Important Disclaimer!
What is said (or not said) at this info session does not supersede the material contained in the agencies’ guidelines or application packages.
AGENDA

1. **Introduction** – The Federal Tri-Councils & Subject Matter Eligibility

2. **SSHRC Competition** – CGS D & Fellowship
   - Value & Tenure
   - Eligibility
   - Where & How to Apply
   - Adjudication
   - Previous Results

3. **Michael Smith Foreign Study Supplement**

4. **Questions**
The major federal source of funds for research and scholarship in academic institutions

- Canadian Institutes of Health Research (CIHR)
- Natural Sciences and Engineering Research Council (NSERC)
- Social Sciences and Humanities Research Council (SSHRC)

Please Note: You may submit only one application per year to only one granting agency (NSERC, CIHR or SSHRC), with the exception of Vanier. Applications to multiple agencies will be disqualified.
SSHRC BASIC CRITERIA

Applications to SSHRC must meet the following two criteria:

1. The proposed research or related activities must be primarily in the social sciences and humanities (i.e., aligned with SSHRC’s legislated mandate).

2. The intended outcome of research must primarily be to add to our understanding and knowledge of individuals, groups, and societies – what we think, how we live, and how we interact with each other and the world around us.

Selecting the Appropriate Federal granting agency:

SSHRC Guidelines for Eligibility of Applications Related to Heath:
Subject Matter Eligibility

Overview

General Guidelines for the Eligibility of Subject Matter at SSHRC
Guidelines for the Eligibility of Applications Related to Health
Guidelines for the Eligibility of Applications in Psychology

Overview

The Social Sciences and Humanities Research Council (SSHRC), the Natural Sciences and Engineering Research Council (NSERC) and the Canadian Institutes of Health Research (CIHR) support and promote high-quality research in a wide variety of disciplines and areas. This includes research that bridges more than one discipline or that requires the skills of several disciplines.

SSHRC collaborates closely with the other granting agencies to encourage and promote support to the full range of social science and humanities research and research training, including collaboration across disciplines and subject areas. The following guidelines have been prepared to assist applicants in directing their proposals to the most appropriate funding agency. These guidelines apply to research, research training, and related activities such as conferences or scholarly journals. In any given application, applicants should apply to the agency that is responsible for the dominant research discipline or area. A researcher, research team or student may not submit the same application to more than one of the three federal research granting agencies.

Complete guidelines on selecting the appropriate federal granting agency are available at www.science.gc.ca.

General Guidelines for the Eligibility of Subject Matter at SSHRC

Applications to SSHRC as the primary source of research or research training support must meet the following two criteria:

- The proposed research or related activities must be primarily in the social sciences and humanities (i.e., aligned with SSHRC’s legislated mandate).
Subject Matter Eligibility – interdisciplinary/health related research

Applicants with questions or whose subject matter has a link, overlap, or future application to health (in particular studying a disease population, therapy or health systems), should email fellowships@sshrc-crsh.gc.ca with a one page summary of their research proposal in advance of submitting an application to seek clarification or a ruling.

Include a copy of the ruling/email confirmation from SSHRC with your application.

Note, the use of social sciences or humanities theories, methodologies and hypotheses is, in and of itself, not sufficient to make a proposal eligible for SSHRC funding.

Complete guidelines on selecting the appropriate federal granting agency are available at www.science.gc.ca.
Revised Guidelines for Eligibility of Applications Related to Health

Applicants whose proposed research is health-related should consult CIHR’s mandate first to explore eligibility. CIHR has policies and procedures in place to adjudicate the full range of social sciences and humanities research proposals related to health research.

The use of social sciences or humanities theories, methodologies and hypotheses is, in and of itself, not sufficient to make a proposal eligible for SSHRC funding.

Research that is primarily intended to improve health, produce more effective health services and products and/or strengthen the health care system in Canada or internationally (e.g., research concerning the treatment, prevention or diagnosis of a condition, the evaluation of the effectiveness of health programs, the development of health management systems, etc.) is not eligible for consideration at SSHRC.

Must provide a compelling justification for why research falls under SSHRC if proposal is interdisciplinary or crosses over with health.
SSHRC Doctoral Competition

SSHRC offers two types of funding for doctoral students:

1. **SSHRC Doctoral Fellowships (SSHRC)**
2. **Joseph-Armand Bombardier Graduate Scholarship (CGS): Doctoral Scholarships**

Applicants apply for both awards by completing one application form.

If you are eligible for both awards, SSHRC will automatically consider you for both.

Most Canadian universities receive a quota indicating the number of students they can nominate for the national competition.
VALUE AND TENURE

CGS Doctoral - Joseph-Armand Bombardier Program
- $35,000 a year for 36 months
- Can only be held at a recognized Canadian university

SSHRC Doctoral Fellowships
- $20,000 a year for up to 48 months
- Can be held at a recognized university in Canada or abroad

SSHRC determines the value and duration of an award based on the number of months of full-time doctoral completed by December 31 of the year of application. (Not the proposed start date of the award)
ELIGIBILITY
ELIGIBILITY of DEGREE PROGRAM

SSHRC Doctoral Awards are tenable only in degree programs that include significant original, autonomous research that leads to the completion of a:

- Dissertation; or
- Major scholarly publication; or
- Performance/recital; or
- Exhibit

which is a requirement for the completion of the program and is merit reviewed at the institutional level.
ELIGIBILITY TO APPLY

Applicants must:

- Be applying for support to pursue doctoral studies in social sciences or humanities
- Be a Canadian citizen or permanent resident of Canada as of the graduate unit application deadline date;
- Have completed no more than the allowable months of study in the doctoral program as of December 31st of the year of application (discussed further in next slide);
- Submit only one doctoral award application in a given academic year. Nominations to the Vanier CGS program do not count towards this limit;
- Have not already received a doctoral-level scholarship or fellowship from CIHR, NSERC, or SSHRC
- Be applying for support to pursue your doctoral studies in the social sciences or humanities;

At the time of application, you need not be assured of admission to a degree program.
MONTHS OF STUDY

CGS Doctoral - Joseph-Armand Bombardier Program

have completed no more than:

• **24 months** of full-time study in their doctoral program by December 31 of the calendar year of application if previously enrolled in a master’s program; or

• **36 months** of full-time study in their doctoral program by December 31 of the calendar year of application if enrolled in a joint program; for example, MD/PhD, MA/PhD
  • Applicants who fall into this category have access to the 36-month window whether or not they were previously enrolled in a master’s program

• **36 months** of full-time study in their doctoral program by December 31 of the calendar year of application if enrolled directly from a bachelor’s to a PhD program (with no time spent in a master’s program)
  • direct-entry applicants must be enrolled in their doctoral program at the time of application, therefore incoming direct-entry applicants are not eligible
MONTHS OF STUDY

SSHRC Doctoral Fellowships

- have completed no more than 48 months of full-time study in their doctoral program by December 31st of the year of application

Fast-Track

Applicants registered in a master’s program and then transferred to a doctoral program (fast-track), the months of study completed are calculated starting from the date on which the applicant transfers into the doctoral program.

Joint Programs

Applicants registered in a doctoral program in which they obtain a master’s degree (e.g., MA/PhD), the months of study are calculated starting from the date on which an applicant is officially registered in the joint program (including the master’s portion of the program).

Direct Entry

For applicants registered in a doctoral program directly from an undergraduate program (i.e., never enrolled in a master’s program), the months of study completed are calculated starting from the date on which an applicant begins the doctoral program.
MONTHS OF STUDY

SSHRC applicants who are beyond the eligible months of study for the CGS D, may continue to apply up until their 48th month of study (as of December 31st) and will be considered for a SSHRC Doctoral Fellowship.

<table>
<thead>
<tr>
<th>Number of months completed by December 31 of the year of application</th>
<th>Duration of SSHRC Doctoral Fellowship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between 0 and 12 months</td>
<td>48 months</td>
</tr>
<tr>
<td>Between 13 and 24 months</td>
<td>36 months</td>
</tr>
<tr>
<td>Between 25 and 36 months</td>
<td>24 months</td>
</tr>
<tr>
<td>Between 37 and 48 months</td>
<td>12 months</td>
</tr>
<tr>
<td>49 months or more</td>
<td>Not eligible</td>
</tr>
</tbody>
</table>
JOINT (MA/PhD), FAST-TRACK & DIRECT-ENTRY PhD PROGRAMS

Joint (MA/PhD), fast-track and direct-entry PhD students:

- Are eligible to apply for either a **CGS Master's** award or a Doctoral award if they have completed between **zero and 12 months** of graduate-level study by December 31, 2020. (Cannot apply to both).
- Students who have **completed more than 12 months** of graduate-level study by December 31, 2020 can only apply for a Doctoral Award.

<table>
<thead>
<tr>
<th>Months of Study as of Dec 31</th>
<th>CGS M</th>
<th>CGS D</th>
<th>SSHRC F’ship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incoming from Undergrad</td>
<td>Eligible</td>
<td>Ineligible</td>
<td>Eligible</td>
</tr>
<tr>
<td>4-12 Months</td>
<td>Eligible</td>
<td>Eligible</td>
<td>Eligible</td>
</tr>
<tr>
<td>13-24 Months</td>
<td>Ineligible</td>
<td>Eligible</td>
<td>Eligible</td>
</tr>
<tr>
<td>25-36 Months</td>
<td>Ineligible</td>
<td>Eligible</td>
<td>Eligible</td>
</tr>
<tr>
<td>37-48 Months</td>
<td>Ineligible</td>
<td>Ineligible</td>
<td>Eligible</td>
</tr>
</tbody>
</table>
UNDERGRADUATES

Undergraduate students applying to a direct entry doctoral program (i.e. never enrolled in a master’s program) should apply for a CGS M to hold in their first year as they are ineligible to apply for a CGS D until they are registered in the doctoral program. In other words, students in a direct entry doctoral program must wait until they are registered in their first year of their doctoral studies in order to apply for a CGS D.
WHERE & HOW TO APPLY
**WHERE TO APPLY**

<table>
<thead>
<tr>
<th>Applicant’s status at time of application</th>
<th>Where to submit application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currently registered in a degree program at a Canadian institution with a quota.</td>
<td>The Canadian institution at which the applicant is currently registered.</td>
</tr>
<tr>
<td><strong>Note:</strong> This includes applicants on an approved leave of absence from a Canadian institution with a quota.</td>
<td></td>
</tr>
<tr>
<td>Currently registered concurrently at a Canadian institution with a quota and at a foreign post-secondary institution (e.g., in a cotutelle).</td>
<td>The Canadian institution at which the applicant is currently registered.</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td></td>
</tr>
<tr>
<td>Not currently registered in a degree program but <strong>was registered at any other time during the year of application</strong> in a degree program at a Canadian institution with a quota.</td>
<td>The Canadian institution at which the applicant was registered in a degree program.</td>
</tr>
<tr>
<td>Currently registered at an institution (Canadian or foreign) without a quota for the selected agency.</td>
<td>Directly to the appropriate agency.</td>
</tr>
<tr>
<td>Not registered at any time during the year of application in a degree program at a Canadian institution with a quota for the selected agency.</td>
<td>Directly to the appropriate agency.</td>
</tr>
</tbody>
</table>

* **Year of Application** refers to the calendar year (i.e. January 1, 2020 to December 31, 2020)*

Applications submitted directly to SSHRC from registered U of T students will be rendered ineligible.
HOW TO APPLY

SSHRC On-Line: 
https://webapps.nserc.ca/SSHRC/faces/logonFellowships.jsp

The SSHRC application will be completely done online.

