



# SSHRC DOCTORAL APPLICATION CHECKLIST - 2019-2020 COMPETITION

## Eligibility

See <http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/fellowships/doctoral-doctorat-eng.aspx#a4> for eligibility criteria

## Completeness

See [https://webapps.nserc.ca/SSHRC/Instructions-Help/docinstr\\_e.htm](https://webapps.nserc.ca/SSHRC/Instructions-Help/docinstr_e.htm) for application instructions

## Order of Application Materials

- the web-based Doctoral Award application form, completed, printed and **signed**
- Program of Study (maximum 2 pages)
- Bibliography and Citations (maximum 5 pages)
- Research Contributions (if applicable, maximum 1 page)
- Supplement and/or joint or special initiative - Justification pages, if applicable (maximum 1 page per justification)
- Allowable Inclusions (if applicable, maximum 1 page)
- Official Letter to confirm part-time study and/or leave of absence (if applicable, maximum 1 page each)
- official and/or certified copies of all undergraduate level transcripts
- official and/or certified copies of all graduate level transcripts
- two (2) completed [Letters of Appraisal](#)
- the [Departmental Appraisal](#)
- the completed, printed and **signed** [Consent to Disclosure of Personal Information](#) form
- the Application Checklist (optional, include if submitted by applicant)
- List of [Criteria-Based Affiliated Fellowships](#) (if student is applying for any)

SSHRC will accept conventional, **handwritten signatures only**.

If the words "PLEASE VERIFY" appear on the first page, the applicant has not yet successfully verified the data. If that occurs, the applicant must log onto the SSHRC web application, go to their Portfolio page and click on the Verify button for their form. The system will then generate a Verification Report which confirms the form is complete or lists the fields to be completed or corrected. Once the applicant has completed or corrected the information, the "PLEASE VERIFY" will disappear from the printed version of the form.

## PAGE 1

<b>Citizenship</b>	<p>If permanent resident:</p> <ul style="list-style-type: none"> <li>• Date of landing must be on or before <b>9 January 2019</b></li> <li>• date of landing is required</li> <li>• If Other: <b>not eligible for SSHRC – citizenship</b></li> </ul>
--------------------	--

## PAGE 3

<b>Joint or special initiative</b>	<ul style="list-style-type: none"> <li>• Information on <a href="#">joint or special initiatives is available on SSHRC's website</a></li> <li>• Applicants must provide a maximum one-page justification per initiative</li> </ul>
<b>Current status of the applicant</b>	<ul style="list-style-type: none"> <li>• Should be: "You are registered in a degree program at a Canadian university with a quota."</li> </ul>
<b>Current position</b>	<ul style="list-style-type: none"> <li>• Should be: "Student" - if indicated 'registered' (registered in a master's or PhD program) for Current Status field above</li> <li>• For students who hold an additional position (e.g., teaching or research assistant), select "Student" as their current position and list the other position in Work Experience</li> </ul>
<b>Org. code / Full organization name</b>	<ul style="list-style-type: none"> <li>• For students registered at UBC</li> <li>• Org. code = 1590111</li> <li>• Full organization name = The University of British Columbia</li> </ul>
<b>Name of degree sought through this application</b>	<ul style="list-style-type: none"> <li>• Must be PhD or DMA for doctoral award applicants</li> </ul>

<b>Expected start date of the award</b>	<ul style="list-style-type: none"> <li>• Must be one of May 2019, September 2019, or January 2020</li> <li>• The January start date is reserved only for applicants who cannot undertake the program of study until January because of an incomplete previous degree or because the program of study is not available until that time</li> <li>• Must not select a start date that precedes the start date of program of study</li> </ul>
<b>Supplement</b>	<ul style="list-style-type: none"> <li>• Information on <a href="#">supplements is available on SSHRC's website</a></li> <li>• Applicants must provide a maximum one-page justification per supplement</li> </ul>
<b>Number of months completed as of 31 December 2018</b>	<ul style="list-style-type: none"> <li>• Applicants for <b>doctoral</b> funding:           <ul style="list-style-type: none"> <li>○ Determine months of <b>all studies counted toward the graduate degree for which funding is requested, whether completed at the degree-granting institution or from previous studies</b>, up to 31 December 2018</li> <li>○ This applies whether or not the degree was completed and whether or not the current university recognizes the previous credits or years of study</li> <li>○ Reminder: SSHRC no longer subtracts the first 12 months of combined MA/PhD or fast-track programs</li> <li>○ If number of months of study is greater than 40, applicant is <b>not eligible</b> for SSHRC doctoral funding</li> </ul> </li> <li>• <b>Combined MA/PhD, fast-track and direct-entry PhD programs</b> <ul style="list-style-type: none"> <li>○ If an applicant is or will be registered in a combined MA/PhD, fast-track or direct-entry doctoral program, the applicant may be eligible to apply for a CGS Master's Scholarship provided the applicant has completed between 0 and 12 months of graduate-level study by 31 December 2018.</li> <li>○ If an applicant is currently registered in a combined MA/PhD, fast-track or direct-entry doctoral program, and has or will have completed more than 12 months of graduate-level study by 31 December 2018, the applicant can only apply to the Doctoral Awards funding opportunity.</li> <li>○ If an applicant started a master's and transferred to the PhD without obtaining a master's degree, <b>count all the months of study from start of master's registration</b></li> </ul> </li> <li>• For value and duration of doctoral awards available to students at different stages of doctoral study, please see: <a href="http://www.sshrc-crsh.gc.ca/funding-financement/programmes-fellowships/doctoral-doctorat-eng.aspx#a3">http://www.sshrc-crsh.gc.ca/funding-financement/programmes-fellowships/doctoral-doctorat-eng.aspx#a3</a></li> </ul>
<b>Signature</b>	<ul style="list-style-type: none"> <li>• Must have original, handwritten signature</li> </ul>

