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.
STATEMENT OF ACKNOWLEDGEMENT OF TRADITIONAL LAND

We wish to acknowledge this land on which the University of Toronto operates.

For thousands of years it has been the traditional land of the Huron-Wendat, the Seneca, and the Mississaugas of the Credit River.

Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land.
MS TEAMS - ASKING QUESTIONS

• We are recording this session to be uploaded to the SGS website.

• Quick clarification questions on a particular slide may be entered in the chat during the presentation.

• Please save all other questions to the end of the presentation. Please email us separately on questions that are personal to your scenario (specifically for calculating the number of months of eligibility), unless it’s general enough that it’ll apply to other applicants as well.

• Slides will be available on the SGS website under the specific award page: https://www.sgs.utoronto.ca/awards/canada-graduate-scholarships-doctoral-cgs-d%e2%80%8b-program%e2%80%8b/#section_5
AGENDA

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

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

3. Michael Smith Foreign Study Supplement

4. Questions
INTRODUCTION
SSHRC DOCTORAL AWARDS
FEDERAL TRI-COUNCILS

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 only have one active application per year at one granting agency (NSERC, CIHR or SSHRC), with the exception of Vanier. Subsequent applications to multiple agencies will be disqualified. If you were deemed unsuccessful at your graduate unit for your doctoral application, and if eligible, you may submit a CGS Master’s application, as your doctoral application is no longer considered active.
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 – INTERDISCIPLINARY/HEALTH RELATED RESEARCH

Applicants with questions or whose subject matter has significant 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.

Complete guidelines on selecting the appropriate federal granting agency are available at www.science.gc.ca
SUBJECT MATTER ELIGIBILITY – INTERDISCIPLINARY/HEALTH RELATED RESEARCH

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.

Applicants must provide a compelling justification for why research falls under SSHRC if the proposal is interdisciplinary or crosses over with health.
Subject Matter Eligibility

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 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](http://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 [mandate](http://www.SSHRC-SSHRC.ca)).
2023-2024

SSHRC COMPETITION
OVERVIEW
COMPETITION OVERVIEW

• **Types of Awards:** Through its Doctoral Awards funding opportunity, SSHRC offers two types of funding for doctoral students:

  1. SSHRC Doctoral Fellowships;
  2. Canada Graduate Scholarships (CGS): Doctoral

• Applicants apply for both awards by completing **one application form**. If you are eligible for both awards, SSHRC will automatically consider you for both.

• Highest-ranked eligible applicants will be offered a CGS D, next highest ranked applicants will be offered a SSHRC Doctoral Fellowship

• Most Canadian universities **receive a quota** indicating the number of students they can nominate for the national competition.

• Deadline to apply is set by each individual graduate unit (department)
COMPETITION OVERVIEW

• U of T Quota: 259

• Consult your graduate unit regarding their internal application deadline – this is not the same as the University or SSHRC deadline
VALUE & TENURE

CGS Doctoral
• $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 studies that have been completed by December 31 of the year of application. (Not the proposed start date of the award)
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 a citizen, permanent resident, or a protected person of Canada at the time of application

• Be applying for support to pursue doctoral studies in the social sciences or humanities;

• Not have already received an award for same level of study (i.e., doctoral) from SSHRC, NSERC or CIHR;

• Not be applying in the same academic year for funding through NSERC or CIHR (except Vanier);

• Not have exceeded the allowable number of months already spent in doctoral study; and

• Be applying for support to pursue your doctoral studies in the social sciences or humanities;

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

CGS DOCTORAL

Applicants must:

• 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 graduate program; or

• **36 months** of full-time study in their joint 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 graduate program)
  • direct-entry applicants must be enrolled in their doctoral program at the time of application
MONTHS OF STUDY

SSHRC DOCTORAL FELLOWSHIPS

Applicants must:

• have completed no more than 48 months of full-time study in their doctoral program by December 31 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 graduate program), the months of study completed are calculated starting from the date on which an applicant begins the doctoral program.
MONTHS OF STUDY DETERMINES AWARD LENGTH FOR SSHRC DOCTORAL FELLOWSHIPS

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) 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, 2022. (Cannot apply to both at the same time).
- Students who have completed more than 12 months of graduate-level study by December 31, 2022, 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>
CURRENT 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.

