To: SKHS Graduate Students
From: Angie SKHS Grad Assistant at: aam2@queensu.ca / x75214 / KHS 206
Date: 23 August 2018
RE: **2019-2020 SSHRC DOCTORAL AWARDS Competition**

DEADLINE TO SKHS: Thursday 01 NOVEMBER 2018 by 4:30 pm hard copies to Angie in KHS 206

Guidelines, complete instructions, and all required appraisal forms, and the web-based application system for the 2019-2020 SSHRC Doctoral Awards competition are now available at the SSHRC website:

http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/fellowships/doctoral-doctorat-eng.aspx

The online application to the Doctoral Awards competition is here:
https://webapps.nserc.ca/SSHRC/faces/logonFellowships.jsp

HOW TO APPLY and SUBMIT
All applicants MUST use the web-based application system to apply for this scholarship competition. Applicants must then print off, sign, and submit to Angie, SKHS Graduate Assistant, in KHS 206 (or to SSHRC if they are eligible/required to apply directly to SSHRC) the completed final version of the application, including transcripts and other attachments. Departments are responsible for ensuring that all applicants, referees and department reviewers use the current version of all forms as found on the website. Angie will compile your file, add required department level documentation, include ranking as performed by the SKHS Graduate Subcommittee and submit to SGS to meet their deadline.

All information is also available in French from SSHRC's website. Under the *Official Languages Act,* federal institutions, including SSHRC, must ensure respect for the rights of individual Canadians to receive services from federal institutions and organizations that provide services on their behalf, in the official language of their choice.

HARMONIZATION DOCTORAL LEVEL TRI-AGENCY FUNDING

Please note that the Doctoral Awards funding opportunity will remain unchanged for the upcoming competition cycle. Information regarding changes to be phased in for future SSHRC Doctoral Awards competitions to harmonize all doctoral level tri-agency funding, will be shared if and when it becomes available.

UPDATES AND REMINDERS FOR THE 2019-2020 DOCTORAL AWARDS PROGRAM COMPETITION, FROM SSHRC:

1. NEW: Equity, Diversity, and Inclusion (EDI) information collection
As of June 2018, the granting agencies (CIHR, NSERC and SSHRC) are asking all applicants for funding competitions (grants, scholarships, and fellowships) to self-identify with information on age, gender, Indigenous identity, and status as a member of a visible minority group or person with a disability. 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 will be mandatory, but for each category there is an option for "I prefer not to answer". This self-identification information collected as part of EDI activities will not be visible on the doctoral awards application form. For more information, please visit: http://www.science.gc.ca/eic/site/063.nsf/eng/h_97615.html.

2. NEW: Indigenous Talent Measures
SSHRC is committed to supporting research by and with Indigenous peoples—in Canada and abroad—as well as Indigenous students and postdoctoral researchers seeking to advance careers in the social sciences and humanities. Measures to support graduate students and postdoctoral researchers are described below.

Indigenous applicants
NEW: institutions may submit applications from Indigenous doctoral applicants beyond their quota of applications for the national competition.

Indigenous applicants who would like their application considered for submission beyond their institution's quota are asked to select the "Option for Self-Identified Indigenous Applicants" in the "Identification" section of the online application form. Once completed, this information will be displayed on Page 1 of the application form.   Any such applications will be evaluated through the regular adjudication processes and must meet all application and eligibility requirements in order to be considered in the university-level competition. Only applications deemed meritorious by the university's selection committee will be forwarded to the national competition.

NOTE: Applicants who have selected the option to have their application considered for submission beyond their institution's quota are advised that this information will be shared with authorized officials at their institution.

REMINDER: *Special circumstances*
Indigenous applicants may also complete an allowable inclusion 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.

REMINDER: *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.

NOTE: Applications involving Indigenous research count towards the institution's quota unless the applicant has **also** selected the option to have their application considered for submission beyond their institution's quota.

3. REMINDER: Calculation of the Number of Months of Doctoral Study Completed by December 31, 2018
In the evaluation of eligibility and eligible periods of support, SSHRC considers **all studies** counted toward the degree for which funding is requested. These include individual courses and spring/summer sessions that did not lead to a degree, and/or that were credited to the graduate degree for which funding is requested but that were taken before being officially registered in a PhD program.

Any periods of previous study (other than approved periods of part time study or approved leaves of absence; see below) that should not be counted towards the graduate degree for which funding is requested have to be outlined in detail via a letter from the School of Graduate Studies to be included with the application.   In the absence of such a confirmation, the amount of funding an applicant is eligible to receive could consequently be reduced.