Follow your graduate unit’s instructions on whether a paper submission or email notification of submission is required.

Step 1. Register for an account
Step 2. Log in
Beginning in August 2018, SSHRC (in coordination with NSERC and CIHR) are asking all applicants to self-identify with information on age, gender, Indigenous identity, disability and visible minority status.

A harmonized self-identification data collection process allows the granting agencies to monitor the equity performance of its programs and design new measures that achieve greater equity, diversity and inclusion in the research enterprise.

Completing the new self-identification form will be mandatory for applicants and co-applicants but for each category there is an option “I prefer not to answer.”
Age

What is your date of birth?

I prefer not to answer

Gender

Select the option that you identify with.

I prefer not to answer

To select or deselect one or more options, hold down the “Control” key while clicking on all the relevant options.

First Nations

Inuit

Métis

Disabilities

Do you identify as a person with a disability?
INDIGENOUS APPLICANTS

Applicants who are Indigenous [First Nations (North American Indian - Status and Non-Status), Métis, or Inuit] are encouraged to self-identify their status on their SSHRC Doctoral application form as universities are permitted to recommend to the national competition self-identified Indigenous applicants above the institution’s application quota.

In order to be considered for this, Indigenous applicants are asked to select the “Option for Self-Identified Indigenous Applicants” in the “Application Profile” section of the online application form. Once completed, this information will be only be visible to university administrators. Self-identification data are not seen or used by SSHRC’s selection committee members or by the applicant’s references.
INDIGENOUS APPLICANTS

Indigenous applicants may also complete the allowable inclusion section to explain any special circumstances that may have delayed their academic career (e.g., cultural or community responsibilities, and/or challenging socio-economic contexts). This information should be taken into account by selection committee members.

INDIGENOUS RESEARCH

Applicants may identify a proposed program of study as Indigenous research, such that SSHRC’s Guidelines for the Merit Review of Indigenous Research will apply.
There are 2 parts to each application:
Curriculum Vitae & SSHRC Doctoral Awards application
Both sections must be completed and verified in order to submit the full application.
Curriculum Vitae - Identification (Mandatory)

Only the information in the Name section will be made available to selection committee members and external assessors. Citizenship and Statistical and Administrative purposes only.

Name

Family name DiCaterina
Given name Fong
Initials H

Language Proficiency

- Read
  - English
  - French

- Write
  - English
  - French

- Speak
  - English
  - French

- Comprehend aurally
  - English
  - French

Other languages

Citizenship

Indicate your citizenship status by checking the appropriate option button and answering the applicable questions. For the country, select the name using the "List..." button.

Status

Canadian
Permanent resident
Other

If permanent resident, specify the date of permanent residency.

Date

If "Other", specify the country of citizenship and whether you have applied for permanent status.
Curriculum Vitae - Academic Background (Mandatory)

Beginning with your highest degree, list up to 5 degrees. The highest degree will print first and all others in reverse chronological order, based on start date.

1 of 3

Degree type: Master's

Degree name: Master of Arts
Discipline: Economic Systems
Start date: 2017 - September
Expected date: (For degrees in progress)
Awarded date: 2018 - August (For completed degrees)
Organization: Queen's University
SSHRC support: Yes

2 of 3

Degree type: Doctorate

Degree name: Doctor of Philosophy
Discipline: Linguistics
Start date: 2018 - September
Expected date: 2023 - August (For degrees in progress)
Awarded date: (For completed degrees)
Organization: University of Toronto
SSHRC support: Yes

3 of 3

Degree type: Bachelor Honours

Degree name: Bachelor of Arts
Discipline: Natural Resources Geography
Start date: 2012 - September
Expected date: (For degrees in progress)
Awarded date: (For completed degrees)
Organization: University of Toronto
SSHRC support: Yes
Curriculum Vitae - Credentials (Mandatory)

Fong Di Caterina

Status: In Progress
Updated: 2019/08/19 - 13:28:15

List of application forms

Select one of the following forms from the drop-down menu: applications, accepted invitations, final research reports.

Applications  Create New Form

SSHRC Doctoral Awards

Status: In Progress
End Date (ET): 2019/10/17 - 20:00:00
Updated: 2019/08/19 - 12:46:20

Verify
Submit
Delete
## Curriculum Vitae - Verification Report

The following information must be provided or corrected before your form can be considered complete.

<table>
<thead>
<tr>
<th>Page</th>
<th>Information to be provided or corrected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correspondence Address</td>
<td>If the address format is Canada or United States, then Address line 4 must be blank.</td>
</tr>
<tr>
<td>Work Experience</td>
<td>The mandatory field needs to be completed: Organization for entry #1.</td>
</tr>
<tr>
<td></td>
<td>The mandatory field needs to be completed: Department/Division for entry #1.</td>
</tr>
</tbody>
</table>
Curriculum Vitae

Stacey Kwan

Status: In Progress
Updated: 2018/10/03 - 11:24:46

List of application forms

Select one of the following forms from the drop-down menu: applications, accepted invitations, final research reports.