• Although eligible for the SSHRC Doctoral Fellowship, undergraduate students are still encouraged to apply for a CGS M first (success rate for CGS M is much higher at U of T).
COVID-19 EXCEPTIONS

The agencies request that institutions and selection committee members consider the impacts of the COVID-19 pandemic on course results when assessing the following:

• Transcripts
  o Some applicants may have difficulty obtaining official transcripts for their applications to the current competitions. Therefore, in order to provide flexibility to both institutions and applicants, the granting agencies will accept unofficial transcripts if official transcripts cannot be obtained.

• Academic record
  o Course results for the 2020 and 2021 semesters may need to be considered with special circumstances in mind for both format and level of success. Other indicators throughout the application may be used to assist in this evaluation such as previous semesters' results, scholarships, awards, etc.; these other sub-criteria can be found in the evaluation criteria of each program.

• Eligibility exceptions
  o Should institutions have special or exceptional cases that could warrant an exception to the CGS D program's eligibility window or cases where eligibility is uncertain, they are encouraged to contact the appropriate agency.
  o Students should be encouraged to use the special circumstances section of their applications to explain COVID-related delays, especially if their progress was disproportionately affected by the pandemic.
WHERE TO APPLY

- If currently registered at or on an approved leave of absence from the University of Toronto for Fall 2022 session in any degree program (including those at master’s or undergraduate level), complete the SSHRC online application form by the current or proposed U of T graduate unit’s deadline.

- If currently registered at another university for the Fall 2022 session with a SSHRC doctoral quota, the applicant must apply through the other institution, even if they are applying for admission to a doctoral program at the University of Toronto.

- If not currently registered at a university but was registered at any time in the calendar year of 2022 at an institution with a SSHRC doctoral quota, the applicant must apply through the institution they were most recently registered at during the calendar year and follow that institution’s application process.

- If the applicant has not been registered in a degree program at any institution with a SSHRC quota during the calendar year of 2022, they must apply directly to SSHRC.

- Applications submitted directly to SSHRC from eligible U of T applicants will be rendered ineligible.
HOW TO APPLY

Website: https://webapps.nserc.ca/SSHRC/faces/logon.jsp?lang=en_CA

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
LANDING PAGE: MY PORTFOLIO

REMINDER
To be eligible to apply for any SSHRC grant, applicants must have submitted any outstanding final research or activity reports for previous SSHRC grants.

CONSENT TO DISCLOSURE OF PERSONAL INFORMATION
I understand that maintaining public trust in the integrity of researchers is fundamental to building a knowledge-based society. By submitting an application, by linking my CV to an application led by another researcher or institution, or by accepting funding from the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council of Canada (NSERC) and/or the Social Sciences and Humanities Research Council of Canada (SSHRC), I affirm that I have read and I agree to respect all the policies of these agencies that are relevant to my research, including the Tri-Agency Framework: Responsible Conduct of Research. In cases of a serious breach of agency policy, the agency may publicly disclose any information relevant to the breach that is in the public interest, including my name, the nature of the breach, the institution where I was employed at the time of the breach, the institution where I am currently employed, and the recourse imposed against me. I accept this as a condition of applying for, or receiving, agency funding and I consent to such disclosure.
SELF-IDENTIFICATION DATA

• SSHRC (in coordination with NSERC and CIHR) requires all applicants to self-identify with information on age, gender, orientation, Indigenous identity, visible minority status, population group, disabilities, and languages.

• 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 self-identification form is **mandatory** for applicants and co-applicants but for each category there is an option of “I prefer not to answer.”

• This information is not shared with universities.

• To enter your self-identification information, after logging in, select “My Account” from the menu.
**Age**

What is your date of birth?

I prefer not to answer

**Gender**

Select the option that you identify with.

**Indigenous identity**

Do you identify as Indigenous; that is First Nations (North American Indian), Métis, or Inuit?

