2021-2022 Affiliated Fellowships Doctoral Competition - Applicants in Health Sciences

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.

Page 1

Applicant 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 2020 - if not currently enrolled at UBC, enter "Not Applicable"

Degree type in which I am registered as of September 2020 - if not currently enrolled at UBC, enter "Not Applicable"

Proposed degree type in 2021-2022 academic year
- If you intend to be registered as a Master's student at UBC in the 2021-2022 academic year, you must submit an Application for Master's-level Affiliated Fellowship funding, which is a different application (available on the Faculty of Graduate and Postdoctoral Studies website) with a different deadline (December 1, 2020)
- If you intend to be registered as a doctoral student at UBC in the 2021-2022 academic year and:
  - Have completed between zero and 12 months of full-time graduate study as of December 31, 2020 (either because you are registered in a fast-track program (accelerated from a Master's program into a doctoral program without obtaining the Master's degree) or a direct-entry doctoral program (no Master's-level studies)), you may choose to submit an application to the Master's-level Affiliated Fellowship competition, which is a different application (available on the Faculty of Graduate and Postdoctoral Studies website) with a different deadline (December 1, 2020)
  - Have completed more than 12 months of full-time graduate study as of December 31, 2020, you should use this application form. Please refer to the Faculty of Graduate and Postdoctoral Studies website for detailed eligibility criteria.
- If you will not be registered as a Master's or doctoral student at UBC in the 2021-2022 academic year, you are not eligible to apply for Affiliated Fellowship funding.

Months of study - Count **all** months of Master's and doctoral study, at UBC and at previous institutions. For example, a previous doctoral period of study at another institution would count towards your total doctoral months of study.

UBC Doctoral Supervisor Information
Provide the requested information about the UBC faculty member who will supervise your doctoral research project.

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 also submitted an NSERC / SSHRC / CIHR doctoral award application or a Tri-Agency CGSM application to your UBC graduate program, you do not need to also submit an Affiliated Fellowship application. However, if you'd like to be considered for criteria-based Affiliated funding, submit this checklist to your graduate program by the application deadline.
- If you have submitted an NSERC / SSHRC / CIHR doctoral award application directly to the funding agency or to another Canadian university, you may 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/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 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.

Page 2

Project Title
Provide the project title.

Lay Title
Provide a title for the project that is in a language clear to the general public.

Lay Abstract
Describe the project in a way that is accessible to a lay audience. Indicate how the proposed research can improve personal health, the health of populations and/or the health delivery system.

Page 3

Sex and Gender Considerations
Indicate if sex (biological) and/or gender (socio-cultural) considerations are taken into account in this study. CIHR provides guidelines for sex and gender-based analysis. Also describe how sex and/or gender considerations will be considered in your research design or are not applicable (limit of 2000 characters, including spaces).

Page 4

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

Return to Top

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). Given the current challenges with COVID-19 affecting mail delivery/processing, electronic submission is likely preferred.

General Presentation
Please ensure your attachments are presented according to these specifications:
- Explain any acronyms and abbreviations fully;
- Pages must be 8 ½" x 11" (216mm x 279mm);
- Pages must be single-spaced, with no more than six lines of type per inch;
- All text must be in 12 pt Arial, Calibri or Times New Roman font;
- Condensed fonts will not be accepted;
- All text should be black, and no colour images should be used;
- Margins must be set at a minimum of ¾" (1.87 cm);
- Smaller text in tables, charts, figures, graphs, and references (format at discretion of candidates) is acceptable, as long as it is legible when the page is viewed at 100%.
- If you have supporting documents written in a language other than English or French, you are required to provide a certified translation of the document.
- All text, including references (where applicable), must conform to these standards.

Please Note:
- Any extraneous materials (such as free form CVs and résumés) will be removed if submitted;
- Should the applicant exceed the page limits listed in the instructions above, any additional pages will be removed.