Applications ▼ Create New Form

Form Action

Nothing to display
In the column “Grant type”, click the “Doctoral Award Programs” link
The icon that looks like paper and has a question mark, is the link to the application instructions

<table>
<thead>
<tr>
<th>Program name</th>
<th>Grant type</th>
<th>Start Date</th>
<th>End Date (ET)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fellowships/Scholarships</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doctoral Awards Program</td>
<td>Doctoral Awards Program</td>
<td>Wednesday, July 17, 2019</td>
<td>Thursday, October 17, 2019</td>
</tr>
<tr>
<td>Postdoctoral Fellowships Program</td>
<td>Postdoctoral Fellowships Program</td>
<td>Thursday, June 27, 2019</td>
<td>Wednesday, September 18, 2019</td>
</tr>
<tr>
<td>Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access to Statistics Canada</td>
<td>Access to Statistics Canada</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Research Data Centres</td>
<td>Program of Research</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Project Summary-associated to Program of Research's contract</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Individual</td>
<td>Friday, May 3, 2019</td>
<td>Thursday, August 1, 2019</td>
</tr>
</tbody>
</table>
After clicking “OK” on the pop-up to create the application, you will be taken back to the “Portfolio” landing page.
**Application - Application Profile**

**Funding opportunity** Doctoral Awards Program

Provide a short, descriptive title in non-technical terms. Restrict use of acronyms (e.g., DNA, NATO, etc.). Use upper case for the first word, proper nouns and acronyms. The text will automatically scroll horizontally as you type.

**Title of research proposal**

(255 chars)

**Selection committee**

To select or deselect one or more options, hold down the "Control" key while clicking on all the relevant options. Click on the instructions button for further details.

**Supplement**

- Aileen D. Ross Fellowship
- Queen's Fellowship

If you wish to be considered under one of the following initiatives, select the appropriate option below. Click on the instructions button for further details.

**Joint or special initiative**

**Does your proposal involve** 

Indigenous Research as defined by SSHRC?

**Option for Self-Identified Indigenous Applicants**

I self-identify as an indigenous applicant and wish for my doctoral application to be considered for submission beyond my institution's quota.

- [ ]

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<table>
<thead>
<tr>
<th>Save</th>
<th>Preview</th>
<th>Portfolio</th>
<th>Verify Page</th>
<th>Instructions</th>
<th>Exit</th>
</tr>
</thead>
</table>

---

**SSHRC**

Application Profile
Program Information
Areas of Study
Research Proposals
Bibliography / Citations
Transcripts
Allowable Inclusions
Research Contributions
Aileen D. Ross Justification
Queen's Justification
MINDS - Justification
Sport Participation
Referees

† = Electronic Attachment
Do not hallucinate.
Doctoral Awards Program

Application - Application Profile

Funding opportunity Doctoral Awards Program

Provide a short, descriptive title in non-technical terms. Restrict use of acronyms (e.g., DNA, NATO, etc.). Use upper case for the first word, proper nouns and acronyms. The text will automatically scroll horizontally as you type.

Title of research proposal

Selection committee

List...

To select or deselect one or more options, hold down the "Control" key while clicking on all the relevant options. Click on the instructions button for further details.

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Queen’s Fellowship

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Joint or special initiative

Does your proposal involve Indigenous Research as defined by SSHRC?

Option for Self-Identified Indigenous Applicants

I self-identify as an indigenous applicant and wish for my doctoral application to be considered for submission beyond my institution’s quota.

Save  Preview  Portfolio  Verify Page  Instructions  Exit

Important notices
**Application Profile**

**Title of Research Proposal**
Provide a short, descriptive title for your research proposal in non-technical terms. Restrict use of acronyms (e.g., UN, NATO, NAFTA, etc.).

Use sentence-style capitalization, which means upper case is used only for the first word of the title, proper nouns and acronyms.

**Preferred Selection Committee**
Based on the subject and discipline(s) of your proposed research, choose the most appropriate committee for your research discipline, using the "List..." button.

The disciplines represented by each committee are as follows:

<table>
<thead>
<tr>
<th>Committee 1</th>
<th>Fine arts, literature (all types)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee 2</td>
<td>Classical archaeology, classics, classical and dead languages, history, mediaeval studies, philosophy, religious studies</td>
</tr>
<tr>
<td>Committee 3</td>
<td>Anthropology; archaeology (except classical archaeology), archival science, communications and media studies, criminology, demography, folklore, geography, library and information science, sociology, urban and regional studies, environmental studies</td>
</tr>
<tr>
<td>Committee 4</td>
<td>Education, linguistics, psychology, social work</td>
</tr>
<tr>
<td>Committee 5</td>
<td>Economics, industrial relations, law, management, business, administrative studies, political science</td>
</tr>
</tbody>
</table>

https://webapps.nserc.ca/SSHRC/Instructions-Help/docinstr_e.htm#ProgramIdentificationNoOrg
Doctoral Awards Program

Application - Application Profile

Funding opportunity Doctoral Awards Program

Provide a short, descriptive title in non-technical terms. Restrict use of acronyms (e.g., DNA, NATO, etc.). Use upper case for the first word, proper nouns and acronyms. The text will automatically scroll horizontally as you type.

Title of research proposal ______________________ (255 chars)

Selection committee

To select or deselect one or more options, hold down the "Control" key while clicking on all the relevant options. Click on the instructions button for further details.

Supplement

Aileen D. Ross Fellowship
Queen's Fellowship

If you wish to be considered under one of the following initiatives, select the appropriate option below. Click on the instructions button for further details.

Joint or special initiative

Does your proposal involve Indigenous Research as defined by SSHRC?

Option for Self-Identified Indigenous Applicants

I self-identify as an indigenous applicant and wish for my doctoral application to be considered for submission beyond my institution’s quota.

☐
Supplements Justification — maximum one page per supplement

Aileen D. Ross Fellowship
- A $10,000 supplement is awarded yearly to a SSHRC doctoral award recipient conducting poverty-related research in sociology.

