To: Graduate Department/Program Heads, Graduate Coordinators,

and Graduate Assistants

From: Monica Corbett Date: July 4, 2020

RE: 2021-2022 Vanier Canada Graduate Scholarship (Vanier CGS) Competition

DEADLINE TO SGS: OCTOBER 6, 2020 at 4:00 p.m. (Eastern Standard Time)

Background: The Vanier Canada Graduate Scholarships (Vanier CGS) program is designed to attract and retain world-class doctoral students by offering them a significant financial award to assist them during their studies at Canadian universities. Vanier Scholars demonstrate leadership skills and a high standard of scholarly achievement in the social sciences and humanities, natural sciences and engineering, and health-related fields. Canadian and international students are eligible to be nominated for a Vanier CGS, which is valued at \$50,000 per year for up to three years.

General Overview: The Vanier CGS can be held by doctoral students only. Applicants must be nominated by Queen's University to be sent forward to the national competitions. Both domestic and international students who meet all eligibility criteria may be considered. Nominees must have an overall average of at least A- or the equivalent in each of the last two years of full-time study or equivalent. Nominees must not have already received a doctoral-level scholarship or fellowship from one of Canada's three federal granting agencies (also known as the Tri-Agencies), the Canadian Institutes of Health Research (**CIHR**), the Natural Sciences and Engineering Research Council (**NSERC**) or the Social Sciences and Humanities Research Council (**SSHRC**) to undertake or complete a doctoral degree.

NEWS, UPDATES and REMINDERS: Along with the details of this year's competition, universities have been asked to provide staff, faculty and applicants with information about CHANGES (under NEW) to the competition for this year, as well any updates and annual reminders about the competition.

NEW - Doctoral Studies Timeline form

Applicants are now required to submit the <u>Doctoral Studies Timeline</u> form with the Official Transcripts to the nominating institution.

NEW - Sex- and Gender-based Analysis Plus (SGBA+)

In order to ensure the research we fund is impactful and relevant to the diversity of the population, we now require applicants to systematically examine how differences in identity factors (such as sex, gender, race, ethnicity, religion, age and mental or physical disability) affect the outcomes of research and the impacts of research findings. Applicants are now encouraged to take SGBA+ principles into account in their proposed research and will see this item under Application/nomination-instruction-Task 10).

REMINDER - Research respectfully involving and engages Indigenous communities

The proposed research must be in accordance with the policies and principles outlined in the following two main documents:

- <u>Tri-Council Policy Statement: Chapter 9: Research Involving the First Nations, Inuit and Métis Peoples of</u> Canada
- SSHRC Guidelines for the Merit Review of Indigenous Research

Departments/programs must describe how collaborations are developed and provide details corroborating information included in the research proposal, for relevant applications of university -level nominees.

REMINDER - Eligibility: Calculating months of doctoral studies

All prior doctoral-level studies, regardless of discipline, are considered in the evaluation of eligibility, and are considered to be continuous, full-time, and uninterrupted unless otherwise confirmed by the institution (including the summer months, unless on official leave). The Vanier-Banting Secretariat will count two months of part-time studies as one month of full-time studies. The Vanier-Banting Secretariat will start all calculations of the number of months completed from the date on which an applicant is officially registered in the doctoral program EXCEPT FOR STUDENTS IN FAST TRACK OR COMBINED PROGRAMS.

Specifically, to be eligible to apply to this competition, applicant must have completed:

- no more than 20 months of full-time study in their doctoral program as of May 1, 2021.
- no more than 32 months of full-time study in their doctoral program, by May 1st, 2021 if enrolled in a joint graduate research program, e.g., MD/PhD.. Applicants that fall into this category have access to the 32-month window whether or not they were previously enrolled in a Master's program; or
- **no more than 32 months** of full-time study in their doctoral program by May 1, 2021 if admitted directly from a Bachelor's to a PhD (no time spent in a Master's program).
- **no more than 32 months** of full-time study in their doctoral program by May 1, 2021 if promoted from a Master's degree into a Doctoral program **without obtaining the Master's degree**.

