



Application for a Doctoral Award Instructions (Web)

Introduction

Applicants must complete the SSHRC web-based doctoral award application form and append the documents indicated under Attachments below. With your Internet browser, you can create, edit and print the doctoral award application form. When SSHRC receives your printed and signed application form, the data provided in your on-line application are then transferred to SSHRC's corporate database.

Before applying, please print these instructions and read the following:

1. [Doctoral awards funding opportunity description](#)
2. [Regulations Governing Fellowship and Scholarship Applications](#), and
3. [General Guidelines for the Eligibility of Subject Matter at SSHRC](#)

We also strongly recommend that you consult our [Resource Centre](#), where you will find, among other information, answers to frequently asked questions. In addition, you should know the definitions of terms SSHRC uses in the application process.

We suggest that you print and consult this document for reference while you are completing your web-based application. You may also refer to these instructions by clicking "Instructions" at any time within a screen. This button will link you directly to the instructions for the screen you are completing.

Signature

After you have verified and printed your application, proofread it carefully. Do not forget to sign and date it. By signing the application, the applicant confirms that he/she:

- has read and understands the eligibility requirements of the funding opportunity;
- has provided complete and accurate information in the funding application and related documents, and has represented himself/herself and his/her research and accomplishments in a manner consistent with the norms of the relevant field;
- is not currently ineligible to apply for or receive funding from the Natural Sciences and Engineering Research Council, SSHRC, the Canadian Institutes of Health Research or any other research or research funding organization by reason of a breach of an ethical, integrity or financial policy or requirement, and that if at any time he/she becomes ineligible, he/she will advise his/her institution's graduate studies office and SSHRC immediately in writing;
- will inform SSHRC and the institution's graduate studies office immediately of any change in the nature of the research that may have an impact on certification or approvals;
- will inform SSHRC and the institution's graduate studies office immediately in writing in the event of any change in eligibility status, and hereby authorizes the institution with which he/she is affiliated to provide SSHRC with his/her personal information for the purpose of verifying eligibility to receive funds from SSHRC;
- agrees that, if awarded funding, he/she will (a) use this funding only for the purpose for which it was awarded; (b) enter into a funding agreement with SSHRC; and (c) comply with all relevant SSHRC requirements as set out in SSHRC's respective policies, procedures and manuals;
- has read, understands and agrees to comply with the policies of SSHRC, including the [Tri-Agency Framework: Responsible Conduct of Research](#), both in the submission of the application and in carrying out research funded by SSHRC;
- is aware that, should he/she be found to have made a serious breach of agency policy, SSHRC, in accordance with the [Tri-Agency Framework: Responsible Conduct of Research](#), may publicly disclose any information relevant to the breach that is in the public interest, including his/her name, the nature of the breach, the institution with which he/she was employed at the time of the breach, the institution where he/she is currently employed (if any), and the recourse imposed against him/her, and accepts this as a condition of applying for or receiving agency funding and consents to such a disclosure;
- in instances where he/she is or has been at any time during the past 12 months a federal public servant, has complied with and will continue to respect the [Values and Ethics Code for the Public Sector](#);

- understands that, for applicants from Canadian universities with a [quota](#), graduate studies offices are, by way of SSHRC's secure site, informed of the competition results pertaining to their applicants;
- accepts the application procedures and the selection process; and
- consents to SSHRC disclosing, in advance of the official announcement, details related to the award, which will be posted on the agency website (award holder name and limited details related to award) with [Fonds de recherche du Québec—Société et culture](#) (FRQSC) for its administrative purposes and in accordance with the memorandum of understanding between SSHRC and FRQSC.

Privacy Notice

The applicant (or project director, where applicable) also confirms that he/she understands that:

