Instructions for Application for Master’s-Level Affiliated Fellowship Funding 2017-2018 Competition

General Instructions

The application form is designed to be completed on your computer using the “TAB” key to navigate through the document, with only the signature being hand-written.

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Personal Information
Please enter your name, UBC student number and current e-mail address in the spaces provided.

Degree Information
UBC department / graduate program as of September 2016 - if not currently enrolled at UBC, enter “Not Applicable”

Degree type in which I am registered as of September 2016 - if not currently enrolled at UBC, enter “Not Applicable”

Proposed degree type in 2017-2018 academic year - if you will not be registered as a Master’s or doctoral student at UBC in the 2017-2018 academic year, you are not eligible to apply for Affiliated Fellowship funding.

To be eligible, applicants must have completed, as of December 31, 2016, between zero and 12 months of full-time studies (or full-time equivalent) in:

• the master’s program for which they are requesting funding; or
• the doctoral program for which they are requesting funding if they were admitted into a doctoral program directly from their bachelor’s program (they were never registered in a master’s program, or are registered in a combined Master’s-PhD program); or
• a master’s program, but are requesting funding for a doctoral program (an example is a student who is fast-tracked from a Master’s to a doctoral program within 12 months of starting their Master’s and is seeking funding for the first 12 months of their doctoral program).

Please note that:

• all previous studies at the graduate level, regardless of institution and discipline, will be included in determining eligibility;
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- successful applicants for Master’s-level funding who plan to hold that funding as a Master’s student (first point immediately above) will not receive funding past the end of their 24th month of Master’s-level study;
- successful applicants for Master’s-level funding who plan to hold that funding as a doctoral student (second and third points immediately above) will receive a funding offer restricted to a maximum of 12 months, and they will not be considered for doctoral-level funding such as a Killam Doctoral Scholarship.

Research Subject Area - see descriptions at Appendix: Research Subject Areas. Choose the research subject area that most closely matches the project described in your Outline of Proposed Research.

Months of study - count all months of Master’s and doctoral study, at UBC and at previous institutions.

Citizenship
Application for Tri-Agency funding - Canadian citizens and permanent residents are required to apply for funding from CIHR, NSERC, or SSHRC if eligible to do so. See the websites of these funding agencies for details regarding eligibility. If you are a Canadian citizen or permanent resident and if you have submitted a CGS-Master’s application (http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM_eng.asp) and selected UBC as a proposed host organization, you do not need to also submit an Affiliated Fellowship application.

Signature
Your signature certifies that you meet the following specific requirements:
- You accept the terms and conditions of the award as set out in UBC’s Senate Regulations Governing University Awards (http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,299,0,0);
- You understand that the personal information you provide on this form is collected pursuant to section 26 of the Freedom of Information and Protection of Privacy Act (http://www.bclaws.ca/EPLibraries/bcaws_new/document/ID/freeside/96165_00). It will be used only for the purposes of processing and assessing your scholarship application in accordance with section 32 of the Act. If necessary, it will be disclosed in accordance with sections 32 to 36, as authorized by the Act;
- You agree to comply with UBC’s Policy on Scholarly Integrity (http://www.universitycounsel.ubc.ca/policies/policy85.pdf);
- You certify that the information provided in your application is true, complete, accurate and consistent with institutional policies to the best of your knowledge. The provision of false or inaccurate information may result in sanctions, including termination of funding and disentitlement from eligibility for future funding; and
- You acknowledge and accept that UBC reserves the right to follow up in order to validate the applicant information that is provided in the application.
Summary of Proposal
Provide a title and summary for your project in language clear to members of the general public.

Criteria-Based Affiliated Fellowships
Review the descriptions of the criteria-based Affiliated Fellowships and select those awards for which you are eligible from the list.

Attachments
In addition to the Affiliated Fellowship application form, you must submit the following materials to your graduate program. You should check with your graduate program to confirm whether you should submit your attachments as a hard-copy document or as an electronic file, e.g., PDF or DOC.