If "Yes", select the options 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?
APPLICATION COMPONENTS

There are two parts to each application:

- Curriculum Vitae
- SSHRC Doctoral Awards Form

Both sections must be completed and verified in order to submit the full application.
APPLICATION COMPONENTS

1. Curriculum Vitae
   - Identification
   - Current Position
   - Address
   - Work Experience
   - Academic Background
   - Credentials
   - Research Expertise
   - Funded Research

2. SSHRC Online Application Form
   - Application Profile
   - Areas of Study
   - Research Proposal
   - Bibliography / Citations
   - Diversity in Research
   - Transcripts
   - Allowable Inclusions
   - Research Contributions
   - Supplement/Joint or special initiative attachments
   - Referees
Click anywhere on the blue “Curriculum Vitae” bar for instructions.
CURRICULUM VITAE SECTION

Applicants can edit their CV by clicking their name in the “Curriculum Vitae” section on the “My Portfolio” (landing) page.
CURRICULUM VITAE SECTION

Applicants must “Verify” the CV once they have entered all their CV information.
## Errors/Corrections

### Social Sciences and Humanities Research Council

www.sshrc-crsh.gc.ca

<table>
<thead>
<tr>
<th>Français</th>
<th>Contact Us</th>
<th>Help</th>
<th>Search</th>
<th>Canada Site</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Portfolio</td>
<td></td>
<td></td>
<td>Exit</td>
</tr>
</tbody>
</table>

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### 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>
VERIFIED CV

If you need to make a change to your CV after you’ve verified, you can still edit the CV by clicking your name; however, you will have to verify again.

Strongly recommend that applicants view the CV by clicking the “Preview PDF” option to ensure that the CV is accurate and complete before submitting.
STARTING AN APPLICATION

To start a SSHRC Doctoral application, on the “My Portfolio” page look for the section with the header “List of application forms” and select the “Create New Form” link.
STARTING AN APPLICATION

In the “Program name” column look for “Doctoral Awards Program” to ensure you are creating the correct application.

In the “Grant type” column, click the “Doctoral Award Programs” link

The icon that looks like paper & question mark, is the link to the application instructions. It is recommended to review the instructions before applying and to bookmark for future reference.
CREATING A SSHRC APPLICATION FORM

After selecting “Doctoral Awards Program, a pop-up box will appear, select “OK” to create the application. You will be taken back to the “Portfolio” landing page.

<table>
<thead>
<tr>
<th>Program name</th>
<th>Start Date</th>
<th>End Date (ET)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fellowships/Scholarships</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doctoral Awards Program</td>
<td>Wednesday, July 17, 2019</td>
<td>Thursday, October 17, 2019 20:00:00</td>
</tr>
<tr>
<td>Postdoctoral Fellowships</td>
<td>Thursday, June 27, 2019</td>
<td>Wednesday, September 18, 2019 20:00:00</td>
</tr>
<tr>
<td>Access to Statistics Canada Research Data Center</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Click OK to create this application form. Click Cancel to stop the creation.
EDIT APPLICATION FORM

To start editing the application, click the “SSHRC Doctoral Awards” link that is now available.
EDIT APPLICATION FORM
APPLICATION PROFILE: 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 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 are encouraged to 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.
APPLICATION PROFILE: SELECTION COMMITTEE
APPLICATION PROFILE: SELECTION COMMITTEE

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 (7521)</th>
<th>Fine arts, literature (all types)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee 2 (7522)</td>
<td>Classical archaeology, classics, classical and dead languages, history, mediaeval studies, philosophy, religious studies</td>
</tr>
<tr>
<td>Committee 3 (7523)</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 (7524)</td>
<td>Education, linguistics, psychology, social work</td>
</tr>
<tr>
<td>Committee 5 (7525)</td>
<td>Economics, industrial relations, law, management, business, administrative studies, political science</td>
</tr>
</tbody>
</table>
### SUPPLEMENTS & JOINT OR SPECIAL INITIATIVES

#### Application Profile

**Doctoral Awards Program**

**Title of research proposal**

Selection committee

**Supplement**

- Alison D. Ross Fellowship
- Queen's Fellowship

**Joint or special initiative**

- MINDS Scholarships Initiative
- PCH-SSHRC Initiative for Digital Citizen Research
- Sport Participation Research Initiative

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**UNIVERSITY OF TORONTO**

**SCHOOL of GRADUATE STUDIES**
SUPPLEMENTS

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.
SPECIAL INITIATIVES

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

SPECIAL INITIATIVES

Initiative for Digital Citizen Research

• Through the Initiative for Digital Citizen Research, Canadian Heritage and SSHRC partner to offer doctoral award supplements, valued at $10,000, to individuals who are conducting research related to online disinformation as well as their impact in the Canadian context. Comparative approaches to these themes that are inclusive of, but extend beyond, the Canadian context are also eligible for supplementary funding.

