



FACULTY *of*  
**Education**  
THE UNIVERSITY OF BRITISH COLUMBIA

Office of Graduate Programs and Research

# 2009 UGF / SSHRC Information Panel



Tuesday, July 7<sup>th</sup>, 2009, 1:30–3:00pm in Scarfe 310

Wednesday, September 9<sup>th</sup>, 2009, 12:30–3:00pm in Scarfe 310

↳ (break-out rooms in Scarfe 304A, 308A & 309C)

\*Please note that information in this booklet is culled from web sites at time of publication. Information on web sites may not have been updated and is subject to change without notice. Please visit relevant web sites for latest update.



Application Deadline:  
Monday, September 21<sup>st</sup>, 2009  
to your home Department

# **\*Special Notice\***

As the University Graduate Fellowships (UGF) program will come to an end after the 2009-2010 academic year, this fall's competition (for awards to be held in 2010-2011) will be for Affiliated Fellowships only. These Affiliated Fellowships included the Killam Doctoral Scholarships, Pacific Century Graduate Scholarships, Paetzold Fellowships, and others listed at:  
<http://www.grad.ubc.ca/awards/index.asp?menu=004,002,000,000>.

(1) The fall 2009 competition will look much the same as previous competitions: the competition for Affiliated Fellowships will still be combined with the NSERC, SSHRC, and CIHR Master's competition and eligibility criteria, application procedures, selection criteria, and the adjudication process will remain virtually the same as in previous years.

(2) The most significant difference from previous competitions is that this fall's competition will be smaller: because the UGF budget will be added to the budget for the Four Year Fellowships (4YF) program for 2010-2011 onward, less funding will be available through the fall 2009 competition (which offers funding for the 2010-2011 year) because only funding from the Affiliated Fellowships will be available. Therefore, the number of applications accepted from graduate programs will be smaller than in previous years. Graduate programs will be notified of the maximum number of applications they can submit in August.

(3) Master's students are eligible to submit applications for Affiliated Fellowship funding for the second year of their Master's program.

(4) 4YF holders (UGF\* and GES\*) who are Canadian citizens or permanent residents are required to apply for Tri-Agency funding in the fall 2009 competition, if they are eligible. If they do not, they will forfeit their remaining 4YF funding.

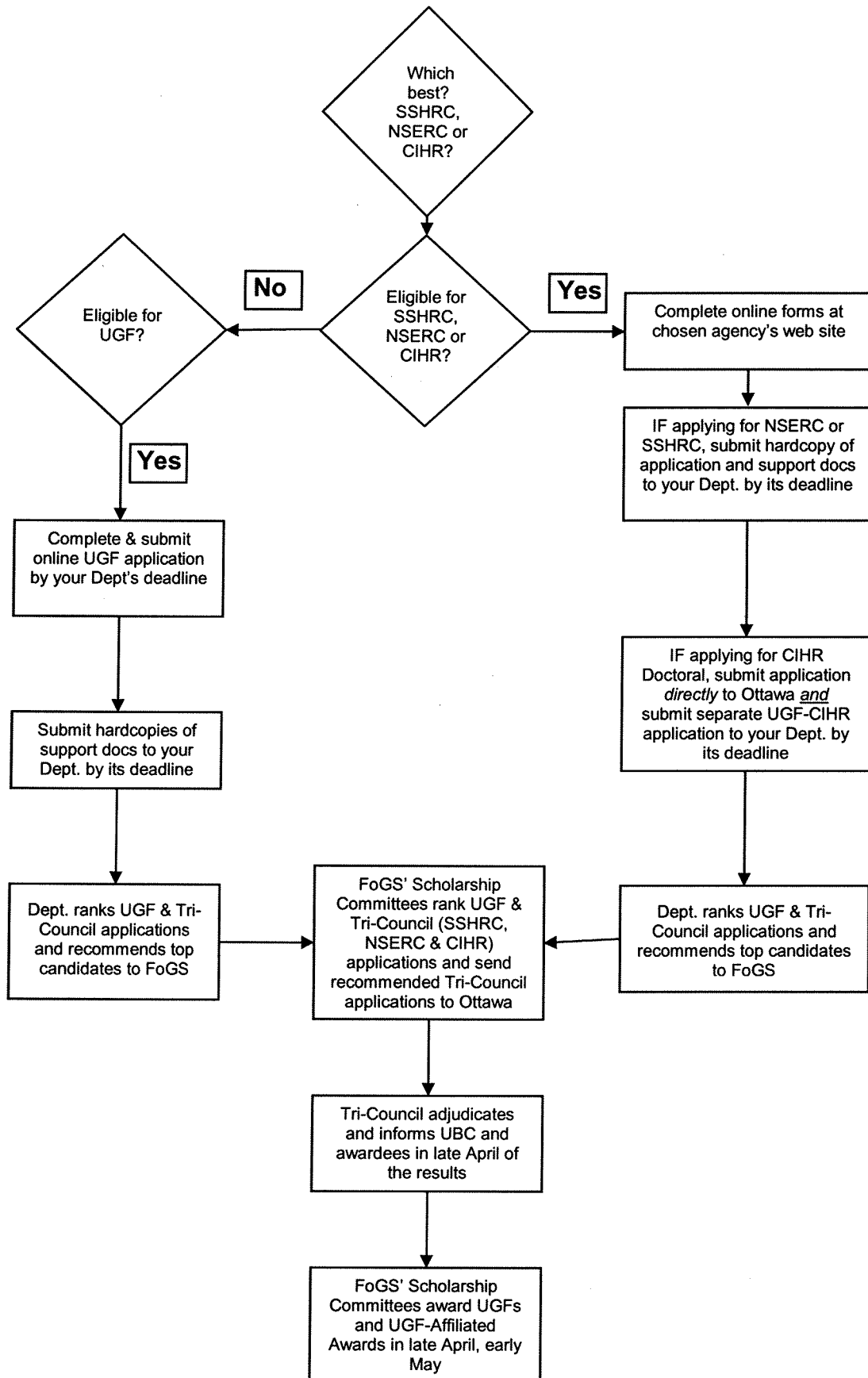
(5) International students offered a GES\* by their graduate programs are required to submit an application to the fall 2009 competition. If they do not, they will forfeit their remaining 4YF funding.

