Developing Strong Applications to Apply for Graduate Student Funding

Grad Success Week

Dr. Donna-Marie McCafferty, Assoc. Dean FGS
Shasta Webb, Graduate Leader Circle Co-Chair

May 5, 2020 – 10.30 AM – 12 noon
Agenda of the Workshop

- Graduate Award Opportunities
- Criteria for selection
- General components of an application
- General tips for preparing the application
- What do adjudicators look for?
- Questions
Graduate Award Opportunities
Hierarchy of Award opportunities

- Federal Scholarship Opportunities: Canadian Graduate Scholarships (CGS)-M, CGS-D/PGS-D, Vanier
- Provincial Scholarship Opportunities: Alberta Innovates (AI)-Health, AI-Tech, SPOR
- University Scholarships/Special Awards Funding: Graduate Award Competition (GAC); Alberta Graduate Excellence Scholarship (AGES) Research
- Institute/Faculties/Dept Program awards
- Graduate Program recommended Awards: AGES, others
Where do I find information?

- **FGS website:** FIRST port of call.
  - Administer scholarship funding both internal & external
  - Important information of how and where to apply
  - Internal deadlines!!!
  - Graduate Awards Competition (GAC) **DATABASE**
- TriCouncil (CIHR, SSHRC, NSERC) websites
- Provincial Websites (Alberta Innovates)
- Your Graduate Program Administrator (note: own internal deadlines)
- Foundation/Non-profit Organizations
Graduate awards

Search the database for awards that match your requirements, or find the terms of reference for some larger awards listed on this page.

Graduate Awards Database

About applying for awards

You must apply for awards
You are not automatically submitted. It is important to read the eligibility requirements and follow the application instructions for each award you are considering.

Learn more about eligibility »

You do not need to be accepted into your program
You may apply for awards after you have submitted an application for admission and received a University of Calgary student number (UCID).

Some awards are restricted by citizenship
International students are eligible for many awards. See the list of awards open to international students under Award Opportunities. You can also search the Awards Database and select International in the Citizenship category.

Awards Database »
Types of Awards

Award opportunities
Click on the award name to see award information, terms of reference, application details, and other resources such as online presentations or upcoming workshops to help you prepare your application.

Federal awards
These awards are administered through the University of Calgary
- Canadian Graduate Scholarships-Master’s (CGS M)
- Canadian Institutes of Health Research-Doctoral (CIHR CGS-D)
- Natural Sciences and Engineering Research Council of Canada-Doctoral (NSERC CGS-D/PGS-D)
- Social Sciences and Humanities Research Council of Canada-Doctoral (SSHRC CGS-D/PGS-D)
- Vanier Canada Graduate Scholarships (CGS)
- Canada Graduate Scholarship - Michael Smith Foreign Study Supplements (CGS-MSFSS)
- SSHRC Impact – TALENT Award

Provincial awards
- Alberta Innovates (Health)
  This award is administered through the University of Calgary
- Alberta Innovates (Tech)

University awards
These awards are administered through the University of Calgary
- Achievement Awards
- Elizabeth Cannon Graduate Scholarship in Entrepreneurial Thinking
- Entrance Awards
- Graduate Award Competition
- Izaak Walton Killam Doctoral Scholarships
- Medals and Prizes
- Travel Awards

Program recommended awards
- See a list in the Graduate Awards Database by refining your search results using the **recommended by program** category.

Indigenous awards
- Indigenous external awards
  These awards are administered through the University of Calgary
- Indigenous Graduate Award Competition
- i'taa'poh'to'p Graduate Scholarship
- Captain Nichola KS Goddard Memorial Graduate Scholarship
- Métis Scholar Graduate Award
Types of Awards

External awards

- Fulbright Canada
- Mackenzie King Scholarships
- Mitacs
- Schmeek
- Trudeau Scholarships
- Delta Kappa Gamma International

International students

Restrictions

You are considered an international student if you are not a Canadian Citizen or Permanent Resident and you come to Canada on a temporary basis for the purpose of pursuing an accredited course of study.

