



**Faculty of  
Graduate Studies**

**Guide to Joseph-Armand  
Bombardier Canada Graduate  
Scholarship Programs  
Master's Scholarship  
Application and Submission  
(SSHRC Master's)**

**2013-2014 Application Cycle**



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## Introduction to the Guide

This guide has been designed to assist graduate students (our potential applicants), faculty supervisors, potential referees, internal program award committees, graduate program directors, and graduate program assistants with the submission of Joseph-Armand Bombardier Canada Graduate Scholarship (SSHRC CGS Master's). It is a cumulative document containing the totality of procedural steps for this scholarship.

The aim is to be as transparent as possible with respect to the process and the selection criteria used to adjudicate applications/nominations. The dates for each step in the process are pre-determined and set out for all involved parties, which means unfortunately that extensions for any of the parties involved (e.g., applicants, program administrators, and selection committee members) are not possible to facilitate.

We realize that this guide is extensive and hope that all parties will make use of the sections appropriate for their work.

## Description of Scholarship

The Joseph-Armand Bombardier CGS Master's Scholarships funding opportunity seeks to develop research skills and assist in the training of highly qualified personnel by supporting students in the social sciences and humanities who demonstrate a high standard of achievement in undergraduate and early graduate studies.

## Value and Duration of Scholarship

\$17,500 for one Year, non-renewable.

## Quotas

Each University is assigned a quota by the SSHRC agency. The quota's assigned for 2013-2014 are as follows:

SSHRC	67
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Each graduate program is invited to submit all eligible applications to FGS for consideration.

## Technical Eligibility Criteria

- Be a citizen or permanent resident of Canada
- Be applying for support to pursue one's first graduate degree
- Have not completed more than 12 months of full-time graduate study at the proposed start date of the award (all previous graduate-level studies are included in this calculation)



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**Joseph-Armand Bombardier Canada Graduate Scholarship (SSHRC CGS Master's) 2013-2014**

- Have received a “first class” or *at least* “A-” average, as determined by the university, in each of the last two years of full-time study
- Not have received already an award for master's level study from SSHRC, NSERC or CIHR
- Not be applying for graduate funding in the 2012-2013 academic year to NSERC or CIHR.

### **Subject Matter Eligibility**

We must ensure that our final submission to each of the agencies of the Tri-Council, mainly SSHRC, CIHR and NSERC receive applications which meet their subject matter eligibility. Please review this eligibility at the following: <http://www.science.gc.ca/default.asp?lang=en&n=FEE7261A-1>

NB: if you submit an application to the wrong agency, then the Tri-Council will deem the application ineligible for consideration. They will not forward the application to the appropriate agency.



### Required Documentation

Order of Doc	Document	Page Length Maximums	Short Description of Document. Additional information can be found at the following URL: <a href="http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/tips-astuces/masters_scholarships-bourses_de_maitrise-eng.aspx#a2">http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/tips-astuces/masters_scholarships-bourses_de_maitrise-eng.aspx#a2</a> <a href="http://www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/index-eng.aspx">http://www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/index-eng.aspx</a>	
	Application Form	As printed through Research Net	<a href="http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/fellowships/cgs_masters-besc_maitrise-eng.aspx">http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/fellowships/cgs_masters-besc_maitrise-eng.aspx</a>	<input type="checkbox"/>
	Program of Study Form	2 pages	<ul style="list-style-type: none"><li>Each page should state the students name at the top.</li></ul>	<input type="checkbox"/>
	Bibliography and Citations	5 pages	Provide: <ul style="list-style-type: none"><li>a bibliography for your proposed research (please do not send publications or include endnotes); and</li><li>bibliographic details for all citations included in your Program of Study.</li></ul> Ensure that all bibliographic details are clear and complete, so reviewers may easily locate the sources. <a href="http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/tips-astuces/masters_scholarships-bourses_de_maitrise-eng.aspx#a3">http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/tips-astuces/masters_scholarships-bourses_de_maitrise-eng.aspx#a3</a>	<input type="checkbox"/>
	Research Contributions, (if applicable)	1 page	<ul style="list-style-type: none"><li>Students can provide a maximum 1 page description of their research contributions</li><li><a href="http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/tips-astuces/masters_scholarships-bourses_de_maitrise-eng.aspx#a4">http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/tips-astuces/masters_scholarships-bourses_de_maitrise-eng.aspx#a4</a></li></ul>	<input type="checkbox"/>
	Official letter to confirm part-time study and/or leave of absence (if applicable)	1 page	<ul style="list-style-type: none"><li>In calculating the value and duration of awards, SSHRC assumes that all master's and doctoral studies were full-time and uninterrupted. If any students have studied on a part-time basis, or have interrupted their graduate studies with the University's official approval, then they must include with their application an official letter from the registrar (or assigned designate) of the</li></ul>	<input type="checkbox"/>