- all personal information provided to SSHRC is used, disclosed and safeguarded in accordance with the [Privacy Act](#), the [Access to Information Act](#), and relevant Treasury Board policies (personal information is collected pursuant to the *Social Sciences and Humanities Research Council Act*);
- applications are provided to selection and merit review committees for adjudication, and, possibly, to third-party expert assessors for evaluation;
- applications may be shared with other government organizations or public research funding bodies, if that organization will co-fund the application and has signed a memorandum of understanding with SSHRC;
- information related to applications and awards will be shared with authorized officials at the applicant's institution;
- SSHRC may disseminate award holder names and summaries of successful research proposals for publicity purposes, or in response to an access to information request, without consent;
- SSHRC will use personal information for the uses and consistent uses outlined on [Info Source](#);
- SSHRC will obtain consent prior to using or disclosing personal information in a manner not outlined above or on [Info Source](#);
- SSHRC uses personal information to identify prospective committee members and expert reviewers for applications;
- personal information is used by SSHRC for program planning, evaluation, reviews, audits and statistics generation;
- failure to provide personal information will result in an application being declared ineligible;
- SSHRC does not regularly update personal information; it is the applicant's (or project director's, where applicable) or award holder's responsibility to contact SSHRC's ATIP Coordinator to correct or update personal information; and
- applicants (or project directors, where applicable) and award holders have the right to file a complaint with the Office of the Privacy Commissioner regarding SSHRC's handling of their personal information.

Consent to Disclosure—Mandatory

In accordance with the [Tri-Agency Framework: Responsible Conduct of Research](#), applicants must also complete and sign the [Consent to Disclosure of Personal Information](#) form and include it with their application.

Application Deadline

Students who, in fall 2017, are registered in a degree program at, or on an approved leave of absence from, a Canadian university with a quota *	Submit paper copy to university by date set by that university
All other applicants	Submit paper copy to SSHRC postmarked by November 7, 2017

***Quota:** Maximum number of applications the university can forward to SSHRC.

Note: Students registered simultaneously at Canadian and foreign universities must apply through the Canadian university, if the Canadian university has a [quota](#).

Ensure that you have followed the instructions and accurately provided all required information. SSHRC cannot accept additional information after the application deadline, nor can it confirm the

completeness of applications. Do not exceed page limits. Ensure that you enclose the specified number of appraisals as extra appraisals will not be forwarded to the selection committee.

Applicants requiring assistance while preparing their doctoral award application are encouraged to communicate with SSHRC's Research Training Portfolio well in advance of the application deadline.

Where to Submit Your Application

Applicants registered in a degree program at a Canadian university with a quota must apply through their university. Applications sent directly to SSHRC by such applicants will not be accepted.

Forward your complete application to your department head by the departmental deadline.

All other applicants must forward their complete application to:

By mail:

Research Training Portfolio
Social Sciences and Humanities Research Council
350 Albert Street
P.O. Box 1610
Ottawa, ON K1P 6G4

By messenger or courier:

Research Training Portfolio
Social Sciences and Humanities Research Council
Room 16-373
350 Albert Street
Ottawa, ON K1A 1H5

Tel.: 613-996-3078

Applications may be delivered in person, by messenger or courier, or by mail. Mailed applications and letters of appraisal must be postmarked by midnight of the deadline date. SSHRC does not accept late applications, incomplete applications, late letters of appraisal, applications sent by fax or e-mail, or handwritten applications.

A complete application consists of:

1. the web-based doctoral award application form, completed, printed and signed
2. the program of study (maximum two pages)
3. supplement justification (if applicable, maximum one page per supplement)
4. joint or special initiative justification (if applicable, maximum one page per initiative)
5. bibliography and citations (maximum five pages)
6. research contributions (if applicable, maximum one page)
7. allowable inclusions (if applicable, maximum one page)
8. official letter to confirm part-time study and/or leave of absence (if applicable, maximum one page each)
9. official and/or certified copies of all undergraduate level transcripts
10. official and/or certified copies of all graduate level transcripts
11. two completed letters of appraisal in sealed envelopes (maximum one page each)
12. the Departmental Appraisal (only for candidates who must apply through a Canadian university with a quota)
13. the completed, printed and signed [Consent to Disclosure of Personal Information](#) form
14. the Application Checklist

Acknowledgement of Receipt of Applications

SSHRC will acknowledge receipt of your printed and signed application form and will assign you an application number. **Please cite this number in all correspondence with us.** This acknowledgement refers to only the receipt of your application, not to its completeness, or its eligibility in the competition.

Identification

Only the information in the Given Name, Initials and Family Name boxes will be made available to selection committee members. The remaining information will be used for administrative and statistical purposes only.

Name

Names and Initials

If you use your second or third name as your given name, see the examples below for help in completing the initials box.

Example 1: A.J. Paul Moore

If you prefer to have your initials appear before your given name, you would enter:

Given Name	Initials	Family Name
A.J. Paul		Moore

SSHRC correspondence would address you as "Mr. A.J. Paul Moore."