Applicants who have completed or will complete between 0 and 12 months of graduate-level study by December 31, 2018, may be eligible to apply for a CGS Master's Scholarship.

Applicants who have completed or will complete more than 12 months of graduate level study by December 31, 2018, or who are currently registered at a foreign institution, can only apply to the doctoral awards funding opportunity and only if all other eligibility requirements are met.

SSHRC assumes that all studies were full time and uninterrupted. Students who studied on a part-time basis, or who interrupted their studies (e.g. for medical leave, or maternity/parental leave) with their institution's official approval, must specify the dates of interruption or part-time study in an official letter from the School of Graduate Studies, to be included with the application.

The combined MA/PhD* is where a number of months of study are credited to MA-level studies, and is considered a dual-degree program that typically allows students to complete both degrees within an overall shorter timeframe. The MA-level studies count towards the number of months of doctoral study completed.

SSHRC defines a **fast-track** program as accelerating from a master's program into a PhD program without obtaining the master's degree. This is called promotion at Queen's University. SSHRC counts the months spent in the Master's program towards the number of months of doctoral study completed.

*NOTE: We do not have these combined MA/PhD programs at Queen's but our current students might be applying to these programs elsewhere.

4. REMINDER: Eligibility of Subject Matter at SSHRC
In May 2017, the *General Guidelines for the Eligibility of Subject Matter at SSHRC* were updated. Applications are reviewed by staff at SGS to ensure the proposed research falls under SSHRC's mandate. Please note in particular:

- Applicants whose proposed research is health-related should consult the website of the Canadian Institutes of Health Research (CIHR) before applying to SSHRC, to explore if their research falls under CIHR's mandate instead of SSHRC's. CIHR has policies and procedures to adjudicate the full range of social sciences and humanities research proposals related to health research. Before submitting an application to SSHRC, applicants whose proposed research is health-related should also review the website Selecting the Appropriate Federal Granting Agency.
- The use of social science or humanities theories, methodologies and hypotheses is, in and of itself, not sufficient to make a proposal eligible at SSHRC.
- Applicants working in research areas where boundaries overlap are advised to state clearly in their application for funding why they believe their proposal is appropriate for support by the agency to which they are submitting their application.
- If an applicant thinks their research might overlap the mandate of more than one agency, SGS can request that SSHRC staff review the Research Proposal section and provide feedback on this issue. This review by SSHRC has to done well in advance of Queen's internal deadline. SSHRC staff will endeavour to provide advice on subject matter eligibility; however, a final decision on eligibility can be made only following submission of a full proposal. Applicants should explore funding opportunities at one of the other federal granting agencies while the proposal is reviewed for eligibility, to ensure that deadlines are not missed.

SSHRC does not permit appeals on grounds of subject matter eligibility. This means that if SSHRC determines that an applicant's research does not fall under SSHRC's mandate, the decision to reject that application is final. Applicants are hereby advised to thoroughly explore and understand the eligibility of subject matter criteria of all 3 federal agencies (CIHR, NSERC and SSHRC) before selecting the one to apply to for 2018-19.

5. REMINDER: Canada Graduate Scholarship to Honour Nelson Mandela
Some Canada Graduate Scholarship (CGS) recipients may be considered for the honour of having their scholarship named a "Canada Graduate Scholarship to Honour Nelson Mandela", should SSHRC deem their application to be aligned with at least one of five themes championed by Mandela: national unity; democracy; freedom and human rights; leadership; children's participation in society; and children's health. Up to 10 CGS Master's (CGS M) and up to 10 CGS Doctoral (CGS D) awards may be selected to include the distinction "in Honour of Nelson Mandela".

The duration of the honorary mention will be for the entirety of the CGS M or CGS D awarded.

There is **no separate application for the CGS to Honour Nelson Mandela**.
For more information about the CGS to Honour Nelson Mandela, please consult SSHRC's website:
http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/fellowships/cgs_mandela-o6besc_mandela-eng.aspx.

6. REMINDER: SSHRC's Website Resources
SSHRC continues to update features on its website, including:
• A webpage listing upcoming competition deadlines:
    http://www.sshrc-crsh.gc.ca/funding-financement/deadlines-limites-eng.aspx
• The Resource Centre, which includes helpful information and tips for students and postdoctoral researchers:
    http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/resource_centre-centre_de_ressources-eng.aspx
• Social media to publicize its funding opportunities and activities:
    Twitter: https://twitter.com/SSHRC_CRSH
    Facebook:
    https://www.facebook.com/RESEARCHFUNDING/photos/p.1697673360296280/1697673360296280/?type=1&theater ; and
    YouTube: https://www.youtube.com/user/SSHRC1

Below are details of the 2019-2020 SSHRC Doctoral Awards program.

