strongly advised to view and check the transcripts on the online application system. It is the applicant’s responsibility to ensure that the transcripts are complete and legible once uploaded to the online application system.

CIHR applicants: Additional signatures are not required before the nomination deadline of 11 October 2019. In November, the highest-ranked applicants (i.e., UBC’s nominees) will be contacted to submit the forms required to complete their CIHR CGS-D application.

Requests for returning applications (re-opening for revision) must come from graduate programs (not applicants) and must be emailed to graduate.awards@ubc.ca. An email template is provided below. Graduate program staff may simply copy graduate.awards@ubc.ca on their email to the applicant.

Graduate Awards staff will return (re-open) applications within 2 business days. All returned applications must be verified/completed and submitted by noon (PDT) on Tuesday, 8 October 2019. No exceptions will be made. Late or incomplete applications will be removed from the university-wide competition.

Email template

To: applicant
CC: graduate.awards@ubc.ca
Subject: Action required: revisions to your CIHR/NSERC/SSHRC application

Dear applicant,

Please be advised that your CIHR/NSERC/SSHRC application will be forwarded by [name of graduate program or department] to the university-wide competition.

The [internal review committee or graduate advisor] provided feedback regarding your application. The [committee] noted…

Or, the following corrections are required…

Your CIHR/NSERC/SSHRC application will be returned within 2 business days. You will receive a system-generated email when your application has been returned (re-opened on the online application system). Please resubmit your application as soon as possible, but no later than noon (PDT) on Tuesday, 8 October 2019. Late or incomplete applications will be removed from the university-wide competition.

Should you have any questions, please do not hesitate to contact [graduate program staff].

With thanks,
[graduate program staff]

Note: Revisions to Affiliated Fellowship application will be administered by the graduate program office.
Nomination Data Sheet (Excel spreadsheet)

- Enter data for all nominees and non-recommended applicants
- Available here: Award Resources for Programs webpage
- The Excel spreadsheet has three worksheets (tabs along the bottom of the Excel window)
  1. For the graduate program’s nominees, enter their data in the “Nominee Data” worksheet:
     - CIHR doctoral applicants
     - NSERC doctoral applicants
     - SSHRC doctoral applicants
     - UBC Affiliated Fellowship applicants who will be in a doctoral program in September 2020
     - Sort the “Nominee Data” worksheet by (i) “Discipline” and then (ii) “This nominee’s rank…”
  2. Enter applicant’s name, UBC student number, and application type for all applicants not being forwarded to G+PS in the “Non-recommended Applicants” worksheet
  3. A list of graduate programs is included for administrative purposes only

Departmental Memo

- Required from all graduate programs (two page limit)

The information provided in the Departmental Memo is extremely important to the university-level adjudication committees. Outline ranking rationale or criteria for excellence in specific field or research discipline. The Departmental Memo provides adjudicators (who may not be familiar with particularities of your specific discipline, e.g., Professor from Psychology reading applications from Economics) with a context for recognizing excellence in your discipline, especially as they compare applications from your discipline with those from other disciplines that may have somewhat different criteria for excellence. What do you want the adjudicators to know about your unique discipline that will enable them to evaluate your students’ applications fairly against those from other disciplines? For example, describe the grading practices and publication expectations or conventions in your program.

Submitting Nomination Materials to G+PS

- Nomination materials include the following:
  o Departmental memo
  o Nomination data sheet (Excel spreadsheet)
  o Complete Affiliated Fellowship application packages (include transcripts and reference forms)
- Nomination materials must be submitted electronically by uploading them to UBC Workspace 2.0 (Workspace).
- For instructions on uploading documents, please see the UBC Workspace 2.0 User Guide.

Note: These documents are no longer required for submission as of 2019
- Graduate Awards no longer requires a cover sheet for each applicant’s application package
- SSHRC no longer requires a departmental appraisal form as part of the application

Note: CIHR/NSERC/SSHRC application files are not required for submission as of 2019
- Graduate Awards will download application packages from the online application systems
**File Naming Conventions**

Nomination materials are to be submitted electronically by uploading them to Workspace as described below. Please adhere to the order and naming conventions, as this will ensure a smooth and speedy transfer of files to G+PS.

1. **Departmental Memo**: Scanned as a single PDF file with the naming convention as follows:
   
   GradProgram_Memo.pdf  
   e.g., EDST_Memo.pdf

2. **Nomination Data Sheet**: Saved as an Excel spreadsheet with the naming convention:
   
   GradProgram_Data.xlsx  
   e.g., EDST_Data.xlsx

3. **Affiliated Fellowship application files**: Scanned as separate PDF files (i.e., a single PDF file for each applicant), following the naming convention:
   
   GradProgram_Committee#_Last-Name_First-Name.pdf  
   e.g., EDST_6_Smith_Nancy.pdf

Thus, a graduate program’s Workspace folder might contain:

- EDST_Memo.pdf
- EDST_Data.xlsx
- EDST_6_Smith_Nancy.pdf

**Notifying Applicants of Competition Results**

- In the week following the G+PS deadline, **graduate programs are to notify all their applicants** whether or not their application was forwarded to G+PS.

- In early December, G+PS will notify graduate programs which of their CIHR/NSERC/SSHRC applications were forwarded to the national competition. In turn, **graduate programs are to notify their applicants** of whether or not their application was forwarded to the national competition.

- The granting agencies release their funding decisions in April 2020. G+PS will forward the results to graduate programs as soon as they become available. In turn, graduate programs are to notify their applicants of their results.

- Affiliated Fellowship funding decisions are released to graduate programs in June 2020. In turn, graduate programs are to notify their applicants of their results.