Example 2: Joanne Francine Mélanie Trudeau (normally addressed as Mélanie)

If you usually use your second or third name as your given name and do not want your initials appearing before your given name, you would enter:

Given Name	Initials	Family Name
Mélanie	J.F.	Trudeau

SSHRC correspondence would address you as "Ms. Mélanie J.F. Trudeau."

Language Proficiency

Indicate your proficiency in each official language.

Citizenship

Applicants must be Canadian citizens or permanent residents of Canada as of the application deadline date. You must indicate your citizenship status by selecting the appropriate option button.

Permanent residents of Canada must specify the date of permanent residency.

Declaration on Aboriginal Identity (optional)

Aboriginal applicants are invited to identify themselves on an optional and confidential basis.

This identity information is used by SSHRC to track and assess rates of participation and funding success for First Nations, Inuit, Métis and other Indigenous doctoral and postdoctoral applicants.

Note: This information is not used in the adjudication process, and does not affect eligibility for funding from SSHRC. Identity information will be kept strictly confidential along with other CV and application information. It will be reported only in aggregate terms, so no individual can be identified.

Applicants also have the option to indicate their identity in the Program of Study, or Special Circumstances sections (see "[Allowable Inclusions](#)" section of the application form).

Applicants may choose the identity term(s) they prefer—including broad terms such as Aboriginal, Indigenous, First Nations, Inuit or Métis—or more specific, multiple or combined terms reflecting a particular identity or identities. Proof of Aboriginal ancestry is not required.

For additional information, please consult the [Aboriginal Research page](#) on the SSHRC website, including the [Aboriginal Talent Measures page](#) on the SSHRC Website.

Addresses

The addresses you provide must be complete and accurate. For countries other than Canada and the United States, select the "Other" address format and enter the city/municipality, province/state and postal code in the address lines.

Current Mailing Address

We will use this address for all correspondence with you, including for sending the competition results. If your current mailing address changes during the competition period, you must advise SSHRC, in writing, of the change.

Permanent Canadian Address

Regardless of your citizenship status (Canadian citizen or permanent resident of Canada), you must provide your permanent address in Canada, **even if it is the same** as the one you provided under Current Mailing Address.

Contact Information

This information will help SSHRC contact you more quickly. Such secondary information will not be released by SSHRC without your consent (e.g., home co-ordinates are considered personal information and are protected under the *Privacy Act*). This information will print out on the Identification page only, and will not be seen by selection committee members.

E-mail

Include an email address at which you can be reached.

Current Position

Position

Select your position (e.g., student) by clicking the "List..." button. If you are a student and also hold an additional position (e.g., teaching or research assistant), select "Student" as your current position and list the other position on the Work Experience screen. If an applicable position is not listed, select "Other" from the list and type the information in the box provided.

Organization and Department/Division

Select your organization and department/division by clicking on the "List..." button. The Country list will appear. Select the country, the province or state (if applicable), then the organization. If the organization or department/division is not listed, select "Other" from the list and type the information in the box provided.

Academic Background

Beginning with your degree currently in progress, or your most recent completed degree, list up to five degrees. The most recent degree will print out first. All others will print in reverse chronological order, according to start date.

Note: Although it is possible to list up to five degrees, we recognize that most applicants will list one or two at most.

When required, select appropriate entries using the "List..." button. If the appropriate entry is not listed, select "Other" from the list and type the information in the box provided.

Degree Type and Degree Name

Select your degree type from the choices provided. If you choose "equivalent" degree, enter the degree name in the Degree name box (e.g., LLM, MPhil, DEA).

Discipline

Indicate the discipline of your degree.

Start Date

Provide the start date of the degree program for all degrees listed, including any currently in progress.

Expected Date/Awarded Date

For degrees currently in progress, enter the expected completion date. For completed degrees, indicate the date all degree requirements were completed (not the date of graduation or convocation).

Organization

Indicate the name of the organization that awarded or will award the degree.

Work Experience

List up to five other positions you are holding or have held (include only academic and relevant non-academic work experience, as well as administrative appointments). You may include research and teaching assistantships in this category. Once the data are saved, the system will automatically sort the data in reverse chronological order, according to start year.

When required, select appropriate entries using the "List..." button. If the appropriate entry is not listed, select "Other" from the list and type the information in the box provided.