Return to Top

Canadian Common CV (CCV)

Applicants must complete and submit their Canadian Common CV using the "CIHR Academic" CV template. To produce a Common CV:
1. Go to the Common CV website and "Login".
2. Under "**CV**", select "**Funding**", then select "**CIHR**" and the appropriate **CV type "CIHR Academic"** from the dropdowns. Then click "**Load**".
3. Enter all the relevant and necessary data and click on "**Done**". A validation will automatically be performed and errors, if any, will be displayed. The validation rules are specific to CIHR and the selected CV type.
4. Review the CCV data online via a preview of the PDF.
5. When satisfied, save the PDF file click and include it with your application attachments
6. If changes are required to the CCV, applicants may repeat the steps above and submit an updated version of their CCV.

Important: In addition to the instructions in the CCV, please follow the additional instructions below, which are specific to the submission of an application for doctoral award funding, for sections that align with the adjudication criteria. It provides important information to reviewers for the adjudication of each application. Do not feel obligated to complete every CCV field. The numerous fields are simply meant to capture information from different fields of research and for various funding opportunities.
   a. **Section entitled "Education", Sub-Section entitled "Degrees"**
      o Every degree (Bachelor, Masters and Doctorate) must be recorded in the CCV whether they are complete or in progress. In addition, the following information must be entered in the applicant's CCV for eligibility purposes:
         ▪ Degree Type
         ▪ Degree Name
         ▪ Specialization
         ▪ Organization
         ▪ Degree Status

- Degree Start Date (YYYY/MM)
- Degree Received Date / Degree Expected Date (YYYY/MM) (if applicable)
- Supervisor(s) (if applicable)

Note: Applicants who have transferred to a doctoral program without completing their Master's studies and/or are pursuing a combined doctoral program should still record their studies as per below:

- o Record the Master's and/or any combined studies distinctively by indicating "**In Progress**" as the degree status.
- o Record the doctoral studies distinctively by indicating "**In Progress**" as the degree status and by responding "**Yes**" to the question "**Transferred to PhD without completing Masters?**"

b. **Section entitled "Recognitions"**
- o Indicate any recognition received, including honors, distinctions, prizes, awards (competitive or not, monetary or not, declined … etc.) and citations.
  - In the *Recognition Name* field (limited to 250 characters, including spaces), enter from which channel the recognition was obtained (competitive process or not), and from which source (Federal, Provincial, Non-Profit organizations…etc.). If the recognition was declined, it should also be indicated.

c. **Section entitled "Employment", Sub-Section entitled "Leaves of Absence and Impact on Research"**
- o Applicants must describe any special considerations that have had an effect on their performance or productivity. They must include any considerations that may have resulted in delays in disseminating their 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). Applicants must explain any gaps in the chronology of their experience.
- o If there are none, leave this section blank.

d. **Section entitled "Research Funding History"**
- o This list should only include research funding entries whereby the applicant was formally recorded as co-applicant, co-investigator, co-knowledge user, collaborator, decision maker, policy maker, principal applicant, principal investigator or principal knowledge user.
- o The information in this section should not duplicate information included elsewhere in the CCV (e.g. awards such as CGS Master's awards and CIHR Doctoral awards or any other type of federal or non-federal awards should be listed in **Recognitions** and not in this section).
- o If there are none, leave this section blank

e. **Section entitled "Activities"**
- o The activities and contributions defined in this section should include both academic and non-academic achievements, and their impacts.
- o Only entries with dates within the past 5 years may be submitted.
- o If there are none, leave this section blank.

For the following section, if there are no entries to add, leave it blank. Do not repeat entries.

f. **Section entitled "Contributions"**
- o Presentations:
  - Conference poster presentations should be listed under "Presentations". If the abstract was published in a conference journal, it should be listed under the sub-section entitled "Conference Publications" found under the "Publications" section.
  - Only entries with dates within the past 5 years may be submitted.
- o Publications:
  - Only include publications that have been accepted or are in press. Do not include publications in preparation or submitted (unless available in a recognized scientific public archive).
  - Thesis should be included under sub-section "Dissertations".
  - Only entries with dates within the past 5 years may be submitted.
- o Intellectual Property:
  - This section should include details for patents and intellectual property rights for technology transfer, products and services. Do not include publications in this section. Descriptions might include the title, patents or intellectual property rights number and date, country(ies) of issue, the name of the inventors, as well as relevance or impact of the stated item.
  - No entry limits.

