

2021-2022 Affiliated Fellowships Doctoral Competition Applicants in Natural Sciences and Engineering

Go To: [Page 1](#)
[Page 2](#)
[Page 3](#)
[Page 4](#)
[Page 5](#)
[Page 6 and 7](#)
[Attachments](#)
[Outline of Proposed Research](#)
[Bibliography and Citations](#)
[Contributions and Statement](#)
[Special Circumstances](#)
[Transcripts](#)
[Reference Forms](#)
[Final Notes](#)
[Appendix: Research Subject Areas](#)

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.

Research Subject Area - see descriptions at [Appendix: Research Subject Areas](#). Choose the research subject area that most closely matches the project described in your Program of Study.

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.

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 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.

Page 2

Academic Background

Beginning with your most recent or current degree, list up to five degrees in reverse chronological order. Include only current and past programs; do not include programs that you have not yet started. If you are currently enrolled in a program, it must be included here. For degree programs you have completed, provide the date on which all requirements of the degree were met (not the convocation date). This includes your thesis defence corrections, and deposition of thesis.

If you began a master's degree and transferred to a doctoral degree without completing the master's, indicate this by leaving the "Expected / awarded date" field blank for that entry. For your doctorate, the start date will be the date on which you were first officially registered in a PhD program.

Under "Name of discipline," indicate the complete, exact title of your Program of study (e.g. PhD in Psychology – Cognitive Psychology).

Please note that there is the possibility of listing up to five degrees, it is recognized that most applicants will fill in one or two at the most.

[Return to Top](#)

Page 3

Academic, research and other relevant work experience

List up to a maximum of six positions you are holding or have held (include academic and relevant non-academic work experience, as well as administrative appointments). You may include research and teaching assistantships in this category. Beginning with the most recent, list your positions in reverse chronological order, based on the start year.

Page 4

Scholarships and other awards offered

List only competitive awards based on academic or research excellence and/or leadership or communication abilities. Include NSERC awards and declined awards. You may list up to 10 awards, starting with the most recent.

Page 5

Theses completed or in progress

In the Thesis information page of your application, provide the full title and summary of your most recent thesis completed. If you have not completed a thesis at the master's or undergraduate level, please provide the full title and summary of your in-progress thesis. If you are describing an in-progress thesis, include only work that has already been done; do not repeat the information provided in the Outline of Proposed Research section.

Summary of thesis most recently completed or in progress

Describe your master's thesis in this section. If you did not complete a master's thesis, describe your honours thesis in this section. If you completed neither a master's nor an honours thesis, you may describe one of your major research projects or papers in this section, or you may describe the work done to date on your doctoral degree. Do not repeat the information provided in the Outline of Proposed Research section.

Page 6

Diversity Considerations in Research Design

Indicate if diversity considerations including, but not limited to, sex and gender are taken into account in the research design, methods, analysis and interpretation, and/or dissemination of findings.

Page 7

Criteria-Based Affiliated Fellowships

Review the descriptions of the criteria-based awards 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). 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 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 ¼" (1.87 cm);

- Your name and UBC student number must appear outside the set margins of the page, at the top right corner of every page;
- For multi-page attachments, pages must be numbered sequentially; and
- 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](#)

Outline of Proposed Research

Maximum two pages
Applicants must complete this section themselves

Provide a detailed yet concise description of your proposed research project for the period during which you are to 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 significance of the proposed research to a field or fields in Natural Sciences and Engineering. 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.

In addition:

- You should not repeat the information found in the Theses completed or in progress section, but you may refer to it.
- Applicants are expected to write their own research project independently and to properly reference ideas or text belonging to others.
- Include all relevant information in the outline. Do not refer members to URLs or other publications for supplemental information. Such additional information will not be reviewed by members.
- If the proposed research is a continuation of your thesis, clearly state the differences between work done for your thesis and the research activities outlined in this proposal.
- Write your proposal in clear, plain language and avoid jargon. Your application will be reviewed by a selection committee covering a broad discipline category.

[Return to Top](#)

Bibliography and Citations

Optional attachment
Maximum five pages

Applicants are expected to properly reference ideas or text belonging to others. Use this section to list references to works that are cited in or directly relevant to your application (that is, do not list additional or unnecessary references to fill up the space). Follow the citation conventions that are appropriate to your research discipline or field.

Contributions and Statement

Maximum two pages

Provide the required information using the specified headings below in the order indicated.