SUPPLEMENTS JUSTIFICATION & JOINT OR SPECIAL INITIATIVES

MAXIMUM ONE PAGE PER SUPPLEMENT/INITIATIVE

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

Justification pages for supplements and joint initiatives will not be visible in the university’s version (PDF) of the application.
PROGRAM INFORMATION

• Choose “a)” if currently registered at the University of Toronto in a degree program or will be registered for the Fall 2022 session

• Choose “b)” if not currently registered and will not be registered for Fall 2022 session in a degree program but were registered at any other time during the calendar year of 2022 (January 1-December 31)

• If an applicant choses “c)” or “d)” the application will be submitted directly to SSHRC; we will not be able to see this application at all
ORGANIZATION AT TIME OF APPLICATION

• 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) so your application can be easily identifiable for your department.
PROGRAM INFORMATION: REGISTRATION STATUS

**Expected start date:** If you are currently holding an award that ends August 31, 2023, choose a September 2023 start date.

**Number of months of doctoral studies:** Should always be denominations of 4; e.g., if started in September and remained full-time without leaves, should be either 4, 16, 28, and 40. If haven’t started doctoral studies yet, enter 0.

---

**Support Requested**

**Expected start date of the award:** 2020/09/01

**Number of Months of Doctoral Studies**

How many months of doctoral studies will you have completed by December 31 of the year of application?

For blank entries, type in "0" value.

a) Full time

b) Part time
RESEARCH PROPOSAL

MAXIMUM 2 PAGES

Must be a PDF ATTACHMENT

REQUIRED ELEMENTS TO BE INCLUDED if 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.
RESEARCH PROPOSAL CONTINUED

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.
RESEARCH PROPOSAL
RESEARCH PROPOSAL

The file you are trying to attach contains 8 page(s). A maximum of 2 page(s) allowed.

Choose File: AwardPayme...ivation.pdf
BIBLIOGRAPHY & CITATIONS

MAXIMUM 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
GRADUATE CENTRE FOR ACADEMIC COMMUNICATION

GCAC offers bootcamp/intensive courses and workshops for proposal writing. They also offer one-on-one appointments to help review proposals

Graduate Centre for Academic Communication

- About Gradlife Programs
- Accessibility
- FAQs for Current Students
- Supervision Support
- Graduate Centre for Academic Communication

**GCAC Courses:** The next session of courses will be offered starting in September/October 2021. Registration for September/October 2021 GCAC courses is now open. All September/October 2021 courses will be offered online.

**GCAC Workshops:** We currently have recorded and prerecorded workshops available. The Fall 2021 workshop schedule will be posted by early September. All Fall 2021 workshops will be offered online.

**GCAC Writing Centre:** Appointments will be offered online rather than in-person.

For updates on coming workshops and course registration, watch this site or join our listserv to receive weekly updates.

Welcome to the Graduate Centre for Academic Communication (GCAC). GCAC provides graduate students with advanced training in academic writing and speaking.

https://www.sgs.utoronto.ca/resources-supports/gcac/
DIVERSITY IN RESEARCH

The Diversity Considerations in Research Design module supports SSHRC's commitment to promoting the integration of equity, diversity and inclusion - (EDI) related considerations in research design and practices, as outlined in the Tri-Agency Statement on Equity, Diversity and Inclusion, and the Tri-Agency Equity, Diversity and Inclusion Action Plan.

All SSHRC doctoral award applicants must complete this module.

This part of your application will not be subject to merit review and will not be shared with committee members.

Whether an applicant selects “Yes” or “No” to whether or not diversity considerations apply to their proposed research design, they must provide a maximum 1,700 character explanation.
Application - Diversity Considerations in Research Design

The Diversity Considerations in Research Design module supports SSHRC’s commitment to promoting the integration of equity, diversity and inclusion - (EDI) related considerations in research design and practices, as outlined in the Tri-Agency Statement on Equity, Diversity and Inclusion, and the Tri-Agency Equity, Diversity and Inclusion Action Plan.

All SSHRC doctoral and postdoctoral award applicants must complete this module.

Before completing this mandatory module, carefully read the Guide to Including Diversity Considerations in Research Design for Doctoral and Postdoctoral Award Applicants.

This part of your application will not be subject to merit review and will not be shared with committee members. Integrating the module into the evaluation process is planned for next year.

Do diversity considerations apply to your proposed research design?