Students fully funded by a third party sponsor, including government funding, are not eligible for University of Calgary awards under the Graduate Award Regulation.

Students registered in a graduate program at the University of Calgary-Qatar are not eligible for any graduate awards unless explicitly stated in the terms of reference for the award.

Awards

International students should explore all award options in the Awards Database, including the following:

- Alberta Innovates (Health)
- Alberta Innovates (Tech)
- Delta Kappa Gamma
- Entrance Awards
- Graduate Award Competition
- Mackenzie King
- Mitacs
- Vanier Canada Graduate Scholarships (CGS)
Timelines
### Graduate Award Timeline

The Graduate Award Timeline includes competitions administered through the University of Calgary only. Shading denotes approximate opening and closing dates of competitions. Colour shading denotes citizenship restrictions.

- **Vanier**: Preliminary Assessment Form (PAF) required. Citizenship: unrestricted.
- **Trudeau**: Preliminary Assessment Form (PAF) required. Citizenship: unrestricted.
- **CIHR/NSERC/SSHRC PhD**: Citizenship: Cdn/PR.
- **CIHR/NSERC/SSHRC CGS Master's**: Citizenship: Cdn/PR.
- **Indigenous**: Citizenship: Canadian only.
- **Entrance**: Citizenship: unrestricted.
- **GAC**: Citizenship: unrestricted.
- **Alberta Innovates - Health**: Citizenship: unrestricted.
- **Alberta Innovates - Technology**: Citizenship: unrestricted.
- **Mackenzie King**: Citizenship: unrestricted.
- **Schmeelk**: Citizenship: Canadian only.
- **Travel**: Citizenship: unrestricted.

Timeline includes competitions administered through the University of Calgary only.

Shading denotes approximate opening and closing dates of competitions. Colour shading denotes citizenship restrictions.

- Orange - unrestricted
- Green - Canadian or Permanent Resident OR Canadian only

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FACULTY OF GRADUATE STUDIES

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Take home message

- Many and varied opportunities available
- Do some research (check eligibility, deadlines)
- Plan ahead
- Everyone should be applying for something
## Planning your Application Season

### Award Name | Funding Body | Internal Deadline | External Deadline | Letters of Rec? | Website for Application | Notes |
--- | --- | --- | --- | --- | --- | --- |
Vanier | Federal | PAF: June 8 Application: first week of September | Late October | Yes; 4 | [https://vanier.gc.ca/](https://vanier.gc.ca/) | Completed no more than 20 months of study |
Al (T) | Provincial (but through GAC) | Jan. 25 (double check!) | N/A | Yes; 2 | See GAC page on FGS website | 1-4 year award for PhD, but have to submit renewal |
Travel Award | FGS | Multiple | N/A | No | FGS website | Check reqs for invoices |
Prof. Dev. Grant | Grad Student Association | Multiple | N/A | No | GSA website | Check for GSA award office hours?
# Graduate Award Database

## Graduate Studies Awards

You must meet the eligibility criteria at the time the award is paid.

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<thead>
<tr>
<th>Award Name</th>
<th>Program</th>
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<tr>
<td>☐ Medals and Prizes</td>
<td>☐ Open Doctoral</td>
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<td>☐ Special Awards</td>
<td>☐ Recommended by Program</td>
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<td>☐ Travel</td>
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<td>☐ Master’s Thesis-based</td>
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<tr>
<td>☐ Doctoral</td>
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<td>☐ International</td>
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<th>Registration Status</th>
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<td>☐ Full-Time</td>
<td>☐ Part-Time</td>
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If you require assistance, contact: gsaward@ucalgary.ca
Creating a Strong Scholarship Application

https://grad.ucalgary.ca/awards/award-guide/step-1-applying/preparing-your-application
How to Create a Strong Scholarship Application

- **Start early**
  - Writing a good application takes time and planning. Make a schedule so that you can meet the competition deadlines and submit with confidence.