Queen’s Fellowship
- A $10,000 supplement is awarded yearly to a SSHRC doctoral award recipient entering a Canadian Studies program at a Canadian postsecondary institution. At the time of application, SSHRC considers eligible candidates who are either registered in the first year of a Canadian Studies program, or who intend to enroll in such a program.

Applicants who indicate their interest in these supplements must provide a maximum one-page justification, per supplement, indicating how their program of study responds to the objectives.
Application - Application Profile

Funding opportunity Doctoral Awards Program

Provide a short, descriptive title in non-technical terms. Restrict use of acronyms (e.g., DNA, NATO, etc.). Use upper case for the first word, proper nouns and acronyms. The text will automatically scroll horizontally as you type.

Title of research proposal

(255 chars)

Selection committee

List...

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Save  Preview  Portfolio  Verify Page  Instructions  Exit
Joint or special initiatives — maximum one page per initiative

Department of National Defence MINDS Scholarships Initiative

- As part of a joint initiative with SSHRC, the Department of National Defence is offering research training awards and supplements to social sciences and humanities students whose work is related to the Mobilizing Insights in Defence and Security (MINDS) Policy Challenges, as well as Canada’s defence policy Strong, Secure, Engaged

Sport Participation Research Initiative

- A joint initiative between SSHRC and the Department of Canadian Heritage that provides additional support for policy-relevant research about participation in sport in Canada
### Current Status

Choose “a)” if you are currently registered at the University of Toronto in a degree program or will be registered for the Fall 2020 session.

Choose “b)” if you are not currently registered and will not be registered for Fall 2020 session in a degree program but were registered at any other time during the calendar year of 2020 (January 1-Dec 31).
All different types of institutes and units are included in the “Department/Division” list, be sure to choose the correct name of your graduate unit/department.
Expected start date: If you are currently holding an award that ends August 31, 2021, choose a September 2021 start date.

Number of months of doctoral studies: If started in September and remained full-time without leaves, should be in denominations of 0, 4, 16, 28, and 40.
Doctoral Awards Program

Application - Research Proposal (Mandatory)

Click on the "Instructions" button in the menu above for information outlining the content requirements for your document.

The file containing your attachments must ...

Your electronic file attachment must meet the following specifications:

- PDF format (pdf extension); unprotected
- Maximum file size of 500 KB
- 8 1/2" x 11" (216 mm x 279 mm)
- Maximum 2 page(s)

General Presentation

- Body text in a minimum 12 pt Times New Roman font
- Single-spaced, with no more than 6 lines of type per inch
- All margins set at a minimum of 3/4" (1.87 cm)

File name [Browse...] No file selected.

[Attach]
Doctoral Awards Program

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---

**File name:** blank.pdf

[View attached file] [Delete]
Doctoral Awards Program

Application - Research Proposal (Mandatory)

Click on the "Instructions" button in the menu above for information outlining the content requirements for your document.

The file containing your attachments must ...

Your electronic file attachment must meet the following specifications:

- PDF format (.pdf extension); unprotected
- Maximum file size of 500 Kb
- 8 1/2" x 11" (216 mm x 279 mm)
- Maximum 2 page(s)

General Presentation

- Body text in a minimum 12 pt Times New Roman font
- Single-spaced, with no more than 6 lines of type per inch
- All margins set at a minimum of 3/4" (1.87 cm)

The file you are trying to attach contains 6 page(s) - a maximum of 2 page(s) allowed.

File name: [Choose File] Award+Payme...ivation.pdf

[Attach]
RESEARCH PROPOSAL, max 2 pgs

Must be a PDF ATTACHMENT

REQUIRED ELEMENTS TO BE INCLUDED if you are not currently enrolled in a doctoral degree program:

• clearly state your current level of study;
• give the title and a brief description of your master’s thesis or research project, if applicable;
• identify the degree program that you will pursue, including any relevant courses, and provide an explanation for your choice; and
• provide an outline of your doctoral thesis or research project, including the research question(s), context, objectives, methodology and significance and expected contribution to the advancement of knowledge, and your special interests in the proposed area of research.
REQUIRED ELEMENTS TO BE INCLUDED if you are currently enrolled in a doctoral degree program:

- clearly state your current level of graduate study;
- indicate at what stage you are in your thesis/research project;
- provide the name of your supervisor of doctoral studies, if known;
- provide an outline of your thesis or research project, including, for example, the research question(s), context, objectives, methodology and significance and expected contribution to the advancement of knowledge; and
- describe what you hope to accomplish during the award tenure and what will remain to be done before you obtain your degree.
Bibliography and Citations, max 5 pages

• a bibliography for your proposed research (do not upload publications or include endnotes); and
• bibliographic details for all citations included in your research proposal (ensure that these are clear and complete to allow reviewers to locate the sources easily).
COMMON MISTAKES

- Lack of focus or coherence
- Repetitiveness
- Failure to cite important work in the area
- Failure to cite recent relevant work
- Citing too many irrelevant articles
- Relying too much on secondary sources (lack of understanding)
- Too much detail on minor issues; too little detail on major issues
- Research contributions not properly highlighted
- Impact / importance of research not explained
The following departments/faculties offer writing support through one-on-one consultations:

- Architecture
- OISE
- Dentistry
- Nursing
- Pharmacy
- Physical Education
- Social Work.

If you are not part of these departments, you may also visit the Graduate Centre for Academic Communication.
Welcome to the Graduate Centre for Academic Communication (GCAC). GCAC provides graduate students with advanced training in academic writing and speaking.

We are now located on the first floor of the McMurrich Building (12 Queen’s Park Crescent West).

