



2024-2025 Affiliated Fellowships Doctoral Competition Applicants in 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.

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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 2023 - if not currently enrolled at UBC, enter “Not Applicable”

Degree type in which I am registered as of September 2023 - if not currently enrolled at UBC, enter “Not Applicable”

Proposed degree type in 2024-2025 academic year - if you will not be registered as a Master's or doctoral student at UBC in the 2024-2025 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 2024-2025 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, 2023)
- If you intend to be registered as a doctoral student at UBC in the 2024-2025 academic year and:
 - Have completed between 0 and 12 months of full-time graduate study as of December 31, 2023 (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, 2023)
 - Have completed more than 12 months of full-time graduate study as of December 31, 2023, you should use this application form.
- If you will not be registered as a Master's or doctoral student at UBC in the 2024-2025 academic year, you are not eligible to apply for Affiliated Fellowship funding.

Research Subject Area - see descriptions at [Appendix: Research Subject Areas at the end of this document](#). Choose the research subjectarea 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 to be considered for open/un-restricted Affiliated awards. However, if you'd like to be considered for criteria-based/restricted 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](#)
- 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 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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Academic Background

If you are currently registered in a program starting in the fall session of the year of application, it must be included here. 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 institution's regulations)—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.

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Academic, research and other relevant work experience

List up to a maximum of six positions you are holding or have held (include academic and relevant non-academic work experience, as well as administrative appointments). You may include research and teaching assistantships in this category. Beginning with the most recent, list your positions in reverse chronological order, based on the start year.

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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. Include NSERC awards and declined awards. You may list up to 10 awards, starting with the most recent.

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Theses completed or in progress

In the Thesis information page of your application, provide the full title and summary of your most recent thesis completed. If you have not completed a thesis at the master's or undergraduate level, please provide the full title and summary of your in-progress thesis. If you are describing an in-progress thesis, include only work that has already been done; do not repeat the information provided in the Outline of Proposed Research section.



Summary of thesis most recently completed or in progress

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* section.

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Equity, diversity and inclusion considerations in the research process

Considering equity, diversity and inclusion (EDI) in the research process, where relevant, promotes research excellence by making it more relevant to society as a whole, more ethically sound, rigorous, reproducible and useful. You are invited to consider your work through a critical EDI lens by systematically examining how diversity factors such as sex (biological), gender (socio cultural), race, ethnicity, age, disability, sexual orientation, geographic location, among other possible relevant factors, and their intersections may affect the research questions, design, methodology, analysis, interpretation and dissemination of results.

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Special Circumstances (optional)

Describe any special circumstances that have had an effect on your performance or productivity. This includes delays in disseminating research results due to health problems, family responsibilities, parental leave, disabilities, trauma, or other applicable circumstances. Explain any gaps in the chronology of your experience (including relevant employment). This section can also be used to describe the impact of COVID-19 on any aspect of the application. Describe any special circumstances that may have delayed, disrupted or interrupted studies or research, or otherwise affected the performance on which the assessment for funding will be made.

The description of special circumstances should include the following information as needed:

- the duration of the delay/interruption and if applicable a percentage of reduction in workload;
- a clear description of its impact, including if relevant, the type of research contribution impacted (e.g. publications, data collection, presentations)
- For delays relating to the COVID-19 pandemic, specify the impacts and how they relate to your particular circumstances (for example, lab access, equipment delays, family responsibilities, etc.). Explain what you did to adjust or compensate in response to these impacts.

The selection committee members are asked to recognize delays and assess the quality of the applicant's performance and productivity during their active period (that is, excluding the period of special circumstances). If your supervisor is unable to provide you with a reference letter, you may use this section to provide an explanation.

Attachments

In addition to the Affiliated Fellowship application form, you must submit the following materials to your graduate program. Electronic submission is likely preferred or required by your graduate program; contact your graduate program to confirm.

General Presentation

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 pt 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)

* The font type and size requirements do not apply to text inside tables and figures. However, for text inside tables and figures, you must use a font type and a font size that are clearly legible.



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.

Criteria-Based Affiliated Fellowships

Review the descriptions of the criteria-based awards as listed in the Criteria-Based Affiliated Fellowships Checklist and select those awards for which you are eligible.

Outline of Proposed Research

Maximum two pages

Applicants must complete this section themselves

Provide a detailed yet concise 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 significance of the proposed research to a field or fields in Natural Sciences and Engineering. 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.

In addition:

- You should not repeat the information found in the *Theses completed or in progress* section, but you may refer to it.
- Applicants are expected to write their own research project independently and to properly reference ideas or text belonging to others.
- Include all relevant information in the outline. Do not refer members to URLs or other publications for supplemental information. Such additional information will not be reviewed by members.
- 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.
- Write your proposal in clear, plain language and avoid jargon. Your application will be reviewed by a selection committee covering a broad discipline category.