General Presentation
Attachments materials must be submitted as hard-copy documents to your graduate program. Please ensure your attachments are presented according to these specifications:

- Text must be single-spaced, with no more than six lines per inch.
- Pages must be 8 ½” x 11” (216mm x 279mm);
- All text should be black, and no colour images should be used;
- The acceptable font is Times New Roman (regular, minimum 12-pt.) or any comparable serif font.
- Condensed type is not acceptable.
- Set margins at a minimum of 2 cm (3/4 of an inch) all around.
- Use a left-justified, standard page layout.
- Include your name and UBC student number in the page header (on every page).
- For multipage attachments, number the pages sequentially.
- The maximum number of pages permitted is indicated in each section of the application. Pages in excess of the number permitted will be removed.
- If you have supporting documents written in a language other than English or French, you must provide a translation of the document in English or French.
- Print on one side of the paper only;
- The maximum number of pages allowed is indicated below. Pages in excess of the number permitted will be removed. Do not refer readers to websites for additional information.
- Any extraneous materials (materials not requested in the instructions below) will be removed if submitted.
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Outline of Proposed Research

Maximum two pages, as follows:

• maximum of one page can be used for the outline of proposed research; and
• maximum of one page can be used for bibliography/citations.

Provide a detailed description of your proposed research project for the period during which you will hold the award. Be as specific as possible. Provide background information to position your proposed research within the context of the current knowledge in the field. State the objectives and hypothesis, and outline the experimental or theoretical approach to be taken (citing literature pertinent to the proposal), and the methods and procedures to be used. State the significance of the proposed research to a field or fields in the health sciences, natural sciences and/or engineering or social sciences and/or humanities, as appropriate.

If you have not yet decided on a specific project, you must still provide a detailed description of a research project that interests you. You are not bound by this project. You may change your research direction or activities during the course of the award.

In addition:

• The Citations page is where you will list works that are cited in your proposal, and particularly relevant bibliographic references. Applicants are cautioned against padding their bibliographic references, which tends to be obvious to review committee members.
• Applicants are expected to write their own research project independently. Ideas and/or text belonging to others are to be properly referenced.
• Include all relevant information in the outline. Do not refer reviewers to URLs or other publications for supplemental information.
• In the Outline of Proposed Research, provide the requested information according to the guidelines and format standards outlined in the General Presentation section above.

Transcripts

• All applicants must submit transcripts for all university-level studies (including studies undertaken but not completed) up to 31 August 2016.
• For institutions other than UBC, only official transcripts will be accepted. These may be original or certified true copies provided by the applicant's graduate program. Please note that students must request certified true copies of transcripts from their graduate program, not from the Faculty of Graduate and Postdoctoral Studies.
• For UBC, the applicant's "Academic History" printed from the SISC by the applicant's graduate program will be accepted.
• Translations of transcripts in any languages other than French and English must be included.
• It remains the applicant's responsibility to ensure that all required transcripts have been provided to his or her graduate program by 1 December 2016.
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Canadian Common CV

Applicants are required to complete the CCV from the Canadian Common CV Web site (https://ccv-cvc.ca/indexresearcher-eng.frm) as part of their Affiliated Fellowship application. Refer to the Canadian Common CV – How to Complete the Canada Graduate Scholarships-Master's Version (http://www.nserc-crsng.gc.ca/Students-Etudiants/CCV_CGSM-CVC_BESCM_eng.asp; steps 1-5) for details. Applicants to the Affiliated Fellowship competition must complete the CGS-Master’s template of the CCV.

* Rather than attach an .xml version of your CCV to a CGSM application (as described in the “How to Complete…” instructions referenced above), Affiliated Fellowship applicants are to click "History" in the top menu bar when logged into the CCV website and select the .pdf version of their CCV. Applicants should check with their graduate program to confirm whether they should submit the pdf of their CCV as a hard-copy document or as an electronic file.

The CGS M CCV template was designed to cover the breadth of applicants. Certain fields of entry in the template may not be applicable to your specific circumstances. In those instances, the sections should be left blank.

Applicants are invited to indicate, on a voluntary basis, whether they are disabled or belong to a visible minority group. This data is only used for statistical purposes.

