



INSTRUCTIONS FOR ABORIGINAL GRADUATE FELLOWSHIP BRIDGE FUNDING APPLICATION 2019-2020 COMPETITION

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Summary

The Faculty of Graduate and Postdoctoral Studies will match funds provided by graduate programs (to a maximum of \$8,000 per student and to a maximum of \$50,000 Bridge program funding available for 2019-2020 in total) to support Master's and doctoral Indigenous students for the 2019/20 academic year (i.e., from 1 September 2019 to 31 August 2020). This funding is intended to support students until they can apply for the next regular Aboriginal Graduate Fellowship competition. It is also intended to support students who were not successful in receiving other funding, such as Tri-Agency Master's or doctoral awards, Affiliated Fellowships, etc., for the 2019/20 academic year. Award winners are selected on the basis of academic merit through a competition administered by the Faculty of Graduate and Postdoctoral Studies.

Applicants must **check with their graduate program regarding their program's internal application deadline**. Internal application deadlines are normally several weeks before the Faculty of Graduate and Postdoctoral Studies graduate program nomination deadline of **Friday, 28 June 2019**.

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Eligibility Criteria

- All Indigenous students are eligible to apply, but priority is given to Indigenous students whose traditional territory falls, at least in part, within Canada. This includes Canadian First Nations, Métis or Inuit students and may include Indigenous students from Alaska and the northern states of the USA.
- Applicants may or may not be UBC graduate students at the time of application – the competition is open to both incoming and continuing graduate students. However, awardees must be enrolled as full-time graduate students at the UBC-Vancouver campus for the 2019-2020 academic year in order to receive an Aboriginal Graduate Fellowship Bridge funding through this competition. Students in the following programs are not eligible: MEng, MM, MBA, and PharmD.

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Evaluation Criteria

Criteria	Weighting for applicants for Master's funding	Weighting for applicants for doctoral funding
<p>Academic excellence</p> <ul style="list-style-type: none"> • Academic record • Scholarships and awards held • Duration of previous studies 	33.3%	20%
<p>Research ability or potential</p> <ul style="list-style-type: none"> • Quality of contributions to research and development • Relevance of work experience and academic training to field of proposed research • Significance, feasibility, and merit of proposed research, and justification for location of tenure • Ability to think critically • Ability to apply skills and knowledge • Judgment • Originality • Initiative and autonomy • Enthusiasm for research • Determination and ability to complete projects within an appropriate period of time 	33.3%	50%
<p>Communication, interpersonal and leadership abilities</p> <ul style="list-style-type: none"> • The ability or potential to communicate scientific concepts clearly and logically in written and oral formats. For example, this could include: <ul style="list-style-type: none"> ○ quality of the application's presentation; ○ participation in preparing publications; and ○ awards for oral presentations or papers • Professional and relevant extracurricular interactions and collaborations. For example, this could include: <ul style="list-style-type: none"> ○ mentoring; ○ teaching; ○ supervisory experience; ○ project management; ○ chairing committees; ○ organizing conferences and meetings; and ○ elected positions held. 	33.3%	30%

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Application Form

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.

Personal Information

Please enter your name, UBC student number (if applicable), current e-mail address and Indigenous nation/tribe in the spaces provided.

Degree for which Applicant is Requesting Support

Please enter information about the graduate degree program you intend to pursue in the 2019-2020 academic year.

Please enter the number of months of Master’s and doctoral study you have completed as of 31 December 2018. Count **all** months of Master’s and doctoral study, at UBC and at previous institutions.

Citizenship

Please select your citizenship status from the pull-down list.

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/bclaws_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 disqualification 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.

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Attachments

In addition to the Aboriginal Graduate Fellowship application form, you must submit the following materials to your graduate program. Please check with your graduate program with regard to acceptable formats (e.g., paper or electronic documents).



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General Presentation

Attachments materials must be submitted 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 (¾ 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.
- 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 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.

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; it is not a bibliography for your research topic.
- 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.

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INSTRUCTIONS FOR ABORIGINAL GRADUATE FELLOWSHIP BRIDGE FUNDING APPLICATION 2019-2020 COMPETITION

Transcripts

- All applicants must submit transcripts for all university-level studies (including studies undertaken but not completed) up to 31 December 2018.
- 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.

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Canadian Common CV

Applicants are required to complete the CCV from the Canadian Common CV website (<https://ccv-cvc.ca/indexresearcher-eng.frm>) as part of their Aboriginal Graduate 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) for details. Applicants to the Aboriginal Graduate 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), Aboriginal Graduate 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 their CCV as a hard-copy document or as an electronic file.

The CGS-Master's template of the 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.

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.

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Reference Forms

Each application must be accompanied by two reference forms or letters.

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 Aboriginal Graduate Fellowships Reference Form (<https://www.grad.ubc.ca/forms/aboriginal-graduate-fellowship-reference-form>). The reference form is a form-fillable Microsoft Word document, and can be e-mailed by the applicant to their referees. 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:
 - recommendation letters signed by the person providing the reference;
 - original, faxed, and scanned copies sent by e-mail directly to the graduate program
- Not Acceptable:
 - e-mails and any reference form that is not signed by the referee;
- Reference forms are confidential, and the contents of the forms are not to be viewed by the applicant.

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Final Notes

- Applications submitted to the Aboriginal Graduate Fellowships competition may also be removed from the competition for any of the following reasons:
 - if the application form or free-form pages are hand-written,
 - if a minimum of two reference forms or letters are not submitted with the application,
 - if transcripts from any institutions listed in the academic history section of the application are not submitted with the application,
 - if the free-form pages are not submitted with the application,
 - 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 forms) are received before their graduate program's internal AGF Bridge deadline.

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