Note these categories are mutually exclusive and only one such exemption is permitted for any given applicant.

REMINDER - Diversity, equity and inclusion

The Vanier CGS program encourages equity, diversity and inclusion (EDI), as part of the Tri-Agency's broader commitment to excellence in research and research training in Canada. EDI considerations must be taken into account throughout the Vanier CGS competition, including during the selection committee member recruitment process and during the selection, endorsement and review processes of an application.

The <u>EDI</u> page of the Vanier CGS website provides guidelines and resources geared towards applicants, host institutions, referees, and reviewers and readers, and addressing the following topics: research respectfully involving Indigenous communities; reducing unconscious bias; and promoting equity, diversity and inclusion more generally.

REMINDER - Subject matter eligibility (research area)

The onus is on the applicant and their supervisor to carefully consider which selection committee should review the application, based on the research area. For more details, please consult the <a href="https://doi.org/10.1007/nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomination-nomi

- If an applicant chooses "health", the application will be considered a CIHR Vanier application
- If an applicant chooses "natural sciences and/or engineering", the application will be considered an NSERC Vanier application
- If an applicant chooses "social sciences and humanities", the application will be considered a SSHRC Vanier application.

Applicants can find more information on which agency to submit their application to in the document Selecting the Appropriate Federal Granting Agency (http://www.science.gc.ca/eic/site/063.nsf/eng/h FEE7261A.html?OpenDocument).

For SSHRC applicants, there is additional information on SSHRC's website here: http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/background-renseignements/selecting agency-choisir organisme subventionnaire-eng.aspx

REMINDER - International recruitment

In keeping with the aim of attracting doctoral students to Canada, universities are encouraged to continue to strengthen efforts to recruit new foreign doctoral students. By attracting top international doctoral candidate, universities can help achieve the goal of building strong brand recognition for the Vanier CGS program as Canada's most valuable, prestigious and sought-after doctoral scholarship. Please keep this in mind when you are considering potential Vanier applicants.

REMINDER - Deadline for submitting referee assessments

By default, the Referee Assessment Deadline Date in ResearchNet is set for two days (48 hours) before the university's deadline. However, applicants can now adjust this to any date prior to the university's deadline. It is the applicant's responsibility to follow up with referees to ensure the assessments are submitted in sufficient time prior to the applicant's deadline. Applicants will be able to check on the status of the assessment in ResearchNet and should follow up with the referees if the assessment is not completed shortly before the deadline.

Note that this process refers to the mandatory 2 non leadership references only. For the two required Leadership references, the applicant collects and uploads the 2 page letter to their application in ResearchNet, before the university's deadline and before the application can be successfully submitted in ResearchNet.

REMINDER- Personal Leadership Statement document

Applicants will see very clear instructions about this important application component in their online instructions here:

http://vanier.gc.ca/en/nomination process-processus de mise en candidature.html#des1

Any application in which the Personal Leadership Statement document does not follow the instructions will be returned to the nominating university.

Reminder- Multiple applications regulations

Eligible candidates can apply to both the Vanier CGS program and one other agency-specific doctoral-level scholarship/fellowships program (whether to the same or a different federal granting agency as the Vanier CGS application) in the same academic year, provided that the research proposed in each application falls within the mandate of the federal granting agency to which the application is submitted. Students must apply to the Vanier CGS competition AND the "regular" doctoral-level competition, separately, by each competition's deadline. Candidates who are successful in both competitions will have to choose which award to accept.

Reminder- Implicit/Unconscious Bias in the Selection Process

Nominating institutions are encouraged to consider diversity on multiple levels (e.g., research discipline, gender, official language, cultural background, citizenship) when considering which applicants to nominate for the Vanier CGS program.