Part I – Contributions to research and development

Begin with your most recent contributions and list each entry on a new line. Do not include any articles that are currently in preparation or those on which you do not appear as an author. Use the following headings in the order indicated:

- a. Articles published or accepted in peer-reviewed journals
- b. Articles submitted to peer-reviewed journals (provide submission number)
- c. Other peer-reviewed contributions (for example, communications, papers in peer-reviewed conference proceedings, posters)—do not repeatedly list the same proceeding from multiple conferences, proceedings for future conferences or your thesis here
- d. Non-peer-reviewed contributions (for example, specialized publications, technical reports, conference presentations, posters)
- e. Technology transfer
- f. Contributions resulting from your participation in industrially relevant R&D activities
- g. Patents and copyrights awarded (for example, software, but not publications)
- h. Patents and copyrights submitted

Use the following format:

- Full authorship as it appears or as it will appear in the original publication (with the applicant's name in bold)
- Year
- Title
- Publication name and volume
- First and last page numbers

Example

I. Contributions to research and development
a. Articles published or accepted in peer-reviewed journals

Li, H., **Applicant, X.X.**, and Kay, M. (1994) Protein-structure interactions in cell membranes. *Journal of Biological Chemistry*. 269: 1120-1124 (PhD work).

Notes:

- **Publications submitted, accepted or in press:** Indicate the date of submission or acceptance and the number of pages submitted.
- **Patents:** Include the title and names of joint inventors.
- **Posters:** Indicate the presenting author with an asterisk (*). Example: Applicant, X.X.*.
- **Conferences:** Indicate whether institutional, regional, provincial, national or international. Make a distinction between oral and poster presentations.
- **In all cases,** indicate whether the publication resulted from work done in the process of completing your undergraduate, master's or doctoral degree or from other relevant work experience.
- **Many contributions to industry or other end-users** take the form of technical or internal reports that are confidential, to protect proprietary information, or are subject to patent or copyright protection. If your record includes contributions of this kind, a letter from an institution or company researcher involved with technology transfer should accompany your application, and this letter should attest to the nature and significance of the contribution in as specific terms as possible. The letter will be forwarded to the selection committee for consideration only if it clearly addresses and demonstrates the confidential or protected nature of the contribution.
- **Updates to your publication record will not be accepted after the application has been submitted.**

Part II – Most significant contributions to research and development

From the contributions listed in Part I, choose up to three that you judge to be your most significant contributions to research and development. Comment on the importance of these contributions to the research area.

For each contribution:

- describe your role in the research; clarify your contribution to collaborative research and to the actual writing of joint publications;
- discuss the reasons for publishing in certain journals (for example, target audiences, review procedures);
- provide details, as appropriate, on the significance of technical reports and original research reported in books or technical reports;
- indicate any collaboration with other researchers;
- discuss the relevance of your work to engineering practice or industrial processes if appropriate.

Part III – Applicant's statement

In this section, group your comments under the following headings:

- **Research experience** - Describe the scientific or engineering abilities that you have gained through your past research experience, including special projects, honours thesis and co-op reports. If you have relevant work experience, discuss the relevance of that experience to your proposed field of study or research and any benefits you gained from it. Do not repeat any information you provided in Part II.
- **Relevant activities** - Describe your professional, academic and extracurricular activities, interactions and collaborations that best demonstrate your communication, interpersonal and leadership skills. Examples of these include:
 - teaching, mentoring, supervising or coaching
 - managing projects
 - participating in science promotion, community outreach, volunteer work or civic engagement
 - chairing committees or organizing conferences and meetings
 - participating in departmental or institutional organizations, associations, safety committees, societies or clubs
 - industrial work experience
 - awards for papers, reports, posters, oral presentations, teaching or volunteer and outreach work
 - showing leadership and active participation in the area of safety, including laboratory safety

[Return to Top](#)

Special circumstances

Optional attachment Maximum half-page

Describe any special circumstances that have had an effect on your performance or productivity. This includes delays in disseminating research results due to health problems, family responsibilities, parental leave, disabilities or other applicable circumstances. Explain any gaps in the chronology of your experience (including relevant employment). This section can also be used to describe the impact of COVID-19 on any aspect of the application. Describe any special circumstances that may have delayed, disrupted or interrupted studies or research, or otherwise affected the performance on which the assessment for funding will be made.

The description of special circumstances should include the following information as needed:

- the duration of the delay/interruption and if applicable a percentage of reduction in workload;
- a clear description of its impact, including if relevant, the type of research contribution impacted (e.g. publications, data collection, presentations)

The selection committee members are asked to recognize delays and assess the quality of the applicant's performance and productivity during their active period (that is, excluding the period of special circumstances). If your supervisor is unable to provide you with a reference letter, you may use this section to provide an explanation.

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.

[Return to Top](#)

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 forms 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](#)

Appendix: Research Subject Areas

Research Subject Area 1

- Civil, Industrial and Systems Engineering
- Chemical, Biomedical and Materials Science Engineering
- Mechanical Engineering
- Electrical Engineering
- Computing Sciences
- Mathematical Sciences
- Physics and Astronomy

Research Subject Area 2

- Chemistry
- Earth Sciences
- Evolution and Ecology
- Cellular and Molecular Biology
- Plant and Animal Biology
- Psychology

For more specific categories, please see http://www.nserc-crsng.gc.ca/Help-Aide/ScholarshipCodes-CodesPourBourses_Eng.asp.

[Return to Top](#)