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			University confirming the change of registration status in the program.	
	All undergraduate level transcripts	No limit	<a href="http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/tips-astuces/masters_scholarships-bourses_de_maitrise-eng.aspx#a6">http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/tips-astuces/masters_scholarships-bourses_de_maitrise-eng.aspx#a6</a>	<input type="checkbox"/>
	All graduate level transcripts	No limit		<input type="checkbox"/>
	2 completed Letters of Appraisal		<ul style="list-style-type: none"><li>Referees must complete the letter of appraisal form <a href="http://www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/index-eng.aspx">http://www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/index-eng.aspx</a></li></ul>	<input type="checkbox"/>
	Departmental Appraisal (those applying through a Canadian University)	1 page	<ul style="list-style-type: none"><li>Programs must rank all of their master's candidates and submit a departmental appraisal form for each applicant. This form is completed and provided by the program office and not by the student. <a href="http://www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/index-eng.aspx">http://www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/index-eng.aspx</a></li></ul>	<input type="checkbox"/>
<b>NEW</b>	Completed Consent to Disclosure of Personal Information Form	1 page	<a href="http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/tips-astuces/masters_scholarships-bourses_de_maitrise-eng.aspx#a9">http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/tips-astuces/masters_scholarships-bourses_de_maitrise-eng.aspx#a9</a>	



## Timelines and Deadlines

Steps, events, tasks	Deadline
Graduate Programs will set their own internal deadline	Check with your graduate program
FGS Deadline to receive Joseph-Armand Bombardier Canada Graduate Scholarship (SSHRC CGS Master's) complete applications from Graduate Program with program rankings	December 7 <sup>th</sup> , 2012
FGS SSHRC Master' Selection Committee meets to review applications	January 15 <sup>th</sup> , 2013
FGS to inform graduate programs and students of Selection Committee decisions	January 21 <sup>st</sup> , and 22 <sup>nd</sup> , 2013



## Application Process

### Process for Applicants/Students

This process is intended to guide you through what needs to be done to submit a Joseph-Armand Bombardier Canada Graduate Scholarship (SSHRC CGS Master's) Application.

#### Step 1: Initial Application and/or Nomination

Action Item	Time line
Read process materials at <a href="http://www.sshrc-crsh.gc.ca/funding-financement/programmes-programmes/fellowships/cgs_masters-besc_maitrise-eng.aspx#a5">http://www.sshrc-crsh.gc.ca/funding-financement/programmes-programmes/fellowships/cgs_masters-besc_maitrise-eng.aspx#a5</a>	As soon as you receive this guide
Determine internal program deadline for submission	As soon as you receive this guide
Read how to materials provided in this guide	As soon as you receive this guide
Write statements (Program of Study)	You need at least a month to write the statement
Workshop statement with supervisor, students, colleague	
Request reference letters of appraisal from Referees and have these sent to the program office <a href="http://www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/index-eng.aspx">http://www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/index-eng.aspx</a>	Request 4 weeks before program deadline
Order transcripts – send transcripts directly to the graduate program office.	Order 2-3 weeks before program deadline
Deliver a complete application package to the graduate program office	Refer to the internal Graduate program – varies by graduate program
Consider which other scholarships you are applying for	Once you submit

#### Step 2: Program Decisions

The Graduate Program will review your all submitted applications and rank them.

They will then send your application to the Faculty of Graduate Studies for review by the FGS SSHRC selection committee who will decide which files to send forward to the SSHRC agency.





