INSTRUCTIONS FOR AFFILIATED FELLOWSHIPS APPLICATION

2019-2020 Doctoral Competition - Natural Sciences and Engineering

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.

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 2018 - if not currently enrolled at UBC, enter “Not Applicable”

Degree type in which I am registered as of September 2018 - if not currently enrolled at UBC, enter “Not Applicable”

Proposed degree type in 2019-2020 academic year - if you will not be registered as a Master’s or doctoral student at UBC in the 2019-2020 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 2019-2020 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, 2018)
- If you intend to be registered as a doctoral student at UBC in the 2019-2020 academic year and:
  o Have completed between zero and 12 months of full-time graduate study as of December 31, 2018 (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, 2018)
  o Have completed more than 12 months of full-time graduate study as of December 31, 2017, 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 Outline of Proposed Research. This application form is for students in the Natural Sciences and Engineering (Subject Areas 1 and 2). If you are in another discipline (Social Sciences and Humanities or Health Sciences), you are to submit a different application (available on the Faculty of Graduate and Postdoctoral Studies website).

Months of study - count all months of Master’s and doctoral study, at UBC and at previous institutions.
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 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.
- If you have submitted a CIHR Doctoral Research Award application application through ResearchNet or an NSERC / SSHRC 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.

Academic Background
Beginning with your most recent or current degree, list up to five degrees. Include only current and past programs. If you are currently registered in a program starting in the fall session of the year of application, it must be included here. Do not include programs that you have not yet started. For degree programs you have completed, provide the date on which all requirements of the degree were met, including successful defence and submission of the corrected copy of your thesis (in accordance with your university’s regulations). It is not the conferred or convocation date indicated on your transcript.

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.

Academic, research and other relevant work experience
Beginning with the most recent, list your academic, research and other relevant work experience. In the Nature of work field, indicate if you gained the experience during a program of study.

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Scholarships and other awards offered
List only competitive awards based on academic or research excellence and/or leadership or communication abilities. You may include declined awards. You may list up to ten awards starting with the most recent.

Theses completed or in progress
For completed degrees, indicate the date by which you completed all degree requirements (not the convocation date). This includes your thesis defence, corrections, and deposition of thesis.

Summary of thesis most recently completed or in progress
In plain language, provide the full title and summary of your most recent thesis completed or in progress. Do not reproduce the abstract of your thesis. If you completed a Master’s thesis, 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. Do not exceed the space provided for this section.

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.

General Presentation
Attachments materials must be submitted to your graduate program. 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-point 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);
- 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;
- Print on one side of the paper only;
- 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.

Please Note:
- Any extraneous materials (such as 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.
Outline of Proposed Research

Maximum one page (including references)
Applicants must complete this section themselves

- Write in plain language. Your outline should be readable by someone with a background in the discipline but with no specialized knowledge of the particular field of research.
- You should not repeat the information found in the “Theses completed or in progress” section, but may refer to it.
- Provide a detailed 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 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.
- Applicants are expected to write their own research project independently, and that ideas and/or text belonging to others are properly referenced.
- Include all relevant information in the outline. Do not refer members to URLs or other publications for supplemental information.
- 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.

Contributions and Statement

Maximum two pages

Given the page limits, be selective and summarize information where appropriate. You must provide information in the three sections listed below. The maximum number of pages that you are permitted to use in total, for all three sections, is 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:

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

Use the following format:
- Full authorship as it appears/will appear in the original publication (with the applicant's name in bold);
- Year;
- Title;
- Publication name and volume;
- First and last page numbers.

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Example

I. Contributions to research and development

a. Articles published or accepted in refereed journals


Note:

- Publications submitted, accepted or in press: Indicate the date of submission/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, some of which may be confidential to protect proprietary information, or may be subject to patent or copyright protection. If your record includes contributions of this kind, a letter from a university 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.
- Updates to your publication record will not be accepted after the Affiliated Fellowship application deadline date.

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 (e.g., 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 industrial processes if appropriate.

Part III - Applicant’s statement

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

a. Research experience - Describe the scientific 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/research and any benefits you gained from it. Do not repeat any information you provided in Part II.

b. Relevant activities - Describe your professional and extracurricular activities that most demonstrate your communication, interpersonal, and leadership skills. Examples of these include:

- oral presentations;
- mentoring;
- teaching;
- project management;
- chairing committees;
- organizing conferences or meetings;
- supervisory experience;
- elected positions held and volunteer work.
c. **Special circumstances**

In this 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 (e.g., 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 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 August 31, 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 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.
- It remains the applicant’s responsibility to ensure that all required transcripts have been provided to his or her graduate program by the graduate program’s Affiliated Fellowships deadline.

**Reference Forms**

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, outline of proposed research, 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 graduate program’s Affiliated Fellowships deadline.

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Final Notes

- Applications submitted to the combined Affiliated Fellowships / Tri-Agency 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 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 letters) are received by their graduate program by the deadline.
Appendix: Research Subject Areas

Applicants using this application form (Health Sciences) must choose Research Subject Area 3. If a different research subject area is more appropriate, complete the appropriate Affiliated Fellowship application form.

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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