- **Know what you are applying for**
  - Read the terms of reference to confirm you meet the eligibility criteria and understand what is required to complete the application.

- **Follow the rules**

- **Write to a broader audience**

- **Know how are you being evaluated?** (selection criteria & weighting)
Selection Criteria

- Academic Excellence (40-50 %)
- Research Potential (30-50 %)
- Leadership and Interpersonal Skills (20-40 %)
### Evaluation Criteria

<table>
<thead>
<tr>
<th>WEIGHT</th>
<th>CRITERIA</th>
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<tr>
<td>50 %</td>
<td>Research ability and potential</td>
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<tr>
<td>50 %</td>
<td>Relevant experience and achievements achieved within and beyond academia</td>
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What do you need to submit?

- Academic History (including transcripts)
- Scholarship and Award History
- References (2 or more)
- Research Abstract and Proposal (thesis) or Statement of Study (course-based)
- Bibliography
- Presentations and Contributions
- Leadership and Interpersonal Skills
- Allowable Inclusions

[Up-to-date CV/Resume helps!]
Selection Criteria

- **Academic Excellence**
  - Transcripts
  - Awards
  - Reference assessments

- **Research Potential**
  - Research proposal
  - Presentations and Contributions
  - Awards
  - Reference assessments

- **Personal Characteristics and Interpersonal Skills**
  - Leadership Statement
  - Reference assessments
Academic Excellence
As demonstrated by past academic results, transcripts, awards and distinctions
  — Academic record (first class average)
  — Scholarships and awards held
  — Duration of previous studies
  — program requirements and courses pursued
  — Course load
  — Relative standing (if available)
Research Potential
Research Proposal (Thesis-based)

— What key question(s) your research will address? How will the question(s) be answered? Why is this the most appropriate way to explore the question? **Justify** the methodology.

— What is new about your research and why is it important? Highlight any way that your research project promises a **notable advancement or innovation** in the discipline.

— Ensure your proposal is **specific**. An ambiguous or indefinite proposal will weaken your application.

— The project must be **achievable** within the time-frame allowed. Offer milestones if possible.
Highlight:

— Try the 30-second rule: can you explain your work to someone not in your field? Remember that many adjudicators come from disciplines other than your own.
— Peers in unrelated fields are perfect audiences.
— Write clearly and avoid jargon. Aim for language that can be understood by the non-specialist but shows a familiarity with the specialist field.
— Start strong and capture the reader’s attention.
— Convince committee members that your studies are worth funding.
Presentations & Contributions

- Publications, Presentations, Performances and other Contributions
  - Highlight your academic accomplishments.

- Provide as much background information as possible
  - Adjudicators outside of your discipline may not be aware of the conferences at which you have presented or the prominence of the journal in which you have been published. Do not use acronyms.

- If there is not a specified format, follow the format most commonly used in your discipline.
  - Contact your program and supervisor for those details.
Publications & Presentations

- If you spoke at an international versus regional meeting, indicate that.

- Submitted manuscripts should be accompanied by the manuscript # and date. (letter of reference)

- Explain the prominence of journals (Impact Factor? Top journal in the field?)
- Include dates in chronological order starting from the most recent to the oldest
- **Annual value**
  - If multi-year award, this is the amount per year (e.g., Vanier CGS is $50,000/year)
  - If one-time payout, just list that (e.g., AGCA is $2000)
- Put in declined awards
- **Funding Source** (Federal, Non-profit, Provincial, University, Other)
- Include details if possible (e.g., number awarded)
A detailed Curriculum Vitae

- The curriculum vitae (CV) is a record of your academic background; it captures:
  - Degrees
  - Awards
  - Research
  - Publications, Presentations and Other Achievements.

- Set aside more time for the CCV than you think you will need to complete it--it is a process!

Differences:
- CIHR: Canadian Common CV
- NSERC: Form 201 (Contributions and Applicants Statement)
- SSHRC: Research Contributions
Personal characteristics and interpersonal skills
Personal Characteristics and Interpersonal Skills

As demonstrated by the applicant’s communication skills, past professional and relevant extracurricular interactions and collaborations.