Publications List

Maximum two pages

This section allows the applicant to include supplemental information for each entry made under the "Publications" section in their CCV, that is:

- For each multi-authored publication, define their role in the publication and indicate their percent contribution to the team effort.
- Only include publications that have been accepted or are in press. Do not include publications in preparation or submitted, unless available in a recognized scientific public archive (e.g. preprints). **Note:** Applicants are also invited to comment on environmental factors that affected their capacity to publish.
- Only entries with dates within the past 5 years may be submitted.

Training Expectations

Maximum two pages

Applicants are to:

- Describe their professional, academic and extracurricular experiences/achievements and how it will contribute to their training success.
- Describe how the training they expect to acquire will contribute to their productivity and to the research goals they hope to achieve.
- Describe how their expected training strives to foster impacts within and beyond the research environment and will contribute to the Canadian research ecosystem during and beyond the tenure of the award.
- Indicate why they decided upon the proposed training location and what they expect to learn from the training experience.
- If registered in a joint doctoral program (e.g. MD/PhD, DVM/PhD) or a clinically-oriented doctoral program, they must provide a description of how their program contains a significant research component.

Research Project Summary

Maximum one page, including references

- Should clearly describe the applicant's role on the project.
- Should be written in general scientific language, which is an important skill to acquire for future success in the research environment as applications are being reviewed by multi-disciplinary committees.
- Should be specific, focused, include feasible research question(s), objective(s) and provide a clear description of the proposed methodology.

Transcripts

- All applicants must submit transcripts for all university-level studies (including studies undertaken but not completed) up to and including the fall 2020 term (i.e., indicating current registration in the fall term).
- 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 transcripts, 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.

- If a transcript includes transfer credits from another institution, the grades for these credits must be shown. If a submitted transcript includes transfer credits without grades shown, the original transcript from the other institution must be included in the application.
  - Exception: CEGEP transcripts are not required (even if they contain transfer credits).
- Applicants must include one copy of the legend (reverse of each transcript). Do not scan the legend multiple times.
- The applicant's graduate program may already have some of the transcripts on file in eVision. The "G+PS Official" stamped transcripts from eVision are acceptable.
- Applicants may still need to order some of their transcripts to complete their transcript package. Given current uncertainties related to COVID-19 and the difficulty of obtaining/processing paper transcripts, it is recommended that applicants order official transcripts that can be sent electronically from their previous institutions to themselves or UBC, rather than by mail, where possible.
- It remains the applicant's responsibility to ensure that all required transcripts have been provided to his or her graduate program by the application deadline.

Reference Forms

Two references are required. The reports must be completed by persons capable of making an informed assessment.

- One report 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, industrial or USRA supervisor.
- The second report should be from a person sufficiently familiar with your research and other abilities to provide a meaningful commentary.
- A report cannot be completed by a proposed supervisor unless that person is, or has been, your supervisor.

Applicants are to provide to their referees the appropriate Affiliated Fellowships Reference Forms available on the Awards Forms for Students page. The reference forms are form-fillable Microsoft Word documents, 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:
- Only recommendation letters signed by the person providing the reference are acceptable;
- Original, faxed, and scanned copies sent by e-mail directly to the graduate program are acceptable;
- E-mails and any other reference form that is not signed by the referee will not be accepted under any circumstances;
- Reference forms are confidential, and the contents of the reference forms are not to be viewed by the applicant;
- Reference forms must be received by the applicant's graduate program by the application deadline.

Final Notes

- Applications submitted to the Affiliated Fellowships competition shall also be removed from the competition for any of the following reasons:
  - if the application form or free-form pages are hand-written,
  - if the 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 letters) are received by their graduate program by the application deadline.

[Return to Top](#)