Graduate students need to be able to communicate sophisticated information to sophisticated audiences. As you prepare to attend your first conference, to write your first proposal, or to publish your first paper, you will need stronger communication skills than those needed in undergraduate work. By emphasizing professional development rather than remediation, GCAC can help you cultivate the ability to diagnose and address the weaknesses in your oral and written work.
TRANSCRIPTS

- You must upload all undergraduate and graduate transcripts as ONE PDF file.
- If you are already registered in your program of study at the time of application, you must submit a transcript for this program regardless of the number of months completed to demonstrate registration in the program, e.g. **Fall 2020 registration must be present on the transcript** even if there are no grades.
- Transcripts from the host university during semesters abroad must be included in addition to your home university’s transcript.
- **Note:** SSHRC will accept official and certified scans of transcripts. Web-based (ACORN) transcripts are **not** currently accepted. Applications without transcripts are considered incomplete.
- Due to COVID-19 and challenges in students obtaining official transcripts, the Tri-Agency will be updating their instructions if unofficial/web-based transcripts are to be accepted.
- Applicants with transcripts written in a language other than English or French must **provide a certified English or French translation.**
Doctoral Awards Program

Application - Transcripts Module (Mandatory)

Click on the "Instructions" button in the menu above for information outlining the content requirements for your document.

The file containing your attachments must ...

Your electronic file attachment must meet the following specifications:

- PDF format (.pdf extension); unprotected
- Maximum file size of 3 Mb
- 8 ½" x 11" (216 mm x 279 mm)

General Presentation

- Body text in a minimum 12 pt Times New Roman font
- Single-spaced, with no more than 6 lines of type per inch
- All margins set at a minimum of 3/4" (1.87 cm)

File name [Browse...] No file selected.
Allowable Inclusions

• Allowable Inclusions—maximum one page (only if applicable)
• If applicable, attach a PDF document.
• SSHRC asks its adjudication committees to take into consideration special circumstances that may have affected candidates’ research, professional career, record of academic or research achievement, or completion of degrees. E.g. administrative responsibilities, maternity/parental leave, child-rearing, illness, disability, cultural or community responsibilities, and COVID-19.

• Indigenous applicants are encouraged to fill out this section to describe special circumstances that may have had an impact on their academic or career paths.
Allowable Inclusions – COVID-19

• Using the Allowable Inclusions section to describe COVID-related delays will allow applicants to devote the entire Research Proposal section to their research plans and not their COVID contingency plans. This allows them to stay on an equal footing with past and future applicants and students in more advanced stages of their degree.

• Do not be shy about describing delays and disruptions in this section.

• May also add a brief statement in the research proposal section saying that the proposed research is assuming a return to normal by the start of the award.
Research Contributions, Relevant Experience and Activities
max two pgs total for both sections

Part I – Research Contributions
• Provide details, as appropriate, on the contributions you list.

Part II – Applicant’s Statement
• Describe your relevant research experience, training, professional, academic and extracurricular activities
• Detailed instructions:
  https://webapps.nserc.ca/SSHRC/Instructions-Help/docinstr_e.htm#ProgramResearchContributionUpload
It is the applicant’s responsibility to ensure that all required application components have been submitted (including all attachments and letters). The system does not allow submission of incomplete applications.

Contact referees early to inquire about a possible POSITIVE & enthusiastic reference.

Notify your referees in advance that they will be receiving an invitation by email with the subject line “Invitation to provide a letter of appraisal—Invitation à fournir une lettre d’appréciation.”

Make sure to give your referee enough time to complete and submit their support letter in advance of your graduate unit deadline date.
LETTERS OF APPRAISAL, max 1 pg

Letters must be very strong and enthusiastic as they are a major component of the application.

In addition to assessing your research ability/potential and the relevance of your experience and achievements obtained within and beyond academia, referees should demonstrate how your attributes and qualifications surpass selection criteria and why you are worthy of receiving the award.

Feel free to remind them of your contributions and information you would like to have in the letter (screenshot available in this presentation);

Follow-up prior to the deadline (note you must have both references completed before you can submit your application); and

Remember to give them a big thank you.
**Doctoral Awards Program**

**Application - Referees**

**Letters of Appraisal**

List the name and Email address of each referee. After the data is saved, the system will automatically generate an email to each person listed below inviting them to complete a referee form.

Note: Enter a date in the “Complete by” fields to ensure that each referee completes the required form in advance of the application deadline. If applying directly to SSHRC, please note the application deadline. If applying through a Canadian postsecondary institution with a quota, consult with your Faculty of Graduate Studies (or its equivalent) to confirm the internal application deadline.

**Letter (1)**

<table>
<thead>
<tr>
<th>Family name</th>
<th>30 chars</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given name</td>
<td>30 chars</td>
</tr>
</tbody>
</table>

| E-mail | 100 chars |

Complete by

**Letter (2)**

<table>
<thead>
<tr>
<th>Family name</th>
<th>30 chars</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given name</td>
<td>30 chars</td>
</tr>
</tbody>
</table>

| E-mail | 100 chars |

Complete by
Doctoral Awards Program

Application - Referees

Letters of Appraisal

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Letter (1)

Status: Email sent - Referee form not yet created

Family name: Kim
Given name: Taehyung

Invitation email sent to: ogs@utoronto.ca

Complete by: 2019 September 01

Letter (2)

Status: Referee form created

Family name: Park
Given name: Jimin

Initials
Organization
Department/Division

Invitation email sent to: ogs@utoronto.ca

Complete by: 2019 September 01
Referee Request

• From: SSHRC Electronic System - Système électronique du CRSH forms@sshrc-crsh.gc.ca

• Subject: Invitation to provide a letter of appraisal.

This is an automated E-mail message. Please do not reply.

La version française suit.