### Step 3: FGS Selection Committee Review

Action Item	Time line
FGS SSHRC Master' Selection Committee meets to review applications	January 15 <sup>th</sup> , 2013
FGS to inform graduate programs and students of Selection Committee decisions	January 21 <sup>st</sup> , and 22 <sup>nd</sup> , 2013



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**Application Process**

**Process for Graduate Program Directors and Assistants**

**Step 1: Process before FGS program Deadline**

Action Item	GPD	GPA	Time line
Set internal program SSHRC Master's Deadline	√		Determined by Program
Distribute this guide to students advertising the acceptance of Joseph-Armand Bombardier Canada Graduate Scholarship (SSHRC CGS Master's) applications and the program deadline	√	√	Determined by Program
Accept application package from students		√	Determined by Program
Provide Joseph-Armand Bombardier Canada Graduate Scholarship (SSHRC CGS Master's) Evaluation Selection Criteria to internal awards committee and applications for adjudication.	√	√	Determined by Program
Internal program committee's to rank files and write program appraisal documents	√		Determined by Program
Inform FGS of the names of applicants and rankings	√	√	Determined by Program
Send to FGS (Sandra Yiu <a href="mailto:fgssac@yorku.ca">fgssac@yorku.ca</a> ) complete applications and rankings		√	December 7 <sup>th</sup> , 2012

**Step 2: Process after FGS SSHRC Master' Selection Committee Meeting**

Action Item	GPD	GPA	Time line
FGS will send decisions to graduate programs	n/a	n/a	January 21 <sup>st</sup> , 22 <sup>nd</sup> 2013



**Process for FGS SSHRC Master' Selection Committee**

**Goals:**

1. Rank all applications

Action Item	Time line
Receive application for review	December 21 <sup>st</sup> , 2012
Review applications to ensure subject matter eligibility (e.g., ensure the research statement presented for the agency, such as SSHRC, meets the subject matter eligibility criteria)	December 21 <sup>st</sup> , 2012 until January 15 <sup>th</sup> , 2013
Complete assessment of each file (See Evaluation Criteria below)	
Rank each application Complete attached Excel spread sheet	
Submit ranking to Sandra Yiu in FGS ( <a href="mailto:fgssac@yorku.ca">fgssac@yorku.ca</a> ) by completing the Excel spread sheet	January 11 <sup>th</sup> , 2013 @ 10am
Receive consolidated assessments in preparation for meeting	January 14 <sup>th</sup> 2013 pm
Meet as a group to discuss assessments and finalize decisions	January 15 <sup>th</sup> , 2013

**Evaluation Criteria**

The purpose of the review is to identify applications which are recommended to SSHRC for the national competition and to identify applications which are not recommended. As part of this process, it is crucial that the selection adjudication keep in mind **the multidisciplinary nature of the national adjudicating committees**. At the national level, files in your discipline and field are not adjudicated by professors who work only in your discipline and field.

1. **Academic Excellence:** Academic excellence—as demonstrated by academic transcripts, awards and distinctions.  
**Score \_\_\_\_\_/60**
2. **Research Potential:** Quality of analytical skills, ability to think critically, ability to apply skills and knowledge, judgment, originality, initiative and autonomy, determination, and ability to complete projects within an appropriate period of



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time—as demonstrated in the description of the degree program and by work experience, research contributions, letters of appraisal and, if applicable, the departmental appraisal.

**Score \_\_\_\_\_/30**

- 3. Communications Skills:** As demonstrated in the description of the degree program and, if relevant, by work experience, community involvement and other extracurricular activities, as well as by letters of appraisal, the quality of presentation of the application and, if applicable, the departmental appraisal.

**Score \_\_\_\_\_/10**

### **Subject Matter Eligibility Review**

We must ensure that our final submission to each of the agencies of the Tri-Council, namely SSHRC, in this instance, receive applications which meet their subject matter eligibility. Please review this eligibility at the following:

<http://www.science.gc.ca/default.asp?lang=en&n=FEE7261A-1>

NB: if we submit an application to the wrong agency the Tri-Council will deem the application ineligible for consideration. They will not forward the application to the appropriate agency.