University Nomination Quota: Universities are permitted to send forward a limited number of applications each year. This year, Queen's may submit 81 applications to the national competition. Please keep this in mind when processing your applications, and try to ensure that the most competitive applications are submitted.

Complete program description, eligibility criteria etc.: Through its Doctoral Awards program, SSHRC offers two types of funding for doctoral students:

• SSHRC Doctoral Fellowships; and
• Joseph-Armand Bombardier Canada Graduate Scholarships (CGS) Program: Doctoral Scholarships.

Applicants must be Canadian citizens or permanent residents of Canada. <mark>Applicants apply for both awards by completing **one application form**.</mark>

For complete and detailed information about:
- the context and objectives of this program,
- the value and duration of the funding,
- eligibility of applicants and award holders,
- the evaluation processes involved,
- the application process,
- administrative regulations
- related funding opportunities and
- other information from SSHRC,

go to this website:

http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/fellowships/doctoral-doctorat-eng.aspx

Future Challenge Areas: SSHRC invites all applicants to review the six future challenge areas and subquestions (http://www.sshrc-crsh.gc.ca/society-societe/community-communite/Future_Challenge_Areas-domaines_des_defis_de_demain-eng.aspx), and to consider addressing one or more of these areas in their research proposal. However, this will not be an evaluation criterion for merit review.

NOTES FOR DEPARTMENTS/PROGRAMS REGARDING EVALUATION:

1. Evaluation Criteria: Both the reviewers from the Fellowship Committees and/or the Graduate Council subcommittees at Queen's, and the multidisciplinary selection committees at SSHRC, evaluate applications solely on academic merit, measured by:

- Past academic results, demonstrated by transcripts, awards and distinctions;
- The program of study and research and its potential contribution to the advancement of knowledge;
- Relevant professional and academic experience, including research training, as demonstrated by conference presentations and scholarly publications;
- Two written evaluations from referees; and
- The departmental appraisal (for those registered at Canadian universities).

Queen's University reviewers will also be provided with the relevant information about SSHRC's Indigenous Talent Measures (described above).

2. Queen's Internal Review and Adjudication Process: Members of the Awards Subcommittees from the Arts/Social Sciences Graduate Council and one member from one of the Graduate Committees of Business, and/or Education and/or Law will review and rank the applications received. These reviewers will adjudicate the competition and make the selection of which applications to send forward in fulfillment of our quota.

3. Evaluation at SSHRC: Applications sent forward to the national competition are reviewed by SSHRC's five Doctoral Fellowship Competition Review Committees (see http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/background-renseignements/doctoral_committees-comites_doctorat-eng.aspx

for the areas of study of each of these committees). Applicants are responsible for selecting the committee they wish to review their application, by entering the corresponding committee number in the *Application Profile* section of the application. All applications are grouped according to these five committees for adjudication by the Award Subcommittees of the School of Graduate Studies, and by SSHRC. Applicants must be careful in their choice of selection committee. The committee choice should reflect the discipline of the degree. For example, many students choose Committee 2 (7522) in error. Applicants receive more information about SSHRC's subcommittees in the online application instructions.

NOTES FOR DEPARTMENT ON REGISTRATION STATUS AND THE CORRECT APPLICATION PROCESS:
1. Determining Eligibility: Applicants must ensure that they meet the requirements specified in the "Eligibility" and "Value and Duration" sections on the website http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/fellowships/doctoral-doctorat-eng.aspx , and that their proposed research falls under SSHRC's mandate (http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/background-renseignements/selecting_agency-choisir_organisme_subventionnaire-eng.aspx)

2. Choosing the correct application process: Applicants must determine their current registration status from the table below and submit their application, with attachments, to the appropriate institution.

Registration Status	Where to Submit Application
In fall 2018 you are registered in a degree program at, or on an approved leave of absence from, Queen's University.	Your home department/program by the department/program's deadline. If you plan to register at a different university in 2019-2020, you still submit your application through Queen's University, not the university you will attend in 2019-2020, nor through SSHRC.
In fall 2018, you are registered in a degree program at a Canadian university without a quota.	SSHRC (contact information below), on or before November 6, 2018.
In fall 2018, you are registered in a degree program at a foreign university.*	SSHRC (contact information below), on or before November 6, 2018.
In fall 2018, you are not registered in a degree program at a university, but intend to undertake doctoral studies in 2019-20.	SSHRC (contact information below), on or before November 6, 2018.

*Students registered concurrently at a Canadian and a foreign university **must apply through the Canadian university if it has a quota.**

Applicants who must apply directly to SSHRC have a different deadline, which is November 6, 2018.