Credentials

List up to six scholarships, fellowships, prizes and other academic awards that you have received and think would be most pertinent to the adjudication of your application. Specify the source for each (e.g., international organization; federal, provincial or territorial government department; university; private sector; community organization; etc.), as well as the year, value and duration, as applicable. **Do not include teaching assistantships** in this section.

Note: Use only the space provided on the form. Do **not** attach additional pages.

Application Profile

Title of Research Proposal

Provide a short, descriptive title for your proposed program of study 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 program of study, choose one selection committee, using the "List..." button. Choose the committee most appropriate for your research discipline.

The disciplines represented by each committee are as follows:

Committee 1 (7521)	Fine arts, literature (all types)
Committee 2 (7522)	Classical archaeology, classics, classical and dead languages, history, mediaeval studies, philosophy, religious studies
Committee 3 (7523)	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
Committee 4 (7524)	Education, linguistics, psychology, social work
Committee 5 (7525)	Economics, industrial relations, law, management, business, administrative studies, political science

If your main discipline is Women's Studies, choose the committee based on the aspect of Women's Studies you are working in. For example, if your research involves women's literature; you should choose Committee 1.

If your main discipline is Interdisciplinary Studies, choose the committee based on the most prevalent discipline among those related to your research. For example, if your research involves history and sociology, but it is less focused on history and more focused on sociology, you should choose Committee 3.

Note: If you are not sure which selection committee to choose, you may consult with [SSHRC staff](#) before submitting your for tips on how to select the most appropriate committee; however, **the decision rests with the applicant.**

Supplement

If you wish to be considered for a supplemental award and meet the eligibility criteria, select the

supplement from the drop-down menu. Please provide a maximum one-page justification per supplement. Information on [supplements](#) is available on SSHRC's web site.

Joint or special initiative

If you wish to be considered for a joint or special initiative, and meet the eligibility criteria, select the initiative from the drop-down menu. Please provide a maximum one-page justification per initiative. Information on [joint or special initiatives](#) is available on SSHRC's website.

Note: By indicating you wish to be considered for a supplement, and/or a joint or special initiative, you are agreeing to have SSHRC share information with the partner organization.

Does your proposal involve Aboriginal research, as defined by SSHRC?

Select "Yes" if you wish to signal to the adjudication committee that your application should be reviewed in the context of SSHRC's definition of [Aboriginal research](#), SSHRC's [Aboriginal Talent Measures](#) and its [Guidelines for the Merit Review of Aboriginal Research](#).

Program Information

Indicate whether:

- you are registered in a degree program at a Canadian university with a [quota](#)*;
- you are registered in a degree program at a Canadian university without a quota*;
- you are registered at a foreign university; or
- you are not registered in a degree program at a university, but intend to undertake doctoral studies.

***Quota:** Maximum number of applications the university can forward to SSHRC.

Note: Students registered simultaneously at Canadian and foreign universities must apply through the Canadian university, if the Canadian university has a quota.

Degree Sought Through This Application

Type in the degree name (e.g., PhD, DPhil, SJD) and select the organization and the department/division that will award the degree. If the organization or department/division are not listed, select "Other" from the list and type the information in the box provided.

Note: Students applying to multiple doctoral-level degree programs should list their preferred program and organization choice in the application form.

Indicate the date you started or expect to start the program for which you seek support.

Support Requested

Expected Start Date of the Award

Indicate when you propose to take up your award should you be successful in the current competition. The award can only begin in **May, September or January**. The January start date, however, is reserved only for applicants who cannot undertake the program of study until January because of an incomplete previous degree or because the program of study is not available until that time. You must not select a start date that precedes the beginning of your program.

Number of Months of Doctoral Studies

In calculating the value and duration of awards, SSHRC includes all prior doctoral-level studies undertaken in the same discipline. Because SSHRC assumes that all studies were full time and uninterrupted (e.g., that the beginning of September 2016 to the end of December 2017 means 16 months of study), you must take periods of part-time study into account and apply any deductions when calculating your number of months of studies completed.

Specify the following:

- The number of months of full-time doctoral study that you will have completed by December 31 of this year (which is "your year of application for a doctoral award"). You must include in your calculation all previous full-time doctoral-level studies in the same discipline, including studies that did not lead to a degree. You must also include any courses that were credited to the PhD but that you took before you were officially registered in a PhD program.

- The number of months of part-time doctoral study that you will have completed by December 31 of your year of application for a doctoral award. You must include in your calculation all previous part-time doctoral-level studies in the same discipline, including studies that did not lead to a degree. You must also include any courses that were credited to the PhD but that you took before you were officially registered in a PhD program.