Equity and diversity must be considered at all levels of the Vanier CGS selection/recruitment, endorsement/nomination, and review processes. The Vanier-Banting Secretariat is actively engaged in promoting equity and diversity, as well as increasing awareness of implicit (or unconscious) bias with everyone involved in the selection of a Vanier Scholar. To this end, the Secretariat has curated a list of resources for nominating institutions to consult regarding equity, diversity, and inclusion. Go to this website: http://vanier.gc.ca/en/equity diversity inclusion-equite diversite inclusion.html

THIS YEAR'S COMPETITION: Here are the details of the 2021-2022 competition and application processes.

Online Application: The online application to the 2021-2022 Vanier CGS competition is now available. Applicants should go to the following websites for complete instructions: https://vanier.gc.ca/en/home-accueil.html
https://vanier.gc.ca/en/nomination process-processus de mise en candidature.html

Applications to the Vanier CGS competition must be submitted online through *ResearchNet*. *ResearchNet* is an online system that provides a secure web portal to collect certain scholarship applications. Applicants must have and use both a ResearchNet account, and a Canadian common cv (CCV) account, in order to complete and submit a Vanier CGS application. Full instructions are on the website http://www.vanier.gc.ca/en/nomination process-processus de mise en candidature.html

Eligibility and Conditions: For complete details on:

- who is eligible to apply,
- minimum academic eligibility standards for applicants,
- selecting the appropriate granting agency

- review process
- selection criteria
- all acceptance and eligibility conditions to hold a 2021-2022 Vanier CGS,

go here: http://www.vanier.gc.ca/en/eligibility-admissibilite.html

Only one university can submit a candidate's nomination to an agency. If more than one university is interested in nominating a particular candidate for an award, the candidate must choose the university that will submit his/her nomination. Multiple nominations will not be accepted and will be withdrawn from the competition. Additionally, nominations that are withdrawn will count towards the university's Vanier CGS allocation.

Applications submitted by candidates directly to one of the federal research granting agencies, instead of submitted through a Canadian university, will **not** be considered.

DEPARTMENTAL INFORMATION, 2021-2022 VANIER CGS COMPETITION

1. Queen's University Vanier CGS quota, 2021-2022: This year, Queen's University may nominate the following number of applications to each agency's Vanier CGS competition:

CIHR Vanier CGS	NSERC Vanier CGS	SSHRC Vanier CGS
maximum of 4	maximum of 6	maximum of 6

Nationwide, only 166 Vanier CGS will be awarded between all 3 agencies in 2021-2022. This means the competition will be intense. Department/programs should ensure that their most competitive, eligible students complete and submit applications, according to the required processes and by the deadline of October 6, 2020.

2. Eligibility

- **a. Minimum Academic Standards for Vanier CGS applicants:** Applicants must have a first class average, that is, at least A-, or the equivalent, **in EACH of the last two completed years of full time studies** or equivalent.
- **b.** Calculating months of doctoral studies: See also, REMINDER Eligibility: Calculating months of doctoral studies section above.

All prior doctoral-level studies, regardless of discipline, are considered in the evaluation of eligibility, and are considered to be continuous, full-time, and uninterrupted unless otherwise confirmed by the institution (including the summer months, unless on official leave). The Vanier-Banting Secretariat (the Secretariat) will count two months of part-time study as one month of full-time study.

Students who studied on a part-time basis, or who interrupted their studies with their university's official approval, must outline the dates of interruption or part-time study in the Special Circumstances attachment and the *Doctoral Studies Timeline* form. Note that no other information

included in this *Special Circumstances* document will be forwarded to the committee. Applicants must include all information about interruptions to their academic career, their choice of nominating institution, and mobility considerations, in either in *the Personal Leadership Statement* or the *Research Proposal*.

