



INSTRUCTIONS FOR COMPLETING AN INDIGENOUS GRADUATE FELLOWSHIP APPLICATION - 2023-2024 COMPETITION

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 IGF application deadlines are typically in January 2023**. Internal graduate program application deadlines are normally several weeks before the Faculty of Graduate and Postdoctoral Studies graduate program nomination deadline in February.

As of the 2023 competition, graduate students in both research-based and course-based/professional programs are eligible for the Indigenous Graduate Fellowship. Relevant definitions:

- Research-based programs: Typically include the completion of a thesis.
- Professional/course-based programs: Typically little to no original research. Typically a terminal Master's degree leading to professional practice.

If you are unsure of which category your degree program is, please contact graduate.awards@ubc.ca.

Eligibility Criteria

Please see the IGF webpage for complete eligibility requirements: <https://www.grad.ubc.ca/awards/indigenous-graduate-fellowships>

Evaluation Criteria

Please see the IGF webpage for complete evaluation criteria: <https://www.grad.ubc.ca/awards/indigenous-graduate-fellowships>

Summary of Required Application Materials

- Application Form
- Outline of Proposed Research (for research-based Master's and doctoral applicants) or Outline of Professional Aspirations (for professional or course-based Master's applicants)
- Transcripts
- Canadian Common CV (CCV) (for research-based Master's and doctoral applicants) or CV form (for professional or course-based Master's applicants)
- Two reference forms

Application Form

Applicants are required to complete the Indigenous Graduate Fellowship Application Form (<https://www.grad.ubc.ca/forms/indigenous-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 2023-2024 academic year.

Please enter your supervisor's name. For professional and coursework-only Master's programs, put "n/a".

Please enter the number of months of Master's and doctoral study you have completed as of December 31, 2022. 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.

Indigenous Language Skills (optional, if applicable)

Optional space to indicate any Indigenous languages that you can read, write, and/or speak. Note that Indigenous language proficiency is not an eligibility requirement or evaluation criteria for the IGF.

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](#);
- 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](#). 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](#);
- 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.

Attachments

In addition to the Indigenous Graduate Fellowship application form, you must submit the following materials to your graduate program. Electronic submission (ex. email) is likely preferred, but check with your graduate program to confirm.

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 (¾ of an inch) all around.
- 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 (for research-based Master's and doctoral applicants) or Outline of Professional Aspirations (for professional or course-based Master's applicants)

Outline of Proposed Research (for research-based Master's and doctoral applicants)

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.

Outline of Proposed Research (one page)

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.

Citations (one page)

Include citations for all works referenced in the research proposal. These citations should be in a format used by the primary discipline of the proposed research. You must ensure that all citations are clear and complete, to allow reviewers to easily locate the sources.

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.

Outline of Professional Aspirations (for professional or course-based Master's applicants)

Maximum one page

Being as specific as possible, provide a detailed description of your professional aspirations in your field: how your previous experiences have prepared you for undertaking your graduate program, how your graduate studies will contribute to your professional goals and what career trajectory you plan to pursue after completing your graduate degree. If applicable, please describe how your plans will contribute to the resources available to Indigenous communities in your field. If you have not yet decided on a specific career trajectory or area of impact in your professional work, provide a detailed description of possible paths that interest you. (Please note that you are not bound by this description; you may change your professional direction or activities during the course of the award).

Transcripts

- Transcripts for all university-level studies (including studies undertaken but not completed) up to December 31, 2022
- 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 2022 (2022W1) registration.
 - Must include UBC transcript key.
- Other transcripts:
 - Official transcripts are preferred
 - Acceptable:
 - Official transcripts from UBC admission application (evision system): Scanned copies of official transcripts, accessed by the UBC graduate program from evision, that were validated and uploaded by G+PS (i.e., transcripts listed as “Transcripts & Diplomas – Official” under ‘Document Type’ in evision)
 - “Certified true” copies of official transcripts from the UBC graduate program’s own files.
 - Official transcripts sent directly from the issuing institution to the UBC graduate program.
 - Transcripts uploaded by the applicant for UBC admission (ie. official transcripts in evision system that are not verified by G+PS)
 - Applicant’s personal copies of official transcripts
 - Acceptable, but not preferred:
 - Unofficial transcripts (no water mark or registrar’s signature or registrar's stamp and/or may note “unofficial” on each page and/or copied from institution student account)
 - Check with your UBC graduate program as they may have some or 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. Note: The Faculty of Graduate and Postdoctoral Studies is unable to provide transcripts.

- **Up to date transcripts:** Dated or issued in the Fall session (Fall 2022) (if currently registered) or after the last term completed (if not currently registered).
- **Foreign 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)
- "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 their graduate program by the graduate program's internal IGF deadline.

Canadian Common CV (for research-based Master's and doctoral applicants) or CV form (for professional or course-based Master's applicants)

Canadian Common CV (for research-based Master's and doctoral applicants)

Research-based Master's and doctoral 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 Indigenous 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 Indigenous 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), Indigenous 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.

CV form (for professional or course-based Master's applicants)

Professional or course-based Master's applicants are required to complete the CV form. The CV form is 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** 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 your academic progress, such as health problems, family responsibilities, disabilities or other circumstances. Explain any gaps in the chronology of your experience. The selection committee will take these circumstances into consideration when evaluating your application. This section can also be used to note interruptions caused by COVID-19.

Reference Forms – 2 required

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.

Research-based Master's and doctoral applicants

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.

Professional or course-based Master's applicants

The two assessments should be from persons familiar with your academic, professional and other abilities.

General Instructions

Applicants are to provide to their referees the appropriate Indigenous Graduate Fellowships Reference Form (<https://www.grad.ubc.ca/forms/indigenous-graduate-fellowship-reference-form>). The reference 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 their IGF application so that they can be reviewed before the reference forms are completed.
- refer the referee to the evaluation criteria on the IGF 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 Indigenous Graduate Fellowships 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 two reference forms are not submitted with the application,
 - if transcripts from any institutions listed in the CCV 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 before their graduate program's internal IGF application deadline.