Students who studied on a part-time basis, or who interrupted their studies with their university's official approval, must append to their application an official letter from the registrar (or assigned designate) at their university specifying the dates of the change of registration status in their doctoral program.

To determine the period of support applicable to you, you must total the full-time months of study and one half of the part-time months of study: for example, for 8 months of full-time study + 12 months of part-time study (8 + 6 = 14).

Use the following table to calculate how much support you are eligible for depending on how many months you will have already completed of your doctoral (or equivalent) study.

Number of months completed by December 31 of the year of application	Joseph-Armand Bombardier CGS Doctoral Scholarship	SSHRC Doctoral Fellowship
Applicants who will have completed between 0 and 4 months	36 months of funding	48 months of funding
Applicants who will have completed between 5 and 16 months	36 months of funding	36 months of funding
Applicants who will have completed between 17 and 28 months	Not eligible	24 months of funding
Applicants who will have completed between 29 and 40 months	Not eligible	12 months of funding
Applicants who will have completed 41 months or more	Not eligible	Not eligible

Transcripts

Using no more than 200 characters, including spaces, list all university transcripts appended to your application. You must include all undergraduate and graduate transcripts.

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. This requirement also applies to programs of study started in the fall session of the year of application.

If you studied or are studying at a university that does not provide transcripts, you must include an official certificate of success, that outlines: (1) the program in which you are (or were) registered, (2) the date of your initial registration, and (3) the degree obtained or sought.

Note: SSHRC will accept official and certified copies of transcripts only. Web-based, faxed or photocopied transcripts are **not** accepted and will subsequently be removed from the application. Applications without transcripts are considered incomplete. SSHRC does not return documents included in applications.

Languages

Specify the language(s) required to carry out your proposed program of study. Indicate your current proficiency in each.

Areas of Study

The information provided in this section refers to your research/study.

Ethics

State whether or not your proposed research/study will involve human beings as research subjects. If it does, select "Yes" and consult the [Tri-Council Policy Statement: Ethical Conduct for Research](#)

Involving Humans and submit your proposal to the research ethics board of the institution where you will undertake your research. If applicable, you must also ensure that an ethics review is conducted in the host country (as per article 8.3 of the Policy). Note that you need not submit your proposal to the research ethics board prior to submitting your doctoral award application.

Keywords

List keywords, separated by semicolons, that best describe your project.

Disciplines

Indicate and rank up to three disciplines relevant to your proposed research/study, with Entry 1 the most relevant and Entry 3 the least relevant. Entry 1 must be a main discipline (main discipline codes all end in 00).

For entries 2 and 3, if the applicable discipline is not listed, you may select an entry such as "Other (relevant discipline)" (e.g., Other Psychology, Other Anthropology, Other Sociology) from the list, and type the information in the box provided.

You may only choose "Other (relevant discipline)" once. For instance, you may not choose "Other Psychology" in Entry 2 and choose it again in Entry 3. Also, you may only choose "Other" (with an explanation) once.

Example:

Entry 1	Sociology
Entry 2	Other Psychology
Entry 3	"Other"

Areas of research

Indicate and rank up to two areas of research related to your proposed research/study, with #1 the most important and #2 the least important.

Temporal period

If applicable, indicate the historical period covered by your proposed research/study.

Geographical regions

If applicable, indicate and rank up to two geographical regions covered by or related to your proposed research/study, with #1 the most important and #2 the next most important.

Countries

If applicable, indicate and rank up to five countries covered by or related to your proposed research/study, with #1 the most important and #5 the least important.

Referees — Letters of Appraisal

Provide information about the two referees who will each complete a letter of appraisal. You must provide only two letters of one page each. Additional letters will not be sent to the selection committee. Referees must be faculty members who have had sufficient opportunity to assess your potential and, if applicable, the importance of your publication venues.

If you are currently completing a bachelor's degree or are just starting graduate-level studies

Obtain letters from faculty members who have had sufficient opportunity to assess your potential and, if applicable, the importance of your publication venues.

If you are completing a master's degree

One of the letters of appraisal should be from your master's supervisor (or equivalent).

If you are currently enrolled in a doctoral degree program and have a supervisor

One of the letters of appraisal should be from your doctoral thesis supervisor. If you completed a master's degree, the other letter should be from your master's supervisor (or equivalent). If you do not yet have a supervisor, obtain letters from faculty members who have had sufficient opportunity to assess your potential, at the bachelor's or master's level.

