SSHRC CGS/Doctoral Fellowship Competition: Applicant Worklist

Use this list to ensure that you have all supporting documentation ready before the deadline.

**The following tasks should be done first by visiting the program outline**

- Ensure that your research is under SSHRC’s mandate by reviewing the subject matter eligibility.
  
  If you are not sure, send a summary of your research to SSHRC or dgsawards@sfu.ca

- Ensure you are eligible to apply by visiting: www.sshrc-crsh.gc.ca (click funding ► talent program)

- Determine where you are applying: directly to SSHRC or to your Department

**The following tasks can be completed concurrently**

- Order official transcripts: SSHRC will only accept original official transcripts
  
  Include a current SFU transcript even if there are no grades: SSHRC requires it to check registration

- Create an online account and start completing the application form: www.sshrc-crsh.gc.ca

- Contact 2 References and ask if they are willing to complete the ‘Letter of Appraisal’ for you
  
  Tip: provide them with the link to the form and some examples of your academic excellence, research potential and communication skills. Also, they need to send the form in a sealed envelope to you or to your department by the deadline date.

- Prepare attachments following the guidelines given in the ‘Attachment’ section. Full instructions for attachments can be accessed through the ‘Instructions’ at the top or bottom of your application screen

**Do these tasks once all of the above are completed**

- Print/preview your online application to ensure completeness

- Proofread or have someone proofread your documents for typos and grammatical errors

- Verify your application online (using the Verify button on your portfolio page)
If applying through your dept submit the following by November 1, 2018:

- The on-line Joseph-Armand Bombardier Canada Graduate Scholarships - application form, completed, verified, printed and signed
- The program of study (max. 2 pages)
- A bibliography/citations (max. 5 pages)
- A research contributions page (if applicable, max. 1 page)
- Supplements and/or Joint or Special Initiatives Justification (if applicable, max. 1 page per justification)
- Allowable inclusions (if applicable, Doctoral only, max. 1 page)
- Official letter to confirm part-time study and/or leave of absence (if applicable, max. 1 page)
- All official undergraduate and graduate level transcripts
- Two (2) completed Letters of Appraisal in sealed envelopes (max 1 page each)
- A blank copy of the Departmental Appraisal (will print with your application)
- Signed Consent to the Disclosure of Personal Information Form
- The Application Checklist (will print with your application)

Application packages should be in the order above, bulldogged or paper clipped, not stapled

Be sure to check your application to avoid these common mistakes:

1. Submitting an application with the ‘Please Verify’ watermark
   Be sure to verify your application using the ‘Verify’ button on the portfolio page of SSHRC’s online application system.

2. Forgetting to sign page 3
   You need to sign and date page 3 of your printed application!

3. In Academic Background: entering wrong ‘Awarded Date’
   The degree awarded date is the date you fulfilled your degree requirements (the date you submitted your thesis to the library) NOT your convocation date.
4. **In Program Information: entering incorrect Number of Months of Doctoral Studies.**
   Be sure to count the months (NOT TERMS) in which you have been in your doctoral program, including the current term (you need to count the months up to December 31st, 2018). If you transferred from your master’s to a doctoral you must include the months you were registered in your master’s.

5. **Not following formatting instructions**
   Be sure to add your name within the top right margin of your attachments; this will ensure it appears on every page. Instructions for formatting and page layout appear on the application system when you click ‘Attachments.’ Be sure to follow the instructions!

6. **Not including a current SFU transcript**
   You need to order and include an official SFU transcript, even if it has no grades. SSHRC needs it to verify your registration status.

7. **Small typos and incorrect dates**
   Before graduate studies sends forward your paper application to SSHRC, they make us cross out and correct any typos, including incorrectly entered dates with red pen. You don’t want an application with a lot of Red Pen Corrections. Be sure to proofread or have someone else proofread your application!