(6) As in previous years, application materials for the NSERC, SSHRC, and CIHR Master's competitions, and for the Affiliated Fellowships competition, will be available in August. Graduate programs will be notified as application materials on posted online.

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# UGF + SSHRC / NSERC / CIHR (Tri-Council) Application "Big Picture" Overview



# UBC 2010-2011 UGF/SSHRC Competition

## Application “Big Picture” Overview

*UGF = University Graduate Fellowship*  
*SSHRC = Social Sciences and Humanities Research Council*

You must first determine which one of the three federal funding agencies best supports your area of research: SSHRC (Social Sciences and Humanities Research Council), NSERC (Natural Sciences and Engineering Research Council), or CIHR (Canadian Institutes of Health Research). Collectively, these three agencies are known as the Tri-Council, and SSHRC supports most, but not all, research in the social sciences and humanities disciplines.

To determine which agency supports your area of research, please review each funding agency's website and then consult with your research supervisor or with your Department Graduate Advisor.

Once you have confirmed which agency best supports your field of study, please review that funding agency's website to determine if you meet the student-specific eligibility criteria for the specific program to which you are applying. Eligibility is based on a number of factors: your area of research, citizenship, years of study...etc. For example, to be eligible for SSHRC funding, applicants must be Canadian citizens or permanent residents (international students may not apply), and applicants must have a first-class average in each of the last two years of full-time study (80% at UBC). If you are thinking of applying to the UGF competition, and you are eligible to apply to one of the three Tri-Council agencies, you **must** apply to Tri-Council as well.

By submitting a SSHRC application to your department, you will be automatically considered for the UGF competition. For further information, please see “SSHRC Applicants” below.

If you are not eligible to apply to SSHRC, you need to review the Faculty of Graduate Studies (FoGS) website to determine if you are eligible for the UGF competition. If you are eligible, you are required to submit a UGF application. For further information, please see “UGF Applicants” below. If you are not eligible for the UGF competition, please discuss other funding options with your research supervisor or your Department Graduate Advisor.

### SSHRC Applicants

If you are eligible for SSHRC, you must go to the SSHRC web site and complete the online application. See: <http://www.sshrc.ca/site/apply-demande/students-etudiants-eng.aspx>

You must then print out the SSHRC application and submit it, along with hardcopies of your application support materials (letters of reference, etc.), to your Department by its internal deadline:

**Monday, September 21<sup>st</sup>, 2009.**

Make sure you include in your application a page listing the UGF-Affiliated Award numbers of those UGF-Affiliated Awards for which you think you are eligible (otherwise you will not be considered for these). A list of UGF Affiliated Awards is available at:

<http://www.grad.ubc.ca/awards/index.asp?menu=004,002,000,000>

You will automatically be considered for UGF **and** SSHRC with your **one** SSHRC application.