If you have changed universities since last year, one of the letters of appraisal must be from a faculty member at your previous university.

Names and Initials

Follow the instructions provided under [Identification](#) above.

Organization and Department/Division

Select the organization and department/division by clicking the "List..." button. If the organization or department/division are not listed, select "Other" from the list and type the information in the box provided.

Note: Two letters of appraisal must be included with your complete application. Applications missing one or both letters of appraisal will not be accepted.

Attachments

General Presentation

All attachments, including letters of appraisal and transcripts, must be provided in English or French only. All required material should be attached to your printed application as additional pages. Please ensure your attachments are presented according to the following specifications:

- typed or word processed, single-sided, on 8 ½" x 11" (21.5 cm x 28 cm), white paper;
- single-spaced, with no more than six lines of type per inch (2.54 cm);
- body text in a minimum 12 pt Times New Roman font;
- all margins set at a minimum of ¾" (1.87 cm);
- your name appearing within the set margins at the top right corner of every page; and
- pages numbered consecutively following the last page of your application printout.

Attachments—for Completion by Applicant

Program of Study—maximum two pages

Describe your program of study in clear, plain language. Avoid jargon, acronyms and highly technical terms. Your application will be evaluated by a multidisciplinary committee.

Ensure that your text includes the following required elements, especially with respect to your thesis proposal:

If you are currently completing a bachelor's degree, have not undertaken any graduate-level studies, or are completing or have completed a master's degree:

- clearly state your current level of study;
- give the title and a brief description of your master's thesis, 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 proposal, including the research question, context, objectives, methodology and potential contribution to the advancement of knowledge, and your special interests in the proposed area of research.

If you are currently enrolled in a doctoral degree program:

- clearly state your current level of graduate study;
- indicate what stage you are at in your thesis;
- provide the name of your supervisor of doctoral studies, if known;
- provide an outline of your thesis proposal, including, for example, the research question, context, objectives, methodology and potential 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.

Notes: If your proposed research is in **health or psychology**, justify your submission of this proposal to SSHRC (rather than to the Natural Sciences and Engineering Research Council or the Canadian Institutes of Health Research), based on SSHRC's [Subject Matter Eligibility](#).

SSHRC welcomes applications involving [research-creation](#). If the output of your degree program will be an artistic creation rather than a thesis, indicate clearly the research component of your proposed

work. Outline the objectives of your research, context, methodology, and contribution to the advancement of knowledge.

In preparing their application, doctoral award applicants may wish to consult the [Guidelines for Effective Research Training](#).

Supplement Justification—maximum one page per supplement (if applicable)

- 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, candidates registered in the first year of, or who intend to enrol in, such a program are considered eligible.

Information on [supplements](#) is available on SSHRC's website.

Joint or Special Initiative Justification—maximum one page per initiative (if applicable)

- For the past several years, SSHRC has partnered with the Department of Canadian Heritage through the Sport Participation Research Initiative to provide additional support through doctoral and postdoctoral award supplements.

Information on [joint or special initiatives](#) is available on SSHRC's website.

Bibliography and Citations—maximum five pages

Provide:

- a bibliography for your proposed research (do not send publications or include endnotes); and
- bibliographic details for all citations included in your program of study (ensure that these are clear and complete, to allow reviewers to locate the sources easily).

Research Contributions—maximum one page

If applicable, provide details, as appropriate, on the contributions you listed, as follows:

- In the left margin, identify refereed publications with an "R". A refereed work is assessed:
 - in its entirety—not merely an abstract or extract;
 - before publication; and
 - by appropriately independent, anonymous, qualified experts ("independent" in this context means at arm's length from the author).
- Specify your role in co-authored publications.
- For published contributions, provide complete bibliographic details as they appear in the original publication (including co-authors, title, publisher, journal, volume, date of publication, page numbers, number of pages, etc.).
- For publications in languages other than French or English, provide a translation of the title and the name of the publication.

Group your contributions by category in the following order, listing your most recent contributions first:

Refereed contributions:

Examples include books (where applicable, subdivide according to those that are single-authored, co-authored and edited works), monographs, book chapters, articles in scholarly refereed journals, conference proceedings, etc.

Other refereed contributions

Examples include papers presented at scholarly meetings or conferences, articles in professional or trade journals, etc.