- **3. Selection Criteria:** Queen's University's nominees for the national competition will be evaluated and selected based on these three equally weighted selection criteria: Academic Excellence, Research Potential and Leadership. More details can be found in Table 1, which is a copy of the Vanier CGS Selection Criteria information provided to the members of the national selection committees, and further explains how the selection criteria are evaluated in the national competition.
- **4. Highlighting Leadership in a Vanier CGS Nomination**: There are five opportunities in the application package for leadership to be highlighted:
- i. Applicants must list their previous leadership activities/accomplishments according to the categories listed under "Selection Criteria". Applicants are also asked to write a self-assessment detailing the impact of their activities and accomplishments, and how they judge themselves to be a potential Vanier CGS recipient and a leader in their research community.
- ii. The applicant's referees are asked to comment on the applicant's leadership (potential and demonstrated ability) and to elaborate on the impact of the activities and accomplishments mentioned in the self-assessment.
- iii. Two "leadership reference letters" are required. The leadership reference letters should be written by people who know the applicant in a non-academic capacity. These letters should describe how the applicant has demonstrated, and will potentially continue to demonstrate, leadership.
- iv. The Vanier nomination letter submitted by the Head of the Graduate Department/Program should also highlight the applicant's leadership qualities—especially if the nominee is an international applicant, as some context may be required. The letter must also address how the department/program and the university will support the nominee to help them fully develop their leadership potential.
- v. The Personal Leadership Statement Document will contain information on the applicant's leadership.
- **5. Letter from Head of Graduate Department/Program of the nominee:** After October 6, 2020, the School of Graduate Studies will contact the departments/programs of each applicant, to request the departmental/program nomination letter, for each applicant. The letter must be no more than 2 pages long, on letterhead, and signed, and must provide the information outlined in Appendix A. Departments/Programs can choose not to submit a nomination letter for any applicant. However, the School of Graduate Studies will not forward applications to the national competition unless this letter is provided.
- 6. Transcripts: Applications must include hard copy official versions of ALL university transcripts, including college level and CEGEP transcripts if applicable AND including an official Queen's transcript for studies for this current term year at Queen's University, for students enrolled in a graduate program here currently. Universities are responsible for uploading the official transcripts of their nominees via ResearchNet. Therefore the School of Graduate Studies must receive all required transcripts of students who submit Vanier applications, by October 6, 2020 at 4:00 p.m. Hard copy official transcripts are to be

sent to the School of Graduate Studies, Room 425 Gordon Hall, Queen's University, to the attention of Monica Corbett.

For applicants who studied at international universities, if the international transcripts are not presented in one of Canada's two official languages (English or French), they must include a certified translation, separated from the original transcripts by a blank page.

7. Adjudication Process: Members of the School of Graduate Studies Fellowship Committee and/or Graduate Councils' Award Subcommittees will review and rank the applications received from their Council/Committee. Normally the reviewers will be the Graduate Council Chair, Associate Chair and the elected member to the Fellowship Committee and/or Award Subcommittees. Then, the Associate Deans and Dean of the School of Graduate Studies will review the ranked applications and make the final decisions of which applications to send forward.

For details on how the applications are reviewed and adjudicated in the national competition, please go here: http://www.vanier.gc.ca/en/selection_criteria-criteres_de_selection.html

8. Contact information: Email: vanier@cihr-irsc.gc.ca **ResearchNet technical support:** Tel.: 613-941-9080

Email: support@researchnet-recherchenet.ca

Monday to Friday from 8:30 a.m. to 4:30 p.m. (Eastern Standard Time).

Thank you for your continued cooperation and assistance with this important process. Please contact me (email corbettm@queensu.ca) if there are problems or questions.

Yours sincerely,
Monica Corbett
Director, Admissions and Student Services
School of Graduate Studies

APPENDIX A: Vanier CGS Nomination letters (maximum 2 pages)

Institutions must provide a nomination letter for each student nominated for a Vanier CGS. The nomination letter must be a maximum of two pages in length. It must be completed and signed by the **Department Head** nominating the candidate (equivalent or designate) and **must be on the institution's letterhead**. If signed by someone other than the Department Head, it should be clearly indicated in the letter that the signee has authority to nominate the applicant.

This letter is the University's opportunity to outline for the selection committee what makes the nominee unique. It should provide the context for the nominee's achievements – outline how the nominee is exceptional and how the institution both fosters and benefits the student (e.g., what kind of benefits or advantages the institution will offer). Address **ALL OF** the following points:

1. Rationale for the choice of candidate:

Highlight the factors used to determine why the student is deserving of a Vanier CGS. Clearly
articulate the excellence of the candidate according to the three selection criteria: Academic
Excellence, Research Potential and Leadership (potential and demonstrated ability). Ensure
that the letters focus on leadership potential and demonstrated abilities.

