INSTRUCTIONS FOR COMPLETING AN ABORIGINAL GRADUATE FELLOWSHIP APPLICATION - 2020-2021 COMPETITION

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Summary

The University of British Columbia offers multi-year fellowships to Master’s and doctoral Indigenous students. Award winners are selected on the basis of academic merit through an annual competition, administered by the Faculty of Graduate and Postdoctoral Studies. Approximately a dozen new fellowships are offered each year.

Applicants must check with their graduate program regarding their program’s internal application deadline; graduate program AGF application deadlines are typically in January 2021. Internal graduate program application deadlines are normally several weeks before the Faculty of Graduate and Postdoctoral Studies graduate program nomination deadline in February.

Eligibility Criteria

Please see the AGF webpage for complete eligibility requirements: https://www.grad.ubc.ca/awards/aboriginal-graduate-fellowships

Evaluation Criteria

Please see the AGF webpage for complete evaluation criteria: https://www.grad.ubc.ca/awards/aboriginal-graduate-fellowships

Application Form

Applicants are required to complete the Aboriginal Graduate Fellowship Application Form (https://www.grad.ubc.ca/forms/aboriginal-graduate-fellowship-application-form).

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.
Personal Information
Please enter your name, UBC student number (if applicable), current email address and Indigenous nation/tribe in the spaces provided. Please note that the University may request further information to confirm Indigenous eligibility.

Degree for which Applicant is Requesting Support
Please enter information about the graduate degree program you intend to pursue in the 2021-2022 academic year.

Please enter the number of months of Master’s and doctoral study you have completed as of December 31, 2020. Count all months of Master’s and doctoral study, at UBC and at previous institutions.

Citizenship
Please select your citizenship status from the pull-down list.

Contribution and/or Connection to Indigenous communities
Please note that preference will be given to applicants who demonstrate contributions and/or connection to Indigenous communities. As set out in the United Nations Declaration on the Rights of Indigenous Peoples, Article 9, “Indigenous peoples and individuals have the right to belong to an indigenous community or nation, in accordance with the traditions and customs of the community or nation concerned. No discrimination of any kind may arise from the exercise of such a right”.

Describe contributions you have made or connections you have to the Indigenous communities. This section must be filled out. (2,500 character maximum, including spaces)

Signature
Signature can be typed. 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.

Attachments
In addition to the Aboriginal Graduate Fellowship application form, you must submit the following materials to your graduate program. Given the ongoing pandemic and work from home arrangements, your graduate program will likely prefer that your files be submitted electronically (ie. By email).
General Presentation
Attachments materials must be submitted to your graduate program. Please ensure your attachments are presented according to these specifications:

- Text must be single-spaced, with no more than six lines per inch.
- Pages must be 8 ½” x 11” (216mm x 279mm);
- All text should be black, and no colour images should be used;
- The acceptable font is Times New Roman (regular, minimum 12-pt.) or any comparable serif font.
- Condensed type is not acceptable.
- Set margins at a minimum of 2 cm (3/4 of an inch) all around.
- Use a left-justified, standard page layout.
- Include your name and UBC student number in the page header (on every page).
- For multipage attachments, number the pages sequentially.
- The maximum number of pages permitted is indicated in each section of the application. Pages in excess of the number permitted will be removed.
- If you have supporting documents written in a language other than English or French, you must provide a translation of the document in English or French.
- Any extraneous materials (materials not requested in the instructions below) will be removed if submitted.

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 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.

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 Citations page is where you will list works that are cited in your proposal; it is not a bibliography for your research topic.
- 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.
Transcripts

- Transcripts for all university-level studies (including studies undertaken but not completed) up to December 31, 2020

- UBC transcript:
  - Request the “Academic History” document from your UBC graduate program. Official UBC transcripts ordered from Enrollment Services are also acceptable.
  - The UBC transcript must include Fall 2020 (2020W1) 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

- Other transcripts:
  - Check with your UBC graduate program as they may have some or all of your transcripts on file in the “eVision” system. Note: The Faculty of Graduate and Postdoctoral Studies is unable to provide transcripts.
  - Your UBC graduate program might not have all of your transcripts on file. Plan ahead and check with your graduate program early, so that you know which transcripts they have on file and which transcripts you will need to order from your past institutions.
  - Due to COVID-19, in most cases UBC staff are working remotely. If you need to order transcripts from past institutions for your application, order transcripts (where possible) that can be sent electronically, not by mail. The transcripts can be sent electronically to your UBC graduate program. Most UBC staff are currently unable to access transcripts that are mailed to UBC. If your past institution does not offer electronic transcripts, contact your UBC graduate program to discuss alternate options.
  - 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)

- “All university level studies” includes transcripts from transfer credit courses and exchange or study abroad terms. The transcripts from those institutions must be provided. 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 internal AGF 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 Aboriginal Graduate 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) for details. Applicants to the Aboriginal Graduate Fellowship competition must complete the CGS-Master's template of the CCV.

* Rather than attaching a copy of your CCV to a CGS-M application (as described in the “How to Complete...” instructions referenced above), Aboriginal Graduate Fellowship applicants are to click “History” in the top menu bar when logged into the CCV website and select the .pdf version of their CGS-Master's CCV. Applicants should
check with their graduate program to confirm whether they should submit their CCV as a hard-copy document or as an electronic file.

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.

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. This section can also be used to note research interruptions caused by COVID-19.

**Reference Forms**

Each application must be accompanied by **two** reference forms. 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.

One assessment 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 or industrial supervisor. The second assessment should be from a person sufficiently familiar with your research and other abilities to provide a meaningful commentary.

Applicants are to provide to their referees the appropriate Aboriginal Graduate Fellowships Reference Form ([https://www.grad.ubc.ca/forms/aboriginal-graduate-fellowship-reference-form](https://www.grad.ubc.ca/forms/aboriginal-graduate-fellowship-reference-form)). The reference letter form is a form-fillable Microsoft Word document, and can be emailed 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.
- refer the referee to the evaluation criteria on the AGF webpage for insight into how the reference will be assessed
- advise the referee to address the applicant’s contributions and/or connection to Indigenous communities

**Very Important:** Regardless of whether referees submit their reference forms to the applicant or directly to the applicant's graduate program:

- **Acceptable:**
  - Reference forms signed by the person providing the reference;
  - original, faxed, and scanned copies sent by email directly to the graduate program
- **Not Acceptable:**
  - emails and any reference form that is not signed by the referee;
- Reference forms are confidential, and the contents of the reference forms are not to be viewed by the applicant.
Final Notes

• Applications submitted to the Aboriginal Graduate Fellowships competition may also be removed from the competition for any of the following reasons:
  o if the application form or free-form pages are hand-written,
  o if a minimum of two reference forms or letters are not submitted with the application,
  o if transcripts from any institutions listed in the academic history section of the application are not submitted with the application,
  o if the free-form pages are not submitted with the application,
  o 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 before their graduate program’s internal AGF deadline.