



# INSTRUCTIONS FOR AFFILIATED FELLOWSHIPS APPLICATION

## 2022-2023 Competition - Master's Level Funding, All Disciplines

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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.

**Submitting your application:** You would be submitting your complete Affiliated Fellowships-Master's application package to your UBC graduate program staff (not to the Faculty of Graduate Studies) by the December 1, 2021 application deadline. Electronic (email) submission is likely preferred (check with your UBC graduate program for their preference).

**Eligibility:** Please refer to the Affiliated Fellowships-Master's webpage for complete eligibility requirements: <https://www.grad.ubc.ca/awards/affiliated-fellowships-masters-program>.

### Page 1

#### 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 2021* - if not currently enrolled at UBC, enter "Not Applicable"

*Degree type in which I am registered as of September 2021* - if not currently enrolled at UBC, enter "Not Applicable"

*Proposed degree type in 2022-2023 academic year* - if you will not be registered as a Master's or doctoral student at UBC in the 2022-2023 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 Outline of Proposed Research.

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

#### Citizenship

*Application for Tri-Agency funding* - If you are a Canadian citizen or permanent resident eligible for the CGS-M competition, you must apply for the CGS-M in order to additionally be considered for Affiliated Fellowships funding. See [http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM\\_eng.asp](http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM_eng.asp)). By applying for the CGS-M, you will be considered for "unrestricted" Affiliated awards automatically. However, to be considered for "criteria-based" Affiliated funding, CGSM applicants must submit the [List of criteria-based affiliated fellowships](#) to their graduate program by the application deadline.

## 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 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.

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### Summary of Proposal

Provide a title and summary for your project in language clear to members of the general public.

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### 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.

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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. Electronic submission is likely preferred.

### General Presentation

Please ensure your attachments are presented according to these specifications:

- Acronyms and abbreviations must be spelled out completely on initial appearance in text;
- 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;
- Colour imagery is acceptable but the text should be in black;
- All margins must be set at a minimum of  $\frac{3}{4}$ " (1.87 cm);
- Do not introduce hyperlinks in your documents;
- 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.
- 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 the output of your degree program is an artistic creation rather than a thesis, clearly indicate the research component of your proposed work. Outline the objectives of your research, the context, methodology and contribution to the advancement of knowledge.

If your degree program does not involve a thesis, a major research paper/essay or a major research project, clearly outline the research component of the degree.

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 Bibliography/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.

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## Transcripts

- All up to date, **official** undergraduate and graduate transcripts
- UBC transcript:

- Request the “Academic History” document from your UBC graduate program. Official UBC transcript ordered from Enrollment Services is also acceptable. The grade summary page from your SSC account is not acceptable.
- The UBC transcript must include Fall 2021 (2021W1) registration.
- Must include UBC transcript key. The current version is available here: [https://www.grad.ubc.ca/sites/default/files/doc/page/awards\\_ubc\\_transcript\\_key\\_2015.pdf](https://www.grad.ubc.ca/sites/default/files/doc/page/awards_ubc_transcript_key_2015.pdf).
- Other transcripts:
  - “All up to date, official undergraduate and graduate transcripts” includes transcripts from transfer credit courses and exchange or study abroad terms. The transcripts from those institutions must be provided.
  - Up-to-date transcripts are defined as transcripts dated or issued in the fall session of the year of application (if currently registered) or after the last term completed (if not currently registered).
  - Your graduate program may have some of your transcripts on file already; if so, well in advance of the application deadline, you must confirm with the graduate program which transcripts the program has on file and can provide to support your CGSM application, and which transcripts you must still order from your prior institutions. Note: The Faculty of Graduate and Postdoctoral Studies is unable to provide transcripts.
  - For students including foreign transcripts, if the transcripts are not presented in one of Canada’s two official languages (English or French), a certified translation must be provided, in addition to the official transcripts in its original language.
  - All transcripts must include one copy of the transcript key/legend (typically found on the back of each paper transcript page)
- It is the applicant’s responsibility to ensure that they are submitting a complete transcript package by the application deadline.

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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](http://www.nserc-crsng.gc.ca/Students-Etudiants/CCV_CGSM-CVC_BESCM_eng.asp)) 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.

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 used only 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. As part of this section, you may want to consider including disruptions caused by the COVID-19 pandemic, if applicable.

### Reference Forms – 2 are required

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.

Assessments should be completed by individuals who are familiar enough with your research and/or other abilities that they can provide a meaningful commentary (for example, current or previous academic research supervisor, industrial supervisor, employment/volunteer supervisor, teacher or thesis advisor).

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. 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 Affiliated Fellowships application 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.

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### 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:
  - 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 previous post-secondary institutions 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 UBC graduate program by the application 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)

#### **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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