Spring Graduate Awards Competition - Instructions for Applicants

General Instructions

The application forms are designed to be completed on your computer using the "TAB" key to navigate through the document, with only the signature being hand-written.

Eligibility Requirements

Please refer to the Spring Graduate Awards webpage for eligibility requirements.

Evaluation Criteria

Please refer to the Spring Graduate Awards webpage for evaluation criteria.

Student Application Process

Applicants must **check with their graduate program regarding their program's internal application deadline**. Internal application deadlines are normally several weeks before the Faculty of Graduate and Postdoctoral Studies nomination deadline, as graduate programs must review students' applications well in advance of the Faculty of Graduate and Postdoctoral Studies deadline**.**

Application Materials

Applicants must submit the following materials to their graduate program at UBC:
- Completed application form – PART 1
- Completed application form – PART 2
- Canadian CCV – CGS-Master's version
- Up-to-date, complete official transcripts for all undergraduate and graduate studies (including studies undertaken but not completed) up to December 31, 2022. Official transcripts are preferred. Unofficial transcripts will be accepted in cases where applicants were not able to obtain an official transcript in time for the deadline. If an applicant is providing an unofficial transcript, it must still be authentic, complete and up to date.

- One letter of recommendation. Only recommendations signed by the person providing the reference are acceptable; original and scanned copies sent by e-mail directly to the applicant's graduate program are acceptable.

Spring Graduate Awards Competition - Instructions for Applicants

Application Instructions

The application form consists of parts 1 and 2. Both parts need to be submitted to your graduate program in order for the application to be considered complete.

Application form - PART 1:

1. Student Information
Please enter your name, UBC student number and current e-mail address in the spaces provided.

2. Academic Information
UBC degree / graduate program in 2023/24 academic year – degree and program you will be enrolled in in 2023/24 academic year.

Research Subject Area - see descriptions at Appendix: Research Subject Areas (last page of this document). Choose the research subject area that most closely matches the project described in your Outline of Proposed Research.

3. Referee
Enter the name and affiliation of the referee from whom you will receive a reference letter.

4. 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 (https://universitycounsel.ubc.ca/files/2022/05/Scholarly-Integrity-Policy_SC6.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.

5. Exceptional Circumstances

Explain the reasons behind any interruptions and the circumstances that affected your academic progress. If your current supervisor did not provide the letter of reference, please provide a reason in this section.

6. Outline of Proposed Research
Describe your research in non-technical language; your application will be read by UBC faculty members with various research backgrounds. Do not exceed the space provided.

Spring Graduate Awards Competition - Instructions for Applicants

Application form - PART 2:
Check every award for which you are applying on page 1.

For each award for which you are applying, you must meet **all** the criteria for the award. You will not be considered for the award if you do not clearly meet the criteria for the award.   For some awards, there is space provided to explain your eligibility (500 character limit). In most cases you will need much less space to describe your eligibility.

Canadian CCV – CGS-Master's version

- 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 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 instructions on creating and filling out a CCV.
  - Follow the instructions up to "Submitting the CGS M CCV" (do not complete "Submitting the CGS M CCV" or further steps in instructions)
- Applicants should access the .pdf version of their CCV by clicking "History" in the top menu bar when logged into the CCV website and download the .pdf version of their CCV, rather than the .xml version.
- Free form CV or resume is not acceptable

Transcripts

- All applicants must submit up-to-date, complete transcripts for all undergraduate and graduate studies (including studies undertaken but not completed) up to December 31, 2022. Official transcripts are preferred. Unofficial transcripts will be accepted in cases where applicants were not able to obtain an official transcript in time for the deadline. If an applicant is providing an unofficial transcript, it must still be authentic, complete and up to date.
  - **For UBC transcripts**
    - 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 <u>not</u> acceptable.
    - The UBC transcript must include Fall 2022 (2022W1) 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.
  - **For institutions other than UBC**:
    - "up-to-date, complete transcripts for all undergraduate and graduate studies" includes transcripts from transfer credit courses and exchange or study abroad terms. The transcripts from those institutions must be provided.

Spring Graduate Awards Competition - Instructions for Applicants

- Up-to-date transcripts are defined as transcripts dated or issued in Fall 2022 (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 Spring Graduate Awards 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.

Reference Form/Letter

- Each application must be accompanied by a reference form. The reference form is available at https://www.grad.ubc.ca/forms/spring-graduate-awards-competition-reference-form
  - The reference form must be completed by an individual capable of making an informed assessment, and they cannot be completed by a proposed supervisor unless that person is, or has been, your supervisor.
  - The 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.
- Ideally, the reference will be written on the Spring Graduate Awards Competition reference form
- However, if a referee is unable to provide a reference on this form, we will accept:
  - copy of CGSM or Affiliated Fellowship-Master's reference form from December 2022 competition (provided by graduate program)
  - CIHR or NSERC or SSHRC doctoral reference form from October 2022 competition (provided by graduate program)
  - Affiliated Fellowship-Doctoral reference form from October 2022 competition (provided by graduate program)
  - Admissions reference form or letter will **NOT** be accepted

Very Important:
- Acceptable:
  - recommendation letters signed by the person providing the reference;
  - original and scanned copies sent by e-mail directly to the graduate program
- Not Acceptable:
  - e-mails and any reference form that is not signed by the referee;

Spring Graduate Awards Competition - Instructions for Applicants

- The reference form is confidential, and the contents of the reference form are not to be viewed by the applicant.

Final Note

- It is the applicant's responsibility to ensure that all application materials (including transcripts and the reference letter) are received by the graduate program before the graduate program's deadline.

Spring Graduate Awards Competition - Instructions for Applicants

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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