## UGF Applicants

If you are ineligible for SSHRC, you must determine if you are eligible to apply for the UGF competition. Please see the FoGS web site on UGF

<http://www.grad.ubc.ca/awards/index.asp?menu=004,000,000,000> for eligibility guidelines.

If you eligible to apply to UGF, but *not* to SSHRC, you can proceed to FoGS' UGF application web site to complete and submit the online application. See

<http://www.grad.ubc.ca/awards/index.asp?menu=004,000,000,000>

There is no need for students to print out copies of their UGF application for submission to their Departments, as Departments have access to UGF online applications and will print them out for the Department review. However, you must submit hardcopies of other application support materials

(letters of reference, etc.), to your Department by its internal deadline: **Monday,**

**September 21<sup>st</sup>, 2009.**

## All Applicants

Departments review and rank UGF/SSHRC applications. Applicants who will be in Doctoral programs in September 2010 are ranked separately from applicants who will be in Master's programs in September 2010, as funding will start in the 2010-2011 academic year . Departments forward their top-ranked applicants to the Faculty of Graduate Studies (FoGS) by **Thursday, October 15<sup>th</sup>, 2009.**

The Faculty of Graduate Studies confirms student eligibility for both UGF & SSHRC and then distributes the UGF & SSHRC applications to a University scholarship committee for adjudication. The University-level committees rank applicants who will be in Doctoral programs in September 2010 separately from applicants who will be in Master's programs in September 2010.

FoGS forwards the SSHRC applications, which are recommended by the University scholarship committee, to SSHRC in Ottawa.

SSHRC takes several months to review the applications and makes its award announcements in late April 2010.

SSHRC contacts successful student awardees directly.

FoGS makes UGF and UGF-Affiliated Award decisions *after* SSHRC makes its decision on SSHRC fellowship/scholarship awardees.

FoGS sends UGF and UGF-Affiliated Award notices to Departments for distribution to students in late April/early May 2010.

## UBC 2010-2011 UGF/SSHRC Eligibility "Big Picture" Overview

Program	Value	Duration	Eligibility
UBC University Graduate Fellowship (UGF)	Killam Predoctoral: \$27,500/yr + \$2,000 research allowance	2 years	<ul style="list-style-type: none"> <li>• Min. 1<sup>st</sup> Class (80%) standing in last 2 yrs of F/T studies</li> <li>• All students regardless of citizenship</li> <li>• Registered full-time*(Tuition Schedule A) UBC graduate students as of September 2009</li> <li>• Full-time* UBC graduate students starting studies in January 2010</li> <li>• UBC graduate students on leave from studies in academic year 2009–2010, but who will be registered full-time* UBC graduate students in academic year 2010-2011</li> </ul> <p>➤ <b>Master's:</b> UBC master's students are eligible to receive UGF funding during the first <b>24</b> months of full-time enrolment at the graduate level. All previous studies at the graduate level, regardless of institution and discipline, will be included in determining eligibility.</p> <p>➤ <b>Doctoral:</b> UBC doctoral students are eligible to receive UGF funding during the first <b>48</b> months of full-time enrolment at the doctoral level. All previous studies at the doctoral level, regardless of institution and discipline, will be included in determining eligibility. <i>In cases where a student has transferred directly from a master's program into a doctoral program without receiving a master's degree, eligibility for doctoral funding will be counted from the effective date of transfer to the doctoral program. In cases where a student has proceeded directly from a Bachelor's or equivalent program to a doctoral program, UBC doctoral students are eligible to receive UBC graduate scholarship funding during the first 60 months of full-time enrolment at the doctoral level.</i></p>
	Renewable UGF: \$16,000/yr	2 years	
	One-year UGF: \$16,000/yr	1 year	
	Partial UGF: \$8,000/yr	1 year	
	UGF-Affiliated Awards: \$300-\$25,000	1 year (except when otherwise noted)	
SSHRC CGS-M J. Armand Bombardier Canadian Graduate Scholarship-Master's	\$17,500/yr	1 year (non-renewable)	<ul style="list-style-type: none"> <li>• Canadian citizen / Permanent resident</li> <li>• Be in first Master's-level degree</li> <li>• Not be in program FT longer than <b>12</b> months by start date of SSHRC award (May or September 2010)</li> <li>• First Class (80%) standing in last 2 yrs of F/T studies</li> <li>• Not have already received SSHRC, NSERC or CIHR funding for master's-level study.</li> <li>• Not applying for NSERC or CIHR in 09-10 academic year.</li> <li>• In a program with advanced research training</li> </ul>
SSHRC CGS-D J. Armand Bombardier Canadian Graduate Scholarship-Doctoral	\$35,000/yr  <i>(Only one application required if applying for both SSHRC CGS-D and SSHRC DF)</i>	3 years	<ul style="list-style-type: none"> <li>• Canadian citizen / Permanent resident</li> <li>• Be in your first PhD</li> <li>• You may apply if, at the time you take up your award, you will have completed no more than <b>16</b> months of your Doctoral program. This means that Master's students in the last year of their program, who are starting a UBC Doctoral program next May or September (2010) may also apply.</li> <li>• First Class (80%) standing in last 2 yrs of F/T studies</li> <li>• Not have already received SSHRC, NSERC or CIHR funding to undertake and/or complete any doctoral degree.</li> <li>• Not applying for NSERC or CIHR in 09-10 academic year.</li> </ul>
SSHRC DF Doctoral Fellowship	\$20,000/yr  <i>(Only one application required if applying for both SSHRC CGS-D and SSHRC DF)</i>	Up to 4 years	<ul style="list-style-type: none"> <li>• Canadian citizen / Permanent resident</li> <li>• Be in your first PhD</li> <li>• You may apply if, at the time you take up your award, you will have completed no more than <b>40</b> months of your first Doctoral program. This means that Master's students in the last year of their program, who are starting a UBC Doctoral program next May or September (2010) may also apply.</li> <li>• First Class (80%) standing in last 2 yrs of F/T studies</li> <li>• Not have already received SSHRC, NSERC or CIHR funding to undertake and/or complete any doctoral degree.</li> <li>• Not applying for NSERC or CIHR in 09-10 academic year.</li> </ul>