Vous êtes prié de ne pas répondre.
Welcome Smart Professor

You have been invited to provide a letter of appraisal.

<table>
<thead>
<tr>
<th>Applicant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>E-mail</td>
</tr>
<tr>
<td>Application Deadline</td>
</tr>
<tr>
<td>Forms</td>
</tr>
</tbody>
</table>

Click here to access and complete the Letter of Appraisal form

Click here if you are unable to complete this form.

Help

- [Frequently Asked Questions](#)
- Phone: 613-995-4273
- E-mail: [webgrant@sshrc-crsh.gc.ca](mailto:webgrant@sshrc-crsh.gc.ca)
- For complete program information, see the program description.
Identification

Referee Details

Family name: Professor
Given name: Smart
Initials: Do not include initials from given or family names
Position: If "Other" position, specify

Discipline 1: List...
If "Other" discipline, specify

Discipline 2: List...
If "Other" discipline, specify

Discipline 3: List...
If "Other" discipline, specify

Organization: List...
If "Other" organization, specify full name

Department/Division: If "Other" department/division, specify

Phone: Country code [ ], Area code [ ], Number [ ], Extension [ ]

E-mail: tong.tsang@yahoo.com

In what capacity are you providing a reference for the applicant?

For how many years have you known the applicant in that capacity?
Letter of Appraisal

Applicant's CV and form

Click here to view the application form - SSHRC Doctoral Awards

Have you read the applicant's research proposal? Yes

Click on the "Instructions" button above for details concerning the elements to include in your letter of appraisal.

Type your text directly into the box, or cut and paste it from a document prepared using a word processor. You may enter only plain, unformatted text, not bold type, italics, script, underscoring, formulas or special characters. You must not exceed one page (maximum of 2,500 characters). To confirm that your text will fit, save your information and select Preview, then adjust accordingly.

You may save your form and modify its content at a later time. In order to access the form again, you will need to click on the link provided in the automated email invitation you received. When the letter of appraisal form is completed, select the Accept and Submit from the left-hand navigation bar.

Note: The applicant will not be able to submit their application until you submit your letter of appraisal.

Please note that the application deadline for candidates applying directly to SSHRC is October 17. Candidates applying through a Canadian postsecondary institution with a quota should consult with their graduate studies office to confirm their internal application deadline.

If the referee declines the invitation, you will be notified by email. The status will also change to "Referee unable to complete the form." You can then remove the person from the application by clicking "Clear entry." You may then add a new referee.

If the referee deletes the system-generated email by error, the applicant can click "Resend email" to send the invitation again.

If the referee accepts the invitation to provide a letter of appraisal, the status will change to "Email sent---Letter of Appraisal form not yet created." Referees who have accepted will be able to view an electronic version of your application to inform their reference. Once the referee has completed the form (and the status becomes "Letter of Appraisal form completed"), it will be attached electronically to your application once submitted. You will not be able to successfully verify your application until each referee form has been successfully verified and completed.

Note: You will not be able to view the appraisals at the time you complete an
Accept and Submit

You have indicated to the applicant that your form is complete. No further action is required.

For modifications, click on the appropriate module and make the necessary changes. However, you will be prompted to verify and submit the form once again.
Curriculum Vitae

Stacey Kwan

Status: In Progress
Updated: 2018/10/03 - 11:24:46

List of application forms

Select one of the following forms from the drop-down menu: applications, accepted invitations, final research reports.

Applications ▼ Create New Form

<table>
<thead>
<tr>
<th>Form</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSHRC Doctoral Awards</td>
<td>Verify, Submit, Delete</td>
</tr>
</tbody>
</table>

Status: In Progress
End Date (ET): 2019/10/17 - 20:00:00
Updated: 2019/07/25 - 09:54:04

My Account | Messages | Exit
---|---|---
Version 5.22.0.0.0 | | Important notices
**Application - Verification Report**

The following information must be provided or corrected before your form can be considered complete.

<table>
<thead>
<tr>
<th>Page</th>
<th>Information to be provided or corrected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum Vitae</td>
<td>Your CV must be &quot;Verified&quot; for this form to verify successfully.</td>
</tr>
<tr>
<td>Program Information</td>
<td>The mandatory field needs to be completed: b) Part time.</td>
</tr>
<tr>
<td>Referees</td>
<td>The referee form (Letters of Appraisal 2) is incomplete.</td>
</tr>
</tbody>
</table>
Curriculum Vitae

Fong Di Caterina

Status: Verified
Updated: 2019/08/19 - 13:33:14

List of application forms

Select one of the following forms from the drop-down menu: applications, accepted invitations, final research reports.

Applications ▼ Create New Form

SSHRC Doctoral Awards

test

Status: Verified
End Date (ET): 2019/10/17 - 20:00:00
Updated: 2019/08/19 - 13:40:32
Your application form has been returned to you and may require changes. For further details, please contact your institution's research administrator or check your e-mails.

Votre formulaire de demande vous a été retourné et nécessite peut-être des changements. Pour en savoir plus, veuillez communiquer avec l'administrateur de la recherche de votre établissement ou vérifier vos courriels.
Message from your research administrator

Stacey Kwan
Please make changes asap.

Delete
ADJUDICATION
## APPLICATION WEIGHTING

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Ability and Potential</td>
<td>50 %</td>
</tr>
<tr>
<td>Relevant experience and achievements obtained within and beyond academia</td>
<td>50 %</td>
</tr>
</tbody>
</table>
RESEARCH ABILITY & POTENTIAL

Indicators of research ability and potential:

• Quality of research proposal
  – specific, focused and feasible research question(s) and objective(s)
  – clear description of the proposed methodology
  – significance and expected contributions to research

• Relevant training, such as academic training, lived experience and traditional teachings

• Research experience and achievements relative to the applicant’s stage of study, lived experience and knowledge systems

• Quality of contributions and extent to which they advance the field of research. Contributions may include: publications, patents, reports, posters, abstracts, monographs, presentations, creative outputs, knowledge translation outputs, community products, etc.