— Work experience
— Leadership experience
— Project management including organizing conferences and meetings
— The ability or potential to communicate and present theoretical, technical and/or scientific concepts clearly and logically in written and oral formats
— Involvement in academic life
— Volunteerism/community outreach
References
Choose Wisely

Do not just ask someone for a reference. Be proactive and make it easy for your referee to write a good assessment:

- Provide the review criteria.
- Ask them to address the criteria (provide examples)
- Provide transcripts and a CV: highlight accomplishments or areas you wish to have covered in the assessment.
- Meet to discuss
- Be strategic in choosing your referees in terms of covering the criteria.
Ask early

Ensure referee confirms receipt of email request
   — It may end up in the junk/spam folder!

Send guide on writing a reference (Website: Tips for success)

Follow up - Don’t be shy!
   — Remind your referees of the deadline a week or more before the reference is due.
Reference Assessments: Tips for Referees

Guide on writing a reference – send this

Tips for writing a scholarship reference

Students applying for competitive scholarships are usually required to include letters of reference with their applications. If you are asked to write a reference letter for a student, this page outlines your responsibilities as a referee.

Guide

Before you start

- You are not obliged to fulfill the request. If you don’t feel you can write a letter of reference that will enhance the student’s application, say so. It is better for the student to have time to find another letter writer.
- Be aware of the deadline for the letter. A letter submitted late, or not at all, will harm the application and may result in its withdrawal from the competition.
- Discuss the application with the student. Ask for specific details about their work that will make your letter more personal. You can also use this opportunity to determine where the applicants already strong relative to the adjudication criteria.
- Collect background materials that will assist you with the letter, such as the student’s CV, transcripts, and examples of the student’s work.

Considerations

Criteria
Each competition has its own set of criteria but, regardless of agency and regardless of discipline, the criteria do not stray far from:

- Academic excellence
- Research ability or potential
- Communication skills
- Interpersonal and leadership skills
- Perhaps also
- Research environment
- Research fit with strategic themes

Group your comments in relation to the criteria of the award. You may use headings to delineate this for reviewers.

The selection process
Will the application be reviewed by experts and non-experts in the field? If non-experts, you need to more clearly explain the impact of the student’s research.

Remind them of the deadline!
Allowable Inclusions
When appropriate, outline extraordinary circumstances that may have delayed or interrupted:

1) your completion of degree(s),
2) record or research achievement, or
3) your research career.

Extraordinary circumstances include care of family members, illness, disability or other exceptional factor. Employment while completing your degree is not generally considered extraordinary.
Top Things the Adjudicator Wants To Know

- What is this person going to do and is the research feasible?
- What will be the outcomes and their **impact**? Is it new? Who will care?
- Do I have a picture of who this person is?
- Is this a good investment?

***Reviewers are diverse— tailor your application to a general audience***

Scan Test:
- Have someone outside your field read you application **quickly** (scan it, ~ 5 minutes).
- What major point(s) do they take away from it? Is it what you wanted them to?
Top Reasons Good Students Don’t Get Funded

- They do not apply! (give up after first attempt)
- A generic reference. The assessment is positive but gives no specifics and does not address criteria.
- Content, context and/or impact of research not clearly stated. ("So what?")
- Not following instructions (or stretching rules).
- Frustrating evaluators by making material hard to find.
- Diluting genuinely important/impressive material by describing generic material at length.
- Not addressing possible weaknesses in the application.
Contacts & Resources
Faculty of Graduate Studies

- Scholarship office: gsaward@ucalgary.ca

- Associate Dean Graduate Studies:
  - Dr. Donna-Marie McCafferty dmmccaff@ucalgary.ca

- Graduate Leaders Circle – Shasta Webb and Chelsea Christie: gradlead@ucalgary.ca

- Student Success Center: writing workshops/one-on-one
  https://ucalgary.ca/student-services/student-success
Take Home message

- Engage in the process
- Plan ahead
- Get your application reviewed

Persevere!