Bibliography and Citations

Optional attachment

Maximum five pages

Applicants are expected to properly reference ideas or text belonging to others. Use this section to list references to works that are cited in or directly relevant to your application (that is, do not list additional or unnecessary references to fill up the space). Follow the citation conventions that are appropriate to your research discipline or field.

Contributions and Statement

Maximum 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:

- a. Articles published or accepted in peer-reviewed journals
- b. Other peer-reviewed contributions (for example, communications, papers in peer-reviewed conference proceedings, posters)—do not repeatedly list the same proceeding from multiple conferences,



proceedings for future conferences or your thesis here

- c. Non-peer-reviewed contributions (for example, specialized publications, technical reports, conference presentations, posters)
- d. Technology transfer
- e. Contributions resulting from your participation in industrially relevant R&D activities
- f. Patents and copyrights awarded (for example, software, but not publications)

Use the following format:

- Full authorship as it appears or as it will appear in the original publication (with the applicant's name in bold)
- Year
- Title
- Publication name and volume
- First and last page numbers

Example

I. Contributions to research and development

a. Articles published or accepted in peer-reviewed journals

Li, H., **Applicant, X.X.**, and Kay, M. (1994) Protein-structure interactions in cell membranes. Journal of Biological Chemistry. 269: 1120-1124 (PhD work).

Notes:

- **Publications submitted, accepted or in press:** Indicate the date of submission or 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.
- **Co-authored publications:** Briefly specify your role in joint publications or explain the rationale or practice for the order of authors, in the publications listed. You may use a percentage to approximate your portion of the contribution instead. **Updates to your publication record will not be accepted after the application has been submitted.**

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 (for example, 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 engineering practice or industrial processes if appropriate.

Part III – Applicant's statement

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

- **Research experience** - Describe the scientific or engineering 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 or research and any benefits you gained from it. Do not repeat any information you provided in Part II.
- **Relevant activities** - Describe your professional, academic and extracurricular activities, interactions, and collaborations that best demonstrate your relevant experiences and achievements obtained within and beyond academia. Examples of these include:



- scholarships, awards and distinctions
- academic record
- teaching, mentoring, supervising or coaching
- managing projects
- participating in science promotion, community outreach, volunteer work or civic engagement
- chairing committees or organizing conferences and meetings
- participating in departmental or institutional organizations, associations, safety committees, societies or clubs

Transcripts

All applicants must submit transcripts for all university-level studies (including studies undertaken but not completed) up to and including the fall 2023 term (i.e., indicating current registration in the fall term).

- **UBC transcripts:**
 - Official UBC transcripts are preferred.
 - The “Academic History” document (provided by graduate programs – not available on SSC) is acceptable.
 - The UBC transcript or Academic History should show 2023W1 (Fall 2023) course registration.
 - Must be dated or issued in the fall session of the year of application (i.e. **print date of September 1 or later**) if currently registered or after the last term completed (if not currently registered).
- **Other transcripts**
 - **Only official transcripts will be accepted.**
 - Transcripts must be authentic, complete, and up to date.
- **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 (i.e. official transcripts in eVision system that are not verified by G+PS)
 - Applicant’s personal copies of official transcripts
- **Not Acceptable:**
 - 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)
 - “Grade Summary” page downloaded from SSC portal.
- The graduate program may have some of the applicant's transcripts on file already; if so, well in advance of the application deadline, the applicant must confirm with the graduate program which transcripts the program has on file and will provide to support the CGSD application, and which transcripts the applicant must still order from their prior institutions.
- **Up to date transcripts:** Dated or issued in the Fall session (Fall 2023) (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 transcripts in its original language.
- Include one copy of marking key / legend (usually on back of transcript) for each institution.
- Transcripts are required even from institutions in cases of transfer credit or exchange terms.
- If your institution does not provide transcripts, you must submit, in lieu of a transcript: a certificate of matriculation, a letter bearing the official institution seal/stamp or a letter signed by the dean of graduate studies. This document must confirm:
 - your program of study
 - your registration status
 - the date on which you started the program of study
 - the fact that the institution does not provide transcripts (not necessary for a certificate of matriculation)
- It is the applicant's responsibility to confirm that they have provided all of their required transcripts for their CGSD application, even if some of the transcripts were obtained from their UBC graduate program.



Reference Forms

Two references are required.

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 application so that they can be reviewed before the reference forms are completed.

Very Important:

- Only recommendation 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 or letters are not submitted with the application,
- if transcripts from any institutions attended 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.



Appendix: Research Subject Areas

Research Subject Area 1

- Civil, Industrial and Systems Engineering
- Chemical, Biomedical and Materials Science Engineering
- Mechanical Engineering
- Electrical Engineering
- Computing Sciences
- Mathematical Sciences
- Physics and Astronomy

Research Subject Area 2

- Chemistry
- Earth Sciences
- Evolution and Ecology
- Cellular and Molecular Biology
- Plant and Animal Biology
- Psychology

For more specific categories, please see http://www.nserc-crsng.gc.ca/Help-Aide/ScholarshipCodes-CodesPourBourses_Eng.asp.