Vanier Canada Graduate Scholarships
Application Flow Chart

Stages in Competition

1. Student informs department of intention to apply for competition.
2. Student ensures completion of application package.
3. Student prints and submits application package to department for internal review (if applicable).
4. Department provides feedback to students.
5. Students make changes, if necessary.
6. Student must verify and submit application on ResearchNet by **September 24, 2018** to be considered.
7. CGPS Awards Committee selects candidates to forward to Vanier Secretariat for competition.
8. Vanier Secretariat awards scholarship recipients and informs students via ResearchNet.

Student verifies eligibility and informs their department of their intent to apply.
(http://www.vanier.gc.ca/en/eligibility-admissibilite.html)

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Student reads the instructions for the competition process and application instructions. Pay particular attention to the *Presentation Standards for Attached Documents*.
(http://www.vanier.gc.ca/en/nomination_process-processus_de_mise_en_candidature.html#e1)

Why order transcripts first?
Transcripts can take several weeks to arrive and the student can work on their application in the meantime.

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Student contacts former ***and*** current universities to obtain transcripts (*undergraduate & graduate*) and has them forwarded to Attn: Graduate Awards & Scholarships, Room 116, Thorvaldson Building, Saskatoon, SK S7N 5C9
https://students.usask.ca/academics/grades.php#Transcripts

Who should write the Leadership Reference Letter?
Someone who knows you in a non-academic capacity and should describe how you have demonstrated and will potentially continue to demonstrate leadership. Faculty members **may** provide this letter, as long as they know you in a non-academic capacity and are addressing your leadership in a non-academic environment.

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Student creates profile and fills out application form on ResearchNet.
(https://www.researchnet-recherchenet.ca/rnr16/LoginServlet)

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Student creates profile and fills out Canadian Common CV.
(https://ccv-cvc.ca/)

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Student contacts 2 persons in **non-academic** capacity to write Leadership Reference letter.

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Persons in non-academic capacity return Leadership Reference letter to student.

Who should I ask to write my assessments?
Persons who are capable of making an informed assessment on your academic excellence, research potential, and leadership abilities.

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Student sends 2 invitations to complete *Referee Assessment* section.

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Referees complete assessment. It will automatically save on website.

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What are the supporting documents I attach?
(See Presentation standards for documents)

- Personal Leadership Statement (max. 2 pages)
- Two Leadership reference letters (max. 2 pages each) – attached separately
- Research contributions (max. 1 page)
- Special Circumstances (max 1 page)
- Research Proposal (max 2 page)
- Project references (max. 5 pages)

Student attaches all supporting documents.

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Student sends request to CGPS to attach transcripts to the application.

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CGPS verifies with student that all transcripts have been received, and scans and uploads them.

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I can't see my Referee Assessments.
Students will not be able to see what was written on the assessment. They will be able to see if the assessment was completed. If the assessment is not complete, another invitation should be sent or the original request can be deleted and the student can contact another referee.

Student ensures that all materials are uploaded properly and *Referee Assessment* section is complete.

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Student prints and provides application to their unit for internal review (if applicable).
Contact your unit for internal deadline.

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Units review applications and provide feedback to students.

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Student makes changes suggested by unit and submits application on ResearchNet to complete process.
Deadline – September 24, 2018

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Units submit a list of nominees, as well as a nomination letter for **each** nominee, via e-mail to CGPS
(gradstudies.awards@usask.ca)
Deadline – September 24, 2018

What's new with this?
The Nomination Letter must be completed and signed by the Department Head or equivalent. The letter must outline how the institution's research environment will foster the student's research interest and leadership skills.

Tips for completing the Vanier application:

1. Identify area of research
2. Identify participants
3. Identify referees
4. Enter degree information
5. Enter proposal information and supporting documents
6. Confirm documents sent
7. Preview application materials
8. Consent and submit application

Important reminder concerning mobility and choice of nomination institution:
Nominees who chose a nominating institution that is the same as the institution where they completed their previous degree(s) must provide a ***strong*** justification for this exceptional circumstance that will be assessed as part of the selection committee review process under the Personal Leadership Statement or Research Proposal. The more similar the proposed research environment is to that of the previous degree environment, the stronger the required justification.

This nomination letter 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 candidates to the Vanier CGS program.

The nomination letter should be a maximum of two pages in length, and is the Institution's opportunity to outline for the selection committee what makes the nominee unique. It should give the committee context for the nominee's achievements – outline how the nominee is exceptional and how the institution both fosters and benefits from the student's research at the institution. Points to address in the nominating letter can be found on the Vanier website under Information for Institutions.

Help! I have questions.
For general information:
Visit the Vanier CGS website.
Read the Nomination Process
E-mail: vanier@cihr-irsc.gc.ca
Email: gradstudies.awards@usask.ca

For assistance with ResearchNet:
888-603-4178
613-941-9080
Monday – Friday: 8:30 am – 4:30 pm (EST)
Email: support@researchnet-recherchenet.ca