## How to Write a Program of Study. (maximum 2 pages)

The research statement must be clear, concise, and immediately clear to the reader. In many instances students fail to declare their actual research question until the third paragraph, which is far too late for this purpose. The Program of Study Research must address the following in an active voice:

1. **Research Topic and Specific Question:** Avoid vague/unfocused questions. Be specific, and be clear about your objective(s).
2. **Development and Justification:** Why is this question within this topic important to study? What sort of gap in current knowledge does it aim to address?
3. **Literature/Research Context:** Reference the most important scholarly literature on the topic in order to set your topic, question, and justification in its proper context. The trick, however, is to be brief and succinct. The context demonstrates that one knows the background, but also, therefore, establishes the setting for adjudicators from diverse fields and within which your study takes shape.
4. **Research Method:** It is critical that the research method demonstrate the student's superior research ability, potential and vision. It must be appropriate, realistic and achievable.
5. **Contributions/Goals:** Indicate the significance and/or implications of the research. In relation to "why" one seeks to research a particular topic and question is the "so what?" of what one will find. Why do or should the answers matter, to what and to whom?
6. **Overall Coherence of the Program of Study:** Make sure that all of the components (research question, justification, literature review, method, etc. fit well together in a coherent manner.

Describe your degree program and your research proposal in non-technical terms. Avoid jargon and acronyms and ensure that your proposal is written in clear, plain language easily understandable to a multidisciplinary committee.

Ensure that your text includes the following requirements:

- Identify the university and degree program you are pursuing or intend to pursue.
- Clearly outline the research training component of the degree program and tell us how your program of study meets one or more of the three components listed under [Eligibility](#) in the Master's Scholarships funding opportunity description.
- If it is relevant to your research proposal, describe any work experience, community involvement or other extracurricular activity.
- If your research proposal is related to health or psychology, justify your submission of this proposal to SSHRC (rather than to the [Natural Sciences and](#)



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[Engineering Research Council](#) or the [Canadian Institutes of Health Research](#)),  
based on the [guidelines for the eligibility of subject matter at SSHRC](#).

- If your master's degree program involves a thesis, a major research paper/essay, or a major research project, provide a well-structured outline of your research proposal, specifying the research question, context, objectives, methodology and contribution to the advancement of knowledge.
- If the output of your degree program is an artistic creation rather than a thesis, indicate clearly the research component of your proposed work. Outline the objectives of your research, the context, methodology, and contribution to the advancement of knowledge.
- If your degree program does **not** involve a thesis, major research paper/essay, or major research project, remember to outline clearly the research training component of the degree, as indicated above.



## What to include in Research Contributions (maximum 1 page)

Provide details, as appropriate, on the contributions you listed, as follows:

- In the left margin, identify refereed publications with an "R". A refereed work is assessed:
  - in its entirety—not merely an abstract or extract;
  - before publication; and
  - by appropriately independent, anonymous, qualified experts. ("Independent" in this context means at arm's length from the author.)
- Specify your role in co-authored publications.
- For published contributions, provide complete bibliographic details (including co-authors, title, publisher, journal, volume, date of publication, number of pages, etc.) as they appear in the original publication.
- For publications in languages other than French or English, provide a translation of the title and the name of the publication.



## How to Find a Strong Referee

Reference letters form one of the most critical components of any scholarship application. That said, students often spend the least amount of time considering how to find a strong referee and when/how to ask for help. You need to explain to your referee the criteria of the scholarship award, the type of reference required by the adjudicating committee, and importantly your suitability for the scholarship. Referees cannot read your mind, nor can you read theirs. One reason for explaining the scholarship, your goals and suitability is to allow potential referees to determine whether they will be able to write a strong and compelling letter on your behalf. Their honest response should be most important to you. The following is meant to guide the process of finding a good referee and ensuring you attain the strongest reference possible.

### Understanding the use of a reference letter

Reference letters are used to:

- Distinguish between first class applicants
- Convey the humanistic side of the applicant
- Ensure you meet the selection criteria of the scholarship
- Confirm whether the applicant excels in all aspect of the selection criteria
- Confirm what you've indicated in your application (Don't get caught in a lie! Applications that fail immediately are those in which an applicant has indicated X and the referee mentions something that leads a committee to believe that X was untrue).