• Demonstration of sound judgment and ability to think critically

• Demonstration of responsible and ethical research conduct, including honest and thoughtful inquiry, rigorous analysis, commitment to safety and to the dissemination of research results and adherence to the use of professional standards

• Enthusiasm for research, originality, initiative, autonomy, relevant community involvement and outreach

• The ability or potential to communicate theoretical, technical and/or scientific concepts clearly and logically in written and oral formats
RELEVANT EXPERIENCE & ACHIEVEMENTS

- Indicators of relevant experience and achievements obtained within and beyond academia:
  - Scholarships, awards and distinctions (amount, duration and prestige)
- Academic record:
  - Transcripts
  - Duration of previous studies
  - Program requirements and courses pursued
  - Course load
  - Relative standing in program (if available)
- Professional, academic and extracurricular activities as well as collaborations with supervisors, colleagues, peers, students and members of the community, such as:
  - teaching, mentoring, supervising and/or coaching
  - managing projects
  - participating in science and/or research promotion
  - community outreach, volunteer work and/or civic engagement
  - chairing committees and/or organizing conferences and meetings
  - participating in departmental or institutional organizations, associations, societies and/or clubs
ADJUDICATION PROCESS

Three tier adjudication process

1. Graduate unit review - graduate unit reviews all applications submitted to the unit and is eligible to nominate a certain number of applicants to SGS for review

2. SGS review – SGS reviews all applications received from units and is eligible to nominate a certain number of applicants to SSHRC for review. At SGS there are two committees, a Social Sciences committee and a Humanities committee

3. SSHRC review – SSHRC reviews all applications received and selects the recipients of the 2020-2021 SSHRC CGS D and SSHRC Doctoral Fellowships
## U OF T RESULTS

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Applications received at SGS</td>
<td>305</td>
<td>311</td>
<td>312</td>
<td>301</td>
<td>342</td>
</tr>
<tr>
<td>Quota Applications Forwarded to SSHRC</td>
<td>230</td>
<td>238</td>
<td>243</td>
<td>246</td>
<td>276</td>
</tr>
<tr>
<td>Awards Received</td>
<td>103</td>
<td>117</td>
<td>110</td>
<td>101</td>
<td>130</td>
</tr>
<tr>
<td>U of T - success rate of applications forwarded</td>
<td>44.7%</td>
<td>49.1%</td>
<td>45.2%</td>
<td>41.1%</td>
<td>47.1%</td>
</tr>
</tbody>
</table>
## NATIONAL RESULTS

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications received at SSHRC</td>
<td>1992</td>
<td>1982</td>
<td>2043</td>
<td>2047</td>
<td>2205</td>
</tr>
<tr>
<td>Total Awarded</td>
<td>1005</td>
<td>905</td>
<td>860</td>
<td>860</td>
<td>938</td>
</tr>
<tr>
<td>Success Rate</td>
<td>50.5%</td>
<td>45.7%</td>
<td>42.1%</td>
<td>42.0%</td>
<td>42.5%</td>
</tr>
</tbody>
</table>
2020-2021 SSHRC Doctoral Competition

Quota = 244

REMEMBER:
Consult your graduate unit regarding their internal deadline
– this is not the same as the University or SSHRC deadline
Michael Smith Foreign Study Supplement
MSFSS OBJECTIVE

- To support high-calibre graduate students in building global linkages and international networks through the pursuit of exceptional research experiences at research institutions outside of Canada.
- Available to active CGS Master’s, CGS Doctoral or eligible Vanier CGS holders
- Up to $6,000
ELIGIBILITY HOLD AN AWARD

• hold an active CGS at the time your study period abroad starts;
• be registered full time in a graduate research studies program at a Canadian institution for the duration of the time abroad;
• take up the award within one year of receiving the notice of award for the CGS Michael Smith Foreign Study Supplement; and
• return to complete your degree in Canada.
MSFSS KEY DATES

- Deadline for universities to submit applications to the granting agencies: June 10\textsuperscript{th} and October 10\textsuperscript{th}

- Students submit application and all required documents to the School of Graduate Studies for consideration
Additional Tips
What Makes a Great Merit Based Application?

Advice from Graduate Awards Office & Prof. Malcolm Campbell - Former Vice-Principal Research, UTSC

• Reviewers spend 6-8 minutes on each application. You have a short period of time to sell yourself on paper.
• Selection/Evaluation Criteria – make sure you “hit” them all
Academic Achievements

• Reviewers look heavily at PROGRESS. Ongoing awards look good. Publications, historical grade trends, and PRODUCTIVITY
• Your contributions/role in a project, impact of the work, awards, presentations, research background, communication achievements, leadership roles (volunteer, elected positions, clubs, sports, etc.)
• Limit to university level achievements
Writing Style/Formatting

• Make it easy for the reviewer to find key information
• Use headings
• Apply boldface or underlined text strategically
• Be clear, succinct, scholarly but understandable
• Be straight forward, emphasize strengths, not a time to be shy
• Follow formatting standards
QUESTIONS?

Please use the “Q&A” feature if you would like to ask a question. Questions posed in “Chat” will not be read.
CONTACT INFORMATION

SSHRC Scholarships & Fellowships:
fellowships@sshrc-crsh.gc.ca

University of Toronto - Graduate Awards Office

- Stacey Kwan
- Tel: 416-978-2205
- Email: staceym.kwan@utoronto.ca