- Diversity considerations include, but are not limited to: age, disability, education, ethnicity, gender expression and gender identity, immigrant and newcomer status, Indigenous identity, language, neurodiversity, parental status/responsibility, place of origin, racial, religion, sexual orientation and socio-economic status.
- Research design can include research questions, methods, theoretical framework, sources, analysis and interpretation, and/or dissemination of findings.
- SSHRC recognizes that diversity considerations may not apply to all research projects, but encourages all applicants thinking of selecting "No" to consider their relevance first.

If you selected Yes:

You have indicated that diversity considerations apply to your research design (questions, methods, theoretical framework, literature review, analysis and interpretation, and/or dissemination of findings). In the text box below, explain how your research design addresses or is shaped in relation to these considerations, if applicable.

If you selected No:

You have indicated that diversity considerations do not apply to your research design (questions, methods, theoretical framework, literature review, analysis and interpretation, and/or dissemination of findings). In the text box below, explain why these considerations do not apply to your research design.

1,700 characters maximum. To confirm text fits, insert, save, then select Preview.
TRANSCRIPTS

- Student must upload their own official and up-to-date undergraduate and graduate transcripts as ONE PDF file.

- If student is already registered in program of study at the time of application, must submit a transcript for this program, regardless of the number of months completed, to demonstrate registration in the program, e.g., Fall 2022, even if there are no grades.

Note: Official transcripts should be obtained whenever possible – due to COVID-19 if official transcripts cannot be obtained, SSHRC will accept unofficial transcripts. Web-based (ACORN) academic history print-outs are not acceptable. Applications with missing official transcripts are considered incomplete.

Official e-transcripts are acceptable but should be “printed to PDF” before uploading or combining with other transcripts to remove encryption (e.g., using web browser, Adobe Acrobat Reader, or freely available PDF software).
TRANSCRIPTS

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 1/2" 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 8 lines of type per inch
- All margins set at a minimum of 3/4" (1.87 cm)

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

Preview  Portfolio  Instruct...
• If applicable, attach a PDF document.

• Describe any special circumstances that have had an effect on performance or productivity.

• 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.

• If the current or previous thesis supervisor is unable to provide a Letter of Appraisal, applicants may use this section to provide an explanation. It would be considered normal to not have a new supervisor be a referee or for students just starting their program to not have a supervisor yet, but applicants can still explain here to minimize any doubts for the reviewers.

• All information provided to SSHRC is subject to the Privacy Act. Applicants are reminded that the information included in the “Allowable inclusions” section of their application will be shared with selection committee members for consideration as part of their application. SSHRC merit reviewers cannot share this information outside of the merit review process, which is subject to the Tri-Agency Conflict of Interest and Confidentiality Policy. For more information, see the principles for SSHRC merit review.
Part I – Research Contributions

• Provide details, as per SSHRC instructions, on the contributions you list.

Part II – Applicant’s Statement

• Describe your relevant research experience, training, professional, academic and extracurricular activities
REFEREES – LETTERS OF APPRAISAL

• 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 referees enough time to complete and submit their support letter in advance of your graduate unit deadline date.

• Referees can see your in-progress application on the system
IMPLICIT OR UNCONSCIOUS BIASES

The Tri-Agency expects reviewers to consistently guard against the possibility of unconscious bias influencing the decision-making process, whether these biases are based on schools of thought, the perceived value of fundamental versus applied research, areas of research or research approaches (including emerging ones), size or reputation of an institution, age, gender, and/or other personal factors associated with the applicant. To assist committee members in recognizing potential bias, all SGS members are asked to complete the Unconscious Bias in Peer Review online learning module. Members are also encouraged to complete one of the Sex and Gender training modules produced by CIHR.

Encourage your supervisor and referees to also complete the Unconscious Bias in Peer Review online learning module so that they can be aware and minimize unconscious bias when writing letters of appraisals, e.g., using different types of adjectives to describe male vs female applicants, such as outstanding male but hard-working female.
REFEREES – LETTERS OF APPRAISAL

• Letters must be **very strong** and **enthusiastic** as they are a major component of the application.
• There is a maximum of 2500 characters for the letters (approx. half a page)
• 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.
# REFEREES – LETTERS OF APPRAISAL

**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>(20 chars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given name</td>
<td>(20 chars)</td>
</tr>
</tbody>
</table>

**Complete by**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Letter (2)

<table>
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</thead>
<tbody>
<tr>
<td>Given name</td>
<td>(20 chars)</td>
</tr>
</tbody>
</table>

**E-mail**

(100 chars)

**Complete by**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
You can track the status of the “Letters of Appraisal” on the system.
REFeree request email

- From: SSHRC Electronic System - Système électronique du CRSH forms@sshrc-crsh.gc.ca
- Subject: Invitation to provide a letter of appraisal.

