

## 2021-2022 Affiliated Fellowships Doctoral Competition Applicants in Social Sciences and Humanities

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### 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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#### 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 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.

- 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.

*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](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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## Work Experience

List up to a maximum of 15 positions, academic and non-academic, you have held, beginning with the most recent. Indicate your position (e.g., Associate Professor, Director, Community Organizer, Student, Postdoctoral fellow or associate).

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## 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 "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.

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### **Credentials**

List up to 6 licences, professional designations, awards and distinctions you have received and feel would be the most pertinent to the adjudication of your application. List them in reverse chronological order, based on the year awarded.

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### **Funded Research**

This section is intended to include grants and funding specifically for research, as opposed to general awards. List up to eight grants or contracts you have received from SSHRC and other sources. It is not uncommon for graduate students and postdoctoral researchers to leave this section blank.

The information entered in the Credentials screen should not be repeated here.

#### *Funding organization*

Select the funding organization from the drop-down list. If the funding organization is not listed, select "Other" from the list and type the full organization name in the box provided.

#### *Year awarded/Completion status*

Indicate the year the funding was awarded and the completion status of the research for which the grant or contract was awarded.

#### *Role*

Indicate your role (applicant/principal investigator, co-applicant, etc.) in the funded research. If you are not the applicant (principal investigator) for the research project, specify that person's name in the space provided.

#### *Project title/Total amount*

List the project title and the total amount of money received for each grant or contract. Do not include decimals or cents.

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### **Criteria-Based Affiliated Fellowships**

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

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## **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**

Attachments materials must be submitted to your graduate program. Please ensure your attachments are presented according to these specifications:

- typed or word processed, single-sided, on 8 ½" x 11" (21.5 cm x 28 cm), white paper;
- single-spaced, with no more than six lines of type per inch;



- body text in a minimum 12-point Times New Roman font;
- all margins set at a minimum of  $\frac{3}{4}$ " (1.87 cm);

**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.

## Research Proposal

**Maximum two pages****Applicants must complete this section themselves**

Write your proposal in clear, plain language. Avoid discipline-specific jargon, acronyms and highly technical terms when writing your research proposal. Your application will be reviewed by members of a multidisciplinary selection committee, not all of whom will be familiar with your area of research.

Ensure that your text includes the following required elements, especially with respect to your research proposal.

*If you are not currently enrolled in a doctoral degree program:*

- clearly state your current level of study;
- give the title and a brief description of your master's thesis or research project, if applicable;
- identify the degree program that you will pursue, including any relevant courses, and provide an explanation for your choice; and
- provide an outline of your doctoral thesis or research project, including the research question(s), context, objectives, methodology and significance and expected contribution to the advancement of knowledge, and your special interests in the proposed area of research.

*If you are currently enrolled in a doctoral degree program:*

- clearly state your current level of graduate study;
- indicate at what stage you are in your thesis/research project;
- provide the name of your supervisor of doctoral studies, if known;
- provide an outline of your thesis or research project, including, for example, the research question(s), context, objectives, methodology and significance and expected contribution to the advancement of knowledge; and
- describe what you hope to accomplish during the award tenure and what will remain to be done before you obtain your degree.

If your project uses a [research-creation](#) approach, clearly indicate its research component. Outline the objectives of your research and the context, methodology, and expected contribution to the advancement of knowledge.

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## Bibliography and Citations

**Maximum five pages**

Provide the following:

- a bibliography for your proposed research proposal (please do not send publications or include endnotes); and
- bibliographic details for all citations included in your research proposal. Ensure that they are clear and complete to allow reviewers to locate the sources easily.

## Allowable Inclusions

## Optional attachment Maximum one page

Adjudication committees are asked to take into consideration special circumstances that may have affected candidates' research, professional career, record of academic or research achievement, or completion of 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, or pandemic. Please specify the dates for any delays or interruptions.

## Research Contributions, Relevant Experience and Activities

### Maximum two pages

Describe your research contributions, including any knowledge translation outputs, as well as a description of your relevant experience and activities. Given the page limits, be selective and summarize information where appropriate. Provide information in the two sections listed below. The maximum number of pages that you are permitted to use in total, for both sections, is two pages.

#### *Part I – Research Contributions*

Provide details, as appropriate, on the contributions you list, as follows:

- In the left margin, identify refereed publications with an "R". A refereed work is assessed:
  - in its entirety—not merely an abstract or extract;
  - before publication; and
  - by appropriately independent, anonymous, qualified experts ("independent" in this context means at arm's length from the author).
- Specify your role in co-authored publications.
- For published contributions, provide complete bibliographic details as they appear in the original publication (including co-authors, title, publisher, journal, volume, date of publication, page numbers, number of pages, etc.).
- For publications in languages other than French or English, provide a translation of the title and the name of the publication.

**Note:** A thesis is not considered a refereed publication.

Group your contributions by category in the following order, listing your most recent contributions first:

- **Refereed contributions:** Examples include books (where applicable, subdivide according to those that are single-authored, co-authored and edited works), monographs, book chapters, articles in scholarly refereed journals, conference proceedings, etc.
- **Other refereed contributions:** Examples include papers presented at scholarly meetings or conferences, articles in professional or trade journals, etc.
- **Non-refereed contributions:** Examples include book reviews, published reviews of your work, research reports, policy papers, public lectures, posters, community products, etc.
- **Forthcoming contributions:** Indicate one of the following statuses—"submitted", "revised and submitted", "accepted" or "in press". Provide the name of the journal or book publisher and the number of pages. Contributions not yet submitted should not be listed.
- **Creative outputs:** Applicants whose research outputs include an artistic creation may list their most significant achievements, starting with the most recent, in a separate category: "Creative outputs." This category may be followed by the categories shown above, as appropriate. Examples of creative outputs may include, for example, exhibitions, performances, publications, presentations, film, video, audio recordings, etc.

Although it is possible to list research contributions, some applicants may not yet have publications or other research contributions to list.

#### *Part II – Applicant's Statement*

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

- **Relevant experience:** Describe the research abilities that you have gained through your past research experience, including special projects, honours/master's thesis, co-op reports, etc. If you have relevant work experience, discuss the relevance of that experience to your proposed field of study/research and any benefits you gained from it. This section may also be used to describe your training relative to your proposed research such as knowledge gained through lived experience and traditional teachings.
- **Relevant activities:** Describe your participation in relevant professional, academic and extracurricular activities as well as collaborations with supervisors, colleagues, peers, students and members of the community, such as:
  - teaching, mentoring, supervising and/or coaching
  - managing projects
  - participating in science and/or research promotion
  - community outreach, volunteer work and/or civic engagement
  - charring committees and/or organizing conferences and meetings
  - participating in departmental or institutional organizations, associations, societies and/or clubs

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### 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.

- Referees should have had sufficient opportunity to assess your research ability and potential and the relevance of your experience and achievements obtained within and beyond academia, as described in the selection criteria.
- One referee should be very familiar with your research and abilities (i.e. current or previous research supervisor) and the other should be sufficiently familiar with your research and 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 reference 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 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.

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## Appendix: Research Subject Areas

### 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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