2. Research training environment:

- Elaborate on the appropriateness of the supervisor in terms of resources, funding, publications, their research and training environment. Elaborate on the funding, facilities/resources and personnel that will be made available to support the candidate as they carry out their proposed research and develop their leadership potential.
- Discuss how the research interests/background of the student and supervisor align with the institution's priorities. (Ensure that claims about the uniqueness of the research environment are accurate.)
- Elaborate on your institution's resources regarding any established research-related policies and protocols (e.g., protocols for conducting research involving the First Nations, Inuit and Métis Peoples of Canada; approvals for research involving the use of humans, animals or biohazards).
 - In the case of applications in which the proposed research respectfully involves and engages Indigenous communities, describe how relationships are being developed with relevant Indigenous communities to engage their collaboration in the proposed research and to promote reciprocity in terms of the benefits derived from the research process and outcomes. Describe any support provided to facilitate collaborations between the applicant, the host institution and Indigenous communities/partners.

The following key concepts should substantiated in the supervisor's statement:

- Indigenous or traditional knowledge
- Reciprocity
- Community

Respect, relevance and contributions

For more information, see Vanier's **EDI** page.

- Discuss how the supervisor's commitment will be available to support the candidate in furthering their professional and leadership development.
- If known, comment on the research group and/or faculty with whom the candidate will interact and how the Canadian institution will support the development of the candidate's leadership potential. If unknown, address the reasons behind why the candidate has not selected a supervisor and research environment.

3. Rationale of recruiting the candidate:

- Outline how the institution's research environment will foster the student's research interest and leadership skills.
- Elaborate on the commitment from the department or university as to what kind of benefits they will offer the potential scholar.

4. Recruitment:

- Comment on how the institution's nomination of the candidate promotes the recruitment of new foreign or Canadian candidates to Canadian institutions.
- If the candidate has completed a previous degree within your institution, provide an explanation as to why it is in the candidate's best interest to stay at the same institution (i.e. research/paid institution (or its affiliate), supervisor or co-supervisor, availability of specialized equipment).

5. Equity, Diversity and Inclusion:

- Comment on the university's commitment to fostering equity, diversity and inclusion as part of the recruitment and nomination processes.
- o Refer to Vanier's EDI page for further information.

Criterion	Indicator	Source
Academic Excellence	Past Academic Results and Transcripts	University transcripts
The candidate's research history and the impact of their activities to date in their area(s) of expertise to date and in the communities associated with their research are important indicators of their potential as research leaders of tomorrow.	Institutions comments	Institutional Nomination letter
Reviewers should consider the sphere of influence of candidates relative to others along the following continuum of expanding impact: • Research program	Scholarships/award (competitiveness, amount, duration and prestige)	Common CV
 Canadian university Research community International research community Society at large In the case of those with non-traditional academic paths, consideration should be given to standards of research productivity, etc. for their level of experience/qualifications relative to a PhD student.	Duration of previous studies	 Academic Background section—Common CV University transcripts Research Program Personal Leadership Statement

- 1. Consider individual workstyles, contributions, commitments, and variations in disciplinary, community and cultural standards, ex. collaboration, teamwork and mentoring are important and valid contributions to research and to training highly qualified personnel.
 - o The gender of the applicant should not have an impact on how these contributions are valued.
 - o Similar expectations apply to single-authored and multi-authored publications.

Evaluate excellence/productivity commensurate with the career stage of the candidate, taking into consideration the life and career trajectory outlined in the Personal Leadership Statement. Note that the Vanier CGS application form does not allow nominees to include a special circumstances document; career interruptions, for any reason, should be outlined in the Personal Leadership statement instead.