### Think before you ask

Many individuals seeking a reference tend to believe that "title" is everything. They think that a reference letter from a "President" or "Distinguished Research Professor" or a "CEO" is the best thing to have in a reference. But in many cases this couldn't be further from the truth. The most important thing in a reference letter is substance. The best referee, therefore, is the professor or supervisor who can provide it. Ask yourself these questions:

- How long have you known the person you are asking? (4 months might be too little)
- Can this person evaluate all of your academic achievements and research potential?
- Can this person speak to your ability to conduct the proposed research?
- Can this person discuss your leadership style, your ability to function in teams, your communication ability?
- Have you informed them of your achievements of which they might not know?

Important to consider are the requirements of the scholarship to which you are applying. Some require academic and non-academic referees. Be sure to find the right type of referee given the scholarship requirements.

### Provide Information





Adjudication committees want to see letters that speak to the specifics found in your application. They assess how your qualities and experience align with the scholarship and look for a convergence in what you bring as an applicant and what they are looking for in the selection criteria. Vague letters, no matter how praiseworthy, are generally useless and can hinder a committee's ability to judge the applicant.

It is important to provide your referees with all of the information they need to write a strong letter. You aren't looking for a good letter; you're looking for a strong letter that helps set you apart from the other applicants. Provide your referee with the following:

- Your CV
- Any statements you've been required to write (e.g., Research Statement, Leadership Statement, Special Circumstances Statement, etc.)
- Selection Criteria of the scholarship and applicable weightings if available.

### **What to ask for from your referee?**

It is critical that your referee demonstrate an alignment between your experience and research ability, and the selection criteria.



## How to write a strong letter of Appraisal for the SSHRC CGS Master's applicant

Writing a strong letter of appraisal for a SSHRC applicant can be a time consuming process. Students are often anxious in approaching professors and supervisors to be a referees, and often don't know what to ask and what information they require in order to write a strong reference letter.

When writing a letter of appraisal for a SSHRC applicant, you *must* refer to the student's program of study, bibliography, research contributions and the selection criteria for the scholarship. If you were not provided these documents by the students, then please ask for them from the student.

It is important to touch on each of the three components from the evaluation criteria in your letter of appraisal, and to remember their respective weighting. Consider the following:

**1. Assessment of Academic Excellence**, as demonstrated by past academic results and by transcripts, awards and distinctions. **Score \_\_\_\_/60**

- How long have you known the applicant and in what capacity?
- How does this student's academic ability compare to other students you have known during your academic career?
- Has this student received scholarships? Any internationally awarded?

*"In my view, Anthony is absolutely in the first league of academic achievement in comparison with the more than 60 master' students I have taught over the past 20 years."*

**2. Assessment of Research Potential**, as 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, the potential benefit to Canadians, and any anticipated outcomes. **Score \_\_\_\_/30**

- How does this student's research ability/potential compare with other students you have ever known and supervised in the past?
- How has the candidate demonstrated research potential and in what capacity do you evaluate this potential? Have you supervised the candidate's research before?
- Does the student have publications in prestigious journals? Has the student presented at conferences?
- Is the proposed research original? Has the research topic been neglected in the field and published literature?
- Has the student established research collaborations with a diverse set of scholars?

**3. Assessment of Communication Skills** As demonstrated in the description of the degree program and, if relevant, by work experience, community involvement and other extracurricular activities, as well as by letters of appraisal, the quality of



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presentation of the application and, if applicable, the departmental appraisal.  
**Score \_\_\_\_\_/10**



## Contact Us

Contact Name or Position	Type of Help Available
<b>Salvatore Paneduro</b> Research Officer Ext 44168 <a href="mailto:fgsro@yorku.ca">fgsro@yorku.ca</a>	<ul style="list-style-type: none"><li>• Substantive and technical queries from Graduate Program Assistants, Directors and faculty supervisors</li></ul>
<b>Sandra Yiu</b> Scholarship Coordinator Ext 33954 <a href="mailto:gsawards@yorku.ca">gsawards@yorku.ca</a>	<ul style="list-style-type: none"><li>• Technical questions regarding eligibility, process and timelines from students</li></ul>
<b>Graduate Program Directors</b>	<ul style="list-style-type: none"><li>• Process of how to be nominated by program</li><li>• Substantive advice on scholarship application</li></ul>
<b>Graduate Program Assistants</b>	<ul style="list-style-type: none"><li>• Technical questions regarding eligibility, process and timelines</li></ul>