Non-refereed contributions

Examples include book reviews, published reviews of your work, research reports, policy papers, public lectures, etc.

Forthcoming contributions

Indicate one of the following statuses—"submitted", "revised and submitted", "accepted" or "in press".

Provide the name of the journal or book publisher and the number of pages. Contributions not yet submitted should not be listed.

Creative outputs

Applicants whose research outputs include an artistic creation may list their most recent and significant achievements, starting with the most recent, in a separate category: **"Creative outputs."** This category may be followed by the categories shown above, as appropriate. Examples of creative outputs may include, for example, exhibitions, performances, publications, presentations, film, video, audio recordings, etc.

Although it is possible to list research contributions, we recognize that some applicants may not yet have publications or other research contributions to list.

Transcripts

You must include all undergraduate and graduate transcripts.

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. This requirement also applies to programs of study started in the fall session of the year of application.

If you studied or are studying at a university that does not provide transcripts, you must include an official certificate of success, that outlines: (1) the program in which you are (or were) registered, (2) the date of your initial registration, and (3) the degree obtained or sought.

Note: SSHRC will accept **official and certified copies** of transcripts only. Web-based, faxed or photocopied transcripts are **not** accepted and will subsequently be removed from the application. Applications without transcripts are considered incomplete. SSHRC does not return documents included in applications.

Allowable Inclusions—maximum one page (if applicable)

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. Relevant circumstances might include administrative responsibilities, maternity/parental leave, child-rearing, illness, disability, cultural or community responsibilities, socio-economic context, or health-related family responsibilities. Please specify the dates for any delays or interruptions.

Official Letter to Confirm Part-time Study and/or Leave of Absence—maximum one page

In calculating the value and duration of awards, SSHRC assumes that all doctoral studies were full-time and uninterrupted. If you have studied on a part-time basis, or have interrupted your studies with your university's official approval, you must append to your application an official letter from the registrar (or assigned designate) at your university confirming the change of registration status in your doctoral program. No deduction of months of study will be made unless an official letter is included with your application.

Attachments — for Completion by Designated Persons

Letters of Appraisal — maximum one page each

Please note that referees should be faculty members who have had sufficient opportunity to assess your potential and, if applicable, the importance of your publication venues. When providing the Letter of Appraisal forms to your referees, indicate in the upper right-hand corner of the form the date by which the appraisal must be returned to you. Ensure that your name, telephone number and address appear on the form. Then send the following to each of your **two** referees:

- a copy of your list of research contributions;
- a copy of the Letter of Appraisal form;
- a copy of your program of study; and
- a letter-sized envelope with your name, address and the words **Urgent—Deadline Material** on the front (be sure to specify that the person completing the form must seal the envelope, sign

over the seal, and return the envelope to you, so you can forward these unopened envelopes with the rest of your application).

Note: Two letters of appraisal must be included with your complete application. Applications missing one or both letters of appraisal will not be accepted.

Departmental Appraisal

This form must be completed and signed by the director or head of the department (or designate). When submitting your application to your department, ensure that you include a blank copy of this form, along with the *Guidelines for Completing the Departmental Appraisal*.

Note: Those applying directly to SSHRC should **not include** this form.

Important

The letters of appraisal and Departmental Appraisal are available as [form-fillable PDF files](#) on SSHRC's website. Those using Adobe Reader (software available free via the Internet) will be able to type information directly into the appraisal form. However, they will not be able to save the form-fillable PDF file using Adobe Reader; once they close the document, their **data will be lost**.

We encourage you, therefore, to recommend that your referees compile their information in a word processor document. Once finished, the referee can then copy and paste this information into the necessary PDF appraisal form. The data will print only after the referee has exited the completed field.

Note: You may instead wish to purchase Adobe Writer, which will let you save the data in your form-fillable PDF to a directory.

Contact Information

Applicants requiring assistance while preparing their doctoral award application are encouraged to communicate with SSHRC's Research Training Portfolio well in advance of the application deadline.

For technical questions, contact the Helpdesk:

Tel.: 613-995-4273

Email: webgrant@sshrc-crsh.gc.ca

For more information about SSHRC doctoral awards, please visit the [Resource Centre](#). If you have additional questions, please contact:

SSHRC Doctoral Awards

Research Training Portfolio

Tel.: 613-943-7777

Email: fellowships@sshrc-crsh.gc.ca

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