2. Evaluators should guard against placing too much value on the number of contributions; focus must be on the impact and significance of the contributions. Impact factor and citation rates vary between disciplines and contexts; members must be mindful of this when considering them as part of their evaluation.

Table 1: Vanier CGS Selection Criteria

Criterion	Indicator	Source
Research Potential Demonstrated by the candidate's research history, his/her interest in discovery, the proposed research and its potential contribution to the advancement of knowledge in the field, and any anticipated outcomes.	Academic training and relevant work experience (co-op included)	 Work Experience section – Common CV Personal Leadership Statement Referee assessments
	Contribution to research and development	Research contributionsReferee assessmentsCommon CV
	Research Proposal (feasibility, merit and significance)	Research Proposal
	Critical thinking, application of knowledge, judgment, originality, initiative, autonomy, enthusiasm for research	 Personal Leadership Statement Referee Assessments Institutional Nomination letter

Note

Sex- and Gender Based Analysis Plus (SGBA+): In assessing the quality of the applicant's research proposal, consideration of sex, gender and diversity in the research design must be considered, if applicable:

- rationale and methodology for including sex, gender and diversity in the research (from its design to the analysis of research findings) are clearly described;
- should be evaluated in terms of scientific rigour and usefulness of the proposed research.

Table 1: Vanier CGS Selection Criteria

Criterion	Indicator	Source
Leadership (Potential and Demonstrated Ability): Given the prestige of the Vanier CGS program, this is an important criterion that has to be assessed in an indirect manner, since there is no opportunity for the selection committee to interview candidates. When assessing the leadership criterion, consider how the nominee has gone above and beyond the expected norms in order to overcome obstacles, foster others, spearhead change, or otherwise demonstrate Leadership.	Personal achievement	 Impactful involvement and achievement in professional programs/association such as sports, arts, science, business etc Entrepreneurial achievement (start-up company, establishing an NGO or charitable initiative, establishing arts/sports based festivals/competitions); Foreign study
	Involvement in academic life	 mentoring/teaching; supervisory experience; involvement in student government and in the institution community, including committees, teams, senate, boards, ethics committees, etc.; project/lab management; roles in academic/professional societies; organization of conferences, meetings, courses etc.
	Volunteerism/community outreach	involvement in charity or not-for-profit organizations.
	Civic engagement	 parliamentary page positions and internships; political activity; elected positions
	Goal achievement	 a clear vision of what they want to accomplish; a developed personal vision for the future that defines a impactful/meaningful change for the community or a group, cause or organization;

Table 1: Vanier CGS Selection Criteria

Criterion	Indicator	Source
		strategizes on how to achieve desired outcomes and has specific, realistic and timely goals.
	Self-management	 knows how to prioritize and complete tasks to reach the desired outcome and is confident of success; establishes learning goals and tasks; reaches goals in an efficient, organized and innovative way; and is constantly working on self-improvement
	Integrity	 acts consistently with core ethical and personal values and convictions; and accepts personal accountability for the consequences of their actions/decisions.
	Other characteristics	 is creative and takes initiative; is curious; deals well with complexity; has a strong sense of reality; is courageous; is strategic, a big-picture thinker; focuses on solutions, not problems; is capable of producing extraordinary results; and is able to solve real problems and create real products.
	Social skills	 knows how to develop positive relationships with a diverse range of people; cares about and listens to what others say and gives feedback;

Table 1: Vanier CGS Selection Criteria

Criterion	Indicator	Source
		 knows how to motivate individuals; is persuasive; is supportive of peers; is able to negotiate; is viewed as trustworthy, ethical and dependable; is well-respected; and displays mastery of presentation skills and public communications.

Notes:

The evaluation on this criterion should not be based on only the nominating letter but also on the referee assessment and the leadership reference letters:

• Look for well-rounded individuals that went above and beyond the expected norms.

When evaluating this criterion, reference the instructions provided to candidates.

More information on leadership is available in the SSHRC-funded study, Leadership at the Graduate Studies and Postdoctoral Levels [PDF (260 KB)]

This list is not intended to include all possible categories and is provided for guidance only.