#### PAGE 4

<b>Academic background</b>	<ul style="list-style-type: none"> <li>• Current program of study (UBC 2018-2019) must be listed</li> </ul>
----------------------------	---

#### PAGE 5

<b>Work experience</b>	<ul style="list-style-type: none"> <li>• Include research and teaching assistantships in this section</li> </ul>
------------------------	--

#### PAGE 9

<b>Referees</b>	<ul style="list-style-type: none"> <li>• Confirm that referees listed provided letters of appraisal</li> <li>• If not, have applicant provide revised page 9</li> </ul>
<b>Transcripts</b>	<ul style="list-style-type: none"> <li>• Check that all institutions listed in Academic Background on page 4 are listed in this section</li> <li>• Additionally, applicant should provide transcripts from any other post-secondary institutions (even if credit for those studies was transferred to another institution)</li> </ul>

#### FREE-FORM – GENERAL GUIDELINES

<ul style="list-style-type: none"> <li>• typed, single-sided, on 8 ½" x 11" (21.5 cm x 28 cm), white paper</li> <li>• single-spaced, with no more than six lines of type per inch (2.54 cm)</li> <li>• body text in a minimum 12 pt Times New Roman font</li> <li>• all margins set at a minimum of ¾" (1.87 cm)</li> <li>• name of applicant appearing within the set margins at the top right corner of every page</li> <li>• pages numbered consecutively following the last page of the printed application</li> <li>• Have all the above specifications been met? If not, have applicant provide revised pages</li> </ul>
--

## FREE-FORM – PROGRAM OF STUDY

- Maximum two (2) pages
- **Note:** If proposed research is in **health or psychology**, applicant must justify their submission of this proposal to SSHRC (rather than to [NSERC](#) or [CIHR](#)), based on SSHRC's [Subject Matter Eligibility](#)
- **Note:** If proposed research involves **Indigenous research**, applicant should review SSHRC's [Guidelines for the Merit Review of Indigenous Research](#) for further information.

## FREE-FORM – BIBLIOGRAPHY AND CITATIONS

- Maximum five (5) pages

## FREE-FORM – RESEARCH CONTRIBUTIONS

- Maximum one (1) page

## FREE-FORM – SUPPLEMENT JUSTIFICATION

- Maximum one (1) page per supplement, *if applicable*
- Information on [supplements](#) is available on SSHRC's website
- Aileen D. Ross Fellowship: A \$10,000 supplement is awarded yearly to a SSHRC doctoral award recipient conducting poverty-related research in sociology.
- Queen's Fellowship: A \$10,000 supplement is awarded yearly to a SSHRC doctoral award recipient entering a Canadian Studies program at a Canadian postsecondary institution. At the time of application, candidates are considered eligible if they *intend to enrol in or are registered in the first year of* such a program.

## FREE-FORM – JOINT OR SPECIAL INITIATIVE JUSTIFICATION

- Maximum one (1) page per initiative, if applicable
- Information on [joint or special initiatives](#) is available on SSHRC's website
- The [Sport Participation Research Initiative](#) is a joint initiative between SSHRC and the Department of Canadian Heritage that provides provide additional support for policy-relevant research about participation in sport in Canada.

## FREE-FORM – ALLOWABLE INCLUSIONS

- Maximum one (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 your 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.

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

- Maximum one (1) page
- 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.

## TRANSCRIPTS

Required: up-to-date official transcripts for all undergraduate and graduate studies

- Copies of official transcripts for all post-secondary studies outside UBC
- Copy of UBC Academic History from SISC or UBC official transcript, including 2018W1 registration for all students (including the ones with no registration prior to September 2018)
  - 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.
- See the transcript checklist for further details

## LETTERS OF APPRAISAL

<b>Format</b>	<ul style="list-style-type: none"> <li>• Complete SSHRC's <a href="#">Letter of Appraisal form</a></li> <li>• If provided as free-form letter on letterhead:           <ul style="list-style-type: none"> <li>◦ Referee <b>must</b> provide signed copy of SSHRC Appraisal form with referee info and signature on bottom section of form</li> </ul> </li> </ul>
<b>Number</b>	<ul style="list-style-type: none"> <li>• Must be two (2) provided</li> </ul>
<b>Signature</b>	<ul style="list-style-type: none"> <li>• Must be <b>original, handwritten signature</b></li> </ul>
<b>Printed name and other referee info</b>	<ul style="list-style-type: none"> <li>• Must be completed</li> </ul>

## DEPARTMENTAL APPRAISAL

- Graduate program must complete SSHRC's [Departmental Appraisal form](#)
- A printed copy with **original, handwritten signature** must be included with the application
- **Note:** Form cannot be signed by an individual who has also provided a Letter of Appraisal for the applicant

## CONSENT TO DISCLOSURE OF PERSONAL INFORMATION FORM

- Applicants must also complete, sign and date the [Consent to Disclosure of Personal Information form](#)
- A printed copy with **original, handwritten signature** must be included with the application

## SSHRC APPLICATION CHECKLIST

- Include if submitted by applicant

## CRITERIA-BASED AFFILIATED FELLOWSHIPS

- Current list (for 2019-2020) is available at: [https://www.grad.ubc.ca/sites/default/files/awards/awards\\_affiliated\\_criteria-based\\_2018-08-16.docx](https://www.grad.ubc.ca/sites/default/files/awards/awards_affiliated_criteria-based_2018-08-16.docx)
- Not part of SSHRC application; to be provided by, or requested from, students in order to be considered for criteria-based 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.