Application for ISER Fellowship

☐ Master Fellowship  Deadline Date: March 1
☐ Doctoral Fellowship  Deadline Date: February 10

**Doctoral Fellowships** are available, on a competitive basis, to candidates who are enrolled in a full-time doctoral programme at Memorial University. Fellowships are awarded specifically for the carrying out of the candidate’s doctoral research. Candidates must have completed all requirements for the doctoral degree, other than the thesis. Fellowships in the amount of $17,700* per annum are normally awarded for up to one year.

**Master Fellowships** are available, on a competitive basis, to Memorial University students enrolled in a Master programme. A Master Fellowship in the amount of $10,000* per annum is granted for one year in the student’s second year of the Master programme.

**Please note:** Applications for travel to conferences and its related expenses will not be accepted as this is not the mandate of ISER.

*Paid on a bi-weekly basis (Canadian) and pro-rated over the duration of the fellowship*
Memorial University protects your privacy and maintains the confidentiality of your personal information.

All information requested on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7), and is needed solely for the administration and management of your Institute of Social and Economic Research (ISER) application. The information will be used for the purposes of academic administration (i.e., verifying qualifications and adjudicating applications), program planning and administration and will not be disclosed except as required by law. Questions about this collection and use of personal information may be directed to our Administrative Assistant at 709-864-8157.

*Successful Non-Canadian Applicants are responsible for obtaining the necessary work permit in order to work in Canada. Upon arrival at the Institute, copies of this permit must be submitted to the Administrative Officer together with other required information, e.g., Social Insurance Number.

Memorial University of Newfoundland
Policy and Procedures For Ethics of Research Involving Human Participants

Research at Memorial University is subject to ethical approval granted by the Interdisciplinary Committee on Ethics in Human Research.

For the most recent information on Memorial University’s ethics policies and procedures, please check the university’s website www.mun.ca/research/ethics
General Information

Name of Applicant: ____________________________________________________________

Department: ________________________________________________________________

Position: _________________________________________________________________

Mailing Address: ____________________________________________________________
________________________________________ Postal Code: _______________________

Telephone (Office): __________________________ (Home): __________________ (Cell): ___________

E-mail address: _____________________________________________________________

Name of Supervisor: _________________________________________________________

Supervisor’s Contact Information: _____________________________________________

Signature of Supervisor: ____________________________________________________

NOTE: Extensions will not be accommodated under any circumstances.

Title of Research Project: ____________________________________________________

Description of Research Project

Please attach a copy of your Research Proposal * (maximum of 6 typewritten pages, single-spaced, 12 pt. font), including the following headings:

a) Title of Research Project
b) Scope and Objectives
c) Social Relevance and/or Practical Importance
d) Theoretical Approach or Conceptual Framework
e) Significance in Relation to Existing Research and Literature (a list of references should be appended)
f) Research Plans and Methods
g) Schedule of Work (work completed, work in progress and work to be done)  
h) Names and affiliation of any co-investigators  

*Append any questionnaires and other research instruments
ISER Mandate

The Purpose of the Institute shall be to undertake, sponsor and publish social and economic research within such disciplines and in such parts of the world as are deemed of relevance to Newfoundland and Labrador and the broader Atlantic world. Without limiting the generality of the above, research pertaining directly to social and economic development in Newfoundland and Labrador shall be of special importance.

In the space provided below, give a summary of the proposed research and explain how it falls within the ISER mandate. Please note that this will be reviewed by an Awards Panel of five faculty members from different disciplines.
Budget and Summary of Expenses (if applicable)

Please complete this page **only** if applying for a Research Grant to be held in conjunction with the Fellowship. List amounts requested for each budgetary section below, along with a justification for each. **Please note that capital expenditures are not covered. Applications for travel to conferences and its related expenses will not be accepted as this is not the mandate of ISER.** If you are applying for both a Fellowship and a research Grant, please indicate preference should only one be available to you.

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<thead>
<tr>
<th>Section</th>
<th>Amount</th>
<th>Justification</th>
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</thead>
<tbody>
<tr>
<td>Travel</td>
<td>$ ______</td>
<td></td>
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<tr>
<td>Accommodation</td>
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<tr>
<td>Subsistence</td>
<td>$ ______</td>
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<tr>
<td>Student Research Assistance</td>
<td>$ ______</td>
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<td>Other Assistance/Technical Services</td>
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<td>Materials</td>
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<tr>
<td>Other (specify)</td>
<td>$ ______</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$ ______</strong></td>
<td>(not to exceed $8,000)**</td>
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Other Awards

Have you presently applied for, or are recipient of, an award to support this project that might be held concurrently with a Fellowship from this Institute?  

Yes  No

If yes, please give details and submit evidence of any such applications.

References

List three referees (with titles and addresses) who have provided confidential letters of appraisal (in sealed envelopes) appended to this application or have sent them directly to ISER.  These letters must be received by the deadline date.

1.

2.