Invitation to provide a letter of appraisal. - Invitation à fournir une lettre d'appréciation.

La version française suit.
This is an automated E-mail message. Please do not reply.
You have been invited to provide a letter of appraisal.

Applicant Information
Name of Applicant: Fong Di Caterina
Email: fong.dicaterina@utoronto.ca
Funding Opportunity: SSHRC Doctoral Awards
Complete Letter of Appraisal form by: 18/05/19 12:47 PM

Click here to accept or decline the invitation.
If the link does not work, you can copy and paste the following address into your browser:
https://webapps.research.utoronto.ca/SSHRCFace/referee/RefereePortal.jsp?tid=752E96E752E5E586&mlanguage=en_CA

The link above is the only way to access the letter of appraisal form. DO NOT DELETE this E-mail.
We suggest you bookmark this link.

Veuillez ne pas y 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><strong>Name</strong></td>
</tr>
<tr>
<td><strong>E-mail</strong></td>
</tr>
<tr>
<td><strong>Application Deadline:</strong></td>
</tr>
<tr>
<td><strong>Forms</strong></td>
</tr>
<tr>
<td></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.
REFEREE FORM: IDENTIFICATION
REFEREE FORM: LETTER OF APPRAISAL
REFEREES

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)

Status: Complete

Family Name: Prof
Given Name: Smart
Initials:
Organization: Contemporary Accounting Research
Department/Division: Head Office
Invitation email sent to: long_isam@yahoo.com
Complete by: 2019 • August • 18 •

Letter (2)

Status: Complete

Family Name: Prof
Given Name: Super
Initials:
Organization: University of Toronto
Department/Division: Centre for Ethics
Invitation email sent to: jokamonic@utoronto.ca
Complete by: 2019 • September • 18 •
**VERIFYING & SUBMITTING**

Applying for, or receiving, agency funding and I consent to such disclosure.

(For further information, see [Questions and Answers on the consent to disclosure of personal information](#).)

<table>
<thead>
<tr>
<th>Curriculum Vitae</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stacey Kwan</strong></td>
</tr>
<tr>
<td><strong>Status:</strong> In Progress</td>
</tr>
<tr>
<td><strong>Updated:</strong> 2019/10/03 - 11:24:46</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List of application forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select one of the following forms from the drop-down menu: applications, accepted invitations, final research reports.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applications</th>
<th>Create New Form</th>
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</table>

<table>
<thead>
<tr>
<th>SSHRC Doctoral Awards</th>
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</thead>
<tbody>
<tr>
<td><strong>Status:</strong> In Progress</td>
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<tr>
<td><strong>End Date (ET):</strong> 2019/10/17 - 20:00:00</td>
</tr>
<tr>
<td><strong>Updated:</strong> 2019/07/25 - 09:54:04</td>
</tr>
</tbody>
</table>
## VERIFYING & SUBMITTING

### 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.

<table>
<thead>
<tr>
<th>Form</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSHRC Doctoral Awards</td>
<td></td>
</tr>
</tbody>
</table>

- **Status:** Verified
- **End Date (ET):** 2019/10/17 - 20:00:00
- **Updated:** 2019/08/16 - 15:40:32

[Submit]
CONFIRMATION OF SUBMISSION

Graduate units may ask students to submit a screenshot of their application page (sample below) to demonstrate that they submitted their application by the graduate unit deadline. Please be sure to check with your graduate unit to verify if you are required to notify the grad unit that you have submitted an application.
RETURNED APPLICATION

Applicants may have their application returned to them if a change is required by the graduate unit. If this happens you will receive an email from the application system. Your grad unit should email you first to inform you why your application is being returned, however if they have not, please contact the grad admin at your unit directly to find out why your application has been returned.
ADJUDICATION PROCESS

Three tier adjudication process

1. **Graduate unit review** - graduate unit reviews all applications submitted to the unit and nominates a quota number of applications to SGS for review.

2. **SGS review** – SGS reviews all applications received from units for the university-wide competition. At SGS there are two SSHRC sub-committees, a Social Sciences committee and a Humanities committee, which select the top applicants to forward to SSHRC for the national competition. Each file is read by three committee members who are outside of the applicant’s department.