OTHER NOTES:

1. Multiple applications: In any given academic year, applicants may submit only one application to SSHRC. Also, fellowship and scholarship applicants may only submit one application per academic year to either SSHRC or NSERC or CIHR. The only exception to this rule is that applicants are permitted to simultaneously apply to both the SSHRC Doctoral Awards and the SSHRC Vanier Canada Graduate Scholarship competitions if they are eligible for both and want to be considered for both. Successful applicants can only take up one award.

2. Official Transcripts: SSHRC will accept official transcripts or certified copies of official transcripts only. Applicants must include all undergraduate and graduate-level transcripts with their applications. This includes an up- to- date

hard copy official Queen's University transcript, which is required for all applicants, even those recently admitted to the university and even if there are no marks showing on the Queen's University transcript. For official transcripts in languages other than French or English, applicants must also submit a copy of an official certified translation of the transcript, with the application.

Applicants should be made aware that all documents including transcripts that are sent to SGS or to SSHRC in support of their application cannot be returned to them.

3. Applicants from Fine Arts: If the output of the applicant's degree program is an artistic creation rather than a thesis, the applicant must indicate clearly the research component of the work in the "Program of Study". The applicant must outline the objectives of the research, the context, methodology, and contribution to the advancement of knowledge.

4. Departmental Appraisal Form: This form is available online only, at http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/DepAppraisalDoc2012_e.pdf

This form is a required part of each application. The proposed supervisor must NOT complete this form. Also, if the Department Head is completing a *Letter of Appraisal* for the applicant, another faculty member must sign the *Departmental Appraisal* for that applicant. Before the department head or designate completes the form-fillable PDF, the complete application must have been received and reviewed, along with the academic transcripts for each applicant.

5. Departmental Ranking: The department/program must rank all applications, as on the *Departmental Appraisal* form, before submission to the School of Graduate Studies. Rank current master's students and current doctoral students separately, and in the appropriate location on the Departmental Appraisal form.

NOTE: Departments/programs MUST include a memo that clearly lists the ranked orders of all the applications submitted, with the applications submitted to the School of Graduate Studies.

6. Verification of Completeness and Eligibility: Applications **MUST** be checked for completeness, legibility of documentation and for eligibility of the applicants and their proposed research, before submission to the School of Graduate Studies. Incomplete or ineligible applications will not be accepted by SSHRC.   SSHRC does not accept substitutions for applications that are ineligible.

A completed application will not have the words "PLEASE VERIFY" appear as a watermark on the application pages. If you receive an application with the "Please Verify" watermarks, this means the applicant must return to the online application, complete the final step of online submission, and print off the completed application again.

SSHRC does not accept handwritten applications, applications submitted by fax or applications that are incomplete in any way.

7a. Submission Deadline for Applicants:
Thursday 01 November 2018 by 4:30 pm to Angie in KHS 206 – printed version complete with signature

7b: Submission Deadline for Units: Departments are to submit all complete, ranked applications to the School of Graduate Studies to meet their deadline.   A complete application consists of the following, in the order listed:

1. Completed Web-Based Doctoral Award Application Form, printed and signed, with no PLEASE VERIFY watermark showing
2. Program of Study (maximum two pages)
3. Bibliography and Citations (maximum five pages)
4. Research Contributions (if applicable, maximum one page)
5. Supplement and/or Joint or Special Initiative Justifications (if applicable, maximum one page per justification)
6. Allowable Inclusions (if applicable, maximum one page)
7. Official Letter to Confirm Part-Time Study and/or Leave of Absence (if applicable, maximum one page)
8. All Official and/or Certified Copies of ALL Undergraduate and Graduate-Level Transcripts, including an official up to date Queen's University transcript showing enrollment in Fall 2018 for all currently enrolled students
9. Letters of Appraisal (two letters, in sealed envelopes, maximum one page each)
10. Departmental Appraisal form
11. Completed Consent to Disclosure of Personal Information Form
12. Application Checklist

A memo that clearly lists the ranked order of all the applications submitted is also required.

All attachments for the application are to conform to the "General Presentation" requirements outlined by SSHRC in the online "Instructions".

Graduate Supplements
A number of graduate (and postgraduate) supplements are offered by SSHRC and its joint initiative partners. These are explained on SSHRC's website.

SSHRC Contact Information: All SSHRC contact information may be found here:

http://www.sshrc-crsh.gc.ca/contact_us-contactez_nous/index-eng.aspx

Questions?
Call Angie at 613-533-6000 x75214 / aam2@queensu.ca / or drop in to KHS 206 Admin Office