\* Students are considered full-time if they pay full-time tuition fees. Students are automatically assessed full-time tuition fees (Schedule A) unless they have indicated in writing that they would like to be switched to a part-time tuition fee schedule (Schedule B). All doctoral students are assessed full-time fees.



## UGF/SSHRC Letter of Appraisal

Many of you have been asked to write letters of reference for graduate students applying for UGF/SSHRC. These letters are critical to the ranking, advancement and success of our students' applications. In our efforts to improve the success of the Faculty of Education in this competition, we provide some suggestions for writing stronger, more effective Letters of Appraisal.

**PURPOSE:** the Letter of Appraisal is to convince the selection committee that the candidate (1) possesses the skills necessary to pursue the proposed research successfully and (2) merits a prestigious national fellowship.

1. **BE SPECIFIC** Instead of "He developed a promising project that could well advance the field." (applicable to all students) or "John is an earnest and hard working young man" (the irrelevant character sketch) --- Try something like: "John's project 'The impact of school chair comfort on the attention span of grade 3 students' is a needed follow-up on Smith's recently completed studies of the ergonomic design of educational environments."
2. **BE SUPPORTIVE** Instead of "... she is clear in her academic goals, focused, and well on her way to develop her research plans: (The rubber stamp) --- Try something like "Jane's profound understanding of this topic has been bolstered by two recent courses on this topic, interviewing a number of other authorities in this area on campus, and completing a directed study with me." Will you serve as mentor to this candidate? Do you look forward to supervising him or her as a member of your research team?
3. **IDENTIFY SIGNIFICANCE** Position the contribution of, and need for, the work being undertaken. Instead of "her work has the potential of contributing significantly to curriculum planning and evaluation" (So what?!) OR "since more and more courses are taught through distance education, her research is very important and worthwhile" --- Try something like "Distance education courses are increasing at a rate of 34% per year. The impact of ignoring the costs involved with under-management of distance education could climb to the millions of dollars. Jane will devote her research to resolving this delicate issue before it is too late."
4. **LAUD PREPAREDNESS** Comment on the student's preparedness to undertake and successfully complete the work to a high level. Instead of "she seems to like working with data" (But did she pass the course?!) --- Try something like "I have been most impressed by her solid grasp of the analytical techniques required by her research design."
5. **CONSIDER RANKING** Although some faculty are reluctant to rank students, the UGF/SSHRC competition is all about making close comparisons, with the departmental rankings certainly playing a significant role. For that reason, you may want to draw on your experience to position the student you are writing about among those who whom you have worked, perhaps on a particular strength, over x number of years or among x number of students. The research plan/publications/presentations are the most important aspect of the students' files. The ability to plan and complete their work is given considerable weight by the national SSHRC, CIHR and NSERC scholarship committees, and the letters of appraisal play more important role than grades.

If you are asked to write a letter and cannot support both the candidate and the project **HONESTLY AND ENTHUSIASTICALLY**, then you are most likely not the appropriate referee. Tell the student you do not feel it is appropriate or realistic for you to write a strong supportive letter. Please give him or her direction and suggestions for alternatives.