3. **SSHRC review** – SSHRC reviews all applications received for the national competition and selects the recipients of the 2023-2024 SSHRC CGS D and SSHRC Doctoral Fellowships.

You should receive an email from your department letting you know if your application was forwarded to SGS. If forwarded to SGS, we will also let you know whether your application is being forwarded to SSHRC. If forwarded to SSHRC, SSHRC will inform applicants of their results at the end of April 2023 using an "extranet" system for students. Applicants are notified how to access the system via email.
APPLICATION WEIGHTING

Full selection procedures can be found on the SSHRC website:


<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>
## SSHRC RESULTS

### UNIVERSITY OF TORONTO STATISTICS

<table>
<thead>
<tr>
<th>Competition Year</th>
<th>Applications Received at SGS</th>
<th>Quota Forwarded to SSHRC</th>
<th>Awards Received</th>
<th>Success Rate of Apps forwarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-2018</td>
<td>311</td>
<td>238</td>
<td>117</td>
<td>49.1%</td>
</tr>
<tr>
<td>2018-2019</td>
<td>312</td>
<td>243</td>
<td>110</td>
<td>45.2%</td>
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<tr>
<td>2019-2020</td>
<td>301</td>
<td>246</td>
<td>101</td>
<td>41.1%</td>
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<tr>
<td>2020-2021</td>
<td>342</td>
<td>276+7</td>
<td>128</td>
<td>45.23%</td>
</tr>
<tr>
<td>2021-2022</td>
<td>322</td>
<td>246+8</td>
<td>134</td>
<td>53.17%</td>
</tr>
<tr>
<td>2022-2023</td>
<td>328</td>
<td>250+9</td>
<td>125</td>
<td>48.26%</td>
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</tbody>
</table>
## SSHRC RESULTS

### NATIONAL STATISTICS

<table>
<thead>
<tr>
<th>Competition Year</th>
<th>Applications Received at SSHRC</th>
<th>Total Awarded</th>
<th>Success Rate</th>
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</thead>
<tbody>
<tr>
<td>2016-2017</td>
<td>1982</td>
<td>905</td>
<td>45.7%</td>
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<tr>
<td>2017-2018</td>
<td>2043</td>
<td>860</td>
<td>42.1%</td>
</tr>
<tr>
<td>2018-2019</td>
<td>2047</td>
<td>860</td>
<td>42.0%</td>
</tr>
<tr>
<td>2019-2020</td>
<td>2205</td>
<td>938</td>
<td>42.5%</td>
</tr>
<tr>
<td>2020-2021</td>
<td>2584</td>
<td>1058</td>
<td>40.9%</td>
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<tr>
<td>2021-2022</td>
<td>2390</td>
<td>1028</td>
<td>43.0%</td>
</tr>
</tbody>
</table>
MICHAEL SMITH FOREIGN STUDY SUPPLEMENT (MSFSS)

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 to fund 2 to 6 months of travel

Eligibility to hold an MSFSS

- 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.
MICHAEL SMITH FOREIGN STUDY SUPPLEMENT

Deadline for universities to submit applications to the granting agencies: June 10th and October 10th

Students submit application and all required documents to the School of Graduate Studies for consideration
WHAT MAKES A GREAT MERIT-BASED APPLICATION?

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

- Reviewers can spend as little as 6-8 minutes on each application, you have a short period of time to promote yourself on paper.

- Selection/Evaluation Criteria – make sure you “hit” them all
ACADEMIC ACHIEVEMENTS

• Reviewers look heavily at PROGRESS; ongoing awards, 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
RESEARCH PROPOSAL/PLAN OF STUDY

• Write a clear and concise research proposal that an educated non-expert could understand

• Give your proposal to as many people as possible to review – ideally a professor/senior graduate student who can critique it

• Read the proposal out loud to yourself and others. If it doesn’t sound natural, then it needs more work

• Engage the reviewer

• Importance/Significance – you want your reviewer to advocate for your application
QUESTIONS?

• Competition (application/submission) questions can be directed to:

Carla Serpe
Acting Graduate Awards Officer
carla.serpe@utoronto.ca
416-978-2386

• Technical difficulties with the application system can be directed to SSHRC’s help desk:

webgrant@sshrc-crsh.gc.ca