3.

Please send all materials (see attached checklist) to:

Institute of Social and Economic Research
Memorial University of Newfoundland
Arts and Administration Building, Room AA-4081
St. John’s, Newfoundland, Canada, A1C 5S7
Phone: (709) 864-8156  Fax: (709) 864-2041
**Fellowship Application Checklist**

Please check the appropriate boxes on the right indicating the necessary information and/or materials are included with your application.

**Each applicant is responsible for ensuring their application is complete.**

**Name of Applicant:**

Description

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Included</th>
<th>Not Applicable</th>
<th>To Be Sent Directly</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Original, plus six (6) copies of the completed application</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>Original, plus six (6) copies of Research Proposal (maximum of 6 typewritten pages)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>Original, plus six (6) copies of any questionnaires or other research instruments to be used in the research</td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td>Original, plus six (6) copies of Curriculum Vitae</td>
<td></td>
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<td>5</td>
<td>One (1) copy of a sample of written work</td>
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<tr>
<td>6</td>
<td>For all research involving human subjects, written confirmation that the ethics process has been initiated</td>
<td>included</td>
<td>not applicable</td>
<td></td>
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<tr>
<td>7</td>
<td>Three (3) Confidential Letters of Appraisal (on forms provided)</td>
<td>included</td>
<td></td>
<td>to be sent directly</td>
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<tr>
<td>8</td>
<td>Transcript of grades for previous two semesters (Master and Doctoral applicants only)</td>
<td>included</td>
<td></td>
<td>to be sent directly</td>
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Fellowship Holder’s Responsibilities

Please read the following statement and signify your agreement to it by signing below.

If awarded a Fellowship by the Institute of Social and Economic Research, Memorial University of Newfoundland, I agree to:

- be accountable to the Administrative Officer of ISER for the proper disposition of all funds (including those from any concurrent ISER Research Grants) and to return original receipts for all research expenses for submission to the Administrative Officer.

- advise the Institute of Social and Economic Research of any other awards held concurrently, so that an appropriate adjustment may be considered in the amount of the Fellowship awarded by the Institute.

- provide a progress report on my research at any time, upon the request of the Director.

- provide a final report on my research within 30 days of completion of the Fellowship.

- provide copies of any written materials (including theses and journal articles) produced as a result of ISER’s financial support.

____________________________________  __________________________
Signature of Applicant                                      Date

OTHER REQUIRED SIGNATURES, where applicable

____________________________________  __________________________
Signature of Head or Graduate Co-ordinator                  Date
(required for Faculty and Graduate Students)

____________________________________  __________________________
Signature of Dean of Arts (or delegate)                     Date
CONFIDENTIAL LETTER OF APPRAISAL

URGENT - DEADLINE DATE: Master Fellowships & Research Grants: March 1
Doctoral Fellowships: February 10

Instructions to Applicant: Please complete Item 1 below. Send this form to your referee along with a copy of your proposal and a self addressed envelope. When the form is returned in the sealed envelope, forward it unopened to ISER along with the rest of your application so that it arrives by the deadline date. Alternatively, if the referee is sending this form directly to ISER, then ensure that it arrives by the deadline.

1. name of applicant  telephone

address

category (Fellowship or Research Grant)  title of project

Instructions to Referee: Please complete items, 2, 3, 4, and 5. Seal the Appraisal in the envelope provided and sign across the flap. Return it to the applicant who will forward it unopened to ISER, along with the application by the deadline date noted above. Otherwise, send it directly to ISER, ensuring that it is received by the deadline date.

2. I have known the applicant in my capacity as:  for  years.

3. Assessment of the applicant’s research proposal: its originality, significance and feasibility, including its strengths and weaknesses (attach additional page if necessary).

4. Comments on the applicant’s past and potential contribution to scholarly research (attach additional page if necessary).

5. name of referee  occupation

department and institution

address

country  telephone

date  signature
Confidential Letter of Appraisal
for
ISER Fellowships
ISER Research Grants

URGENT - DEADLINE DATE: Master Fellowships & Research Grants: March 1
Doctoral: February 10

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1. name of applicant ___________________________ telephone ___________________________

   address

   category (Fellowship or Research Grant) __________ title of project ___________________________

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4. Comments on the applicant’s past and potential contribution to scholarly research (attach additional page if necessary).

5. name of referee ___________________________ occupation ___________________________

   department and institution ___________________________

   address ___________________________

   country ___________________________ telephone ___________________________

   date ___________________________ signature ___________________________
Confidential Letter of Appraisal for
ISER Fellowships
ISER Research Grants

URGENT - DEADLINE DATE: Master Fellowships & Research Grants: March 1
Doctoral Fellowships: February 10

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1. name of applicant __________________________ telephone __________________________

______________________________
address

category (Fellowship or Research Grant) title of project __________________________

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department and institution __________________________

______________________________
address

country __________________________ telephone __________________________

date __________________________ signature __________________________