In the Leaves of Absence and/or Special Circumstances Impacting on Research section, describe any special considerations that have had an effect on your performance or productivity. Include any considerations that may have resulted in delays in disseminating your research results, such as health problems, family responsibilities, disabilities or other circumstances (for example, the time necessary to complete a monograph, file a patent, or commercialize an industrial process or product). Explain any gaps in the chronology of your experience. The selection committee will take these circumstances into consideration when evaluating your application. If your current supervisor is unable to provide you with a reference letter, you may use this section to provide an explanation.

Reference Forms

Each application must be accompanied by two Reference Assessments.

These must be completed by persons capable of making an informed assessment, and they cannot be completed by a proposed supervisor unless that person is, or has been, your supervisor.

One assessment should be from a person very familiar with your research and other abilities, e.g., current academic research supervisor or industrial supervisor (in the case of co-op students), previous academic research or industrial supervisor. The second assessment should be from a person sufficiently familiar with your research and other abilities to provide a meaningful commentary.

Applicants are to provide to their referees the Affiliated Fellowships Reference Form (https://www.grad.ubc.ca/forms/affiliated-fellowships-reference-form-applicants-masters-level-funding). The reference letter form is a form-fillable Microsoft Word document, and can be e-mailed by the applicant to their referees.
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Applicants should:

• complete the top portion of the reference forms before providing these forms to their referees;
• provide their referees with a copy of their list of research contributions, program of study, and transcripts so that they can be reviewed before the reference forms are completed.

Very Important: Regardless of whether referees submit their reference forms to the applicant or directly to the applicant's graduate program:

• Acceptable:
  o recommendation letters signed by the person providing the reference;
  o original, faxed, and scanned copies sent by e-mail directly to the graduate program
• Not Acceptable:
  o e-mails and any reference form that is not signed by the referee;
  o reference forms received by the applicant's graduate program after the 1 December 2016 deadline
• Reference forms are confidential, and the contents of the reference forms are not to be viewed by the applicant.

Final Notes

• Applications submitted to the combined Affiliated Fellowships / Tri-Agency competition may also be removed from the competition for any of the following reasons:
  o if the application form or free-form pages are hand-written,
  o if a minimum of two reference forms or letters are not submitted with the application,
  o if transcripts from any previous post-secondary institutions are not submitted with the application,
  o if the free-form pages are not submitted with the application,
  o if the free-form pages are not formatted correctly (according the formats for font size and margins listed in the application instructions).
• It is the applicant’s responsibility to ensure that all application materials (including transcripts and reference letters) are received before the 1 December 2016 deadline.
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Appendix: Research Subject Areas

Research Subject Area 1
- Aerospace, Aeronautical and Automotive Engineering
- Agricultural Engineering
- Astronomy
- Biomedical Engineering
- Chemical Engineering
- Civil Engineering
- Computing Sciences
- Design and Manufacturing
- Electrical Engineering
- Environmental Engineering
- Fluid Mechanics
- Forest Engineering
- Geotechnical Engineering
- Industrial Engineering
- Materials Science and Technology
- Mathematical Sciences
- Mechanical Engineering
- Mining and Mineral Processing
- Physics
- Structural Engineering

Research Subject Area 2
- Animal Biology
- Animal Physiology and Metabolism
- Behavioural Neuroscience
- Chemistry
- Cognitive Science-Development
- Cognitive Science-Fundamental
- Cognitive Science-Language
- Earth Sciences
- Ecology
- Food Science and Technology
- Kinesiology
- Neurophysiology
- Plant and Tree Biology
- Psychology-Fundamental Processes
- Sensory Systems and Perception

Research Subject Area 3
- Cellular and Molecular Biology
- Health Sciences (CIHR Eligible)
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Research Subject Area 4
- Classical and dead languages
- Classical archaeology
- Classics
- Fine arts
- History
- Literature (all types)
- Mediaeval studies
- Philosophy
- Religious studies

Research Subject Area 5
- Administrative studies
- Anthropology
- Archaeology (except classical archaeology)
- Archival science
- Business
- Communications and media studies
- Criminology
- Demography
- Economics
- Environmental studies
- Folklore
- Geography
- Industrial relations
- Law
- Library and information science
- Management
- Political science
- Sociology
- Urban and regional studies

Research Subject Area 6
- Education
- Linguistics
- Psychology
- Social work

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