

2022 Vanier Canada Graduate Scholarships Information Package

School of Graduate Studies, Memorial University of Newfoundland

Please read this information package and all associated instructions carefully before contacting the School of Graduate Studies for additional clarifications.

Overview

The [Vanier Canada Graduate Scholarships \(Vanier CGS\) program](#) is meant to strengthen Canada's ability to attract and retain world-class doctoral students and establish Canada as a global centre of excellence in research and higher learning. Vanier Scholars demonstrate leadership skills and a high standard of scholarly achievement in graduate studies in the social sciences and humanities, natural sciences and/or engineering and health.

The award is **\$50,000 per year for up to 3 years**. Up to 166 scholarships are awarded annually across Canada, and approximately 500 are active at any time. Scholarships are distributed equally among:

- [Canadian Institutes of Health Research \(CIHR\)](#)
- [Natural Sciences and Engineering Research Council \(NSERC\)](#)
- [Social Sciences and Humanities Research Council \(SSHRC\)](#)

Please note that you cannot hold a Vanier scholarship and internal baseline funding from Memorial at the same time. If you are successful, your baseline funding will be replaced with the Vanier funding. However, the School of Graduate Studies offers Vanier CGS Scholarship recipients the Dean's Excellence Award valued at **\$7,500 per year for the duration of the scholarship**. Note: If a student is receiving The Dean's Doctoral Award, the award is renamed to the Dean's Excellence Award upon receipt of the CGS scholarship. Students cannot hold both Dean's Excellence and Dean's Doctoral concurrently.

Eligibility

Canadian citizens, permanent residents of Canada **and foreign citizens** are eligible to be nominated for a Vanier CGS. To be considered for a Vanier CGS at Memorial, you must:

- Only be nominated for a Vanier CGS by Memorial University.
- Be pursuing your first doctoral degree / joint doctoral research program.
- **Be a full-time doctoral student at Memorial by Summer 2023, Fall 2023, or Winter 2024 in a program that has a significant research component** (leads to the completion of a thesis, major research project, dissertation, scholarly publication, performance, recital and/or exhibit that is merit/expert-reviewed at the institutional level as requirement for a completion of the program).
- Have completed **no more than 20 months** of full-time study in your doctoral program (from date of doctoral enrollment to May 1, 2023) if you've completed a Master's degree.
- Have completed **no more than 32 months** of full-time study in your doctoral program by May 1, 2023 if:
 - You're enrolled in a joint graduate research program, e.g., MD/PhD, MA/PhD, DVM/PhD (use the start date of the joint program).
 - You enrolled directly from a Bachelor's to a PhD (not previously enrolled in a Master's program; use the start date of your PhD).

- You were previously enrolled in a Master's program without obtaining the degree (use the start date of the Master's).
- Have achieved a **minimum GPA of 3.5 / 4.0** (first class average) in each of the last two years of full-time study or equivalent.
- **Must not hold, or have held, a doctoral-level scholarship or fellowship from CIHR, NSERC or SSHRC to undertake or complete a doctoral program.**
- Please note that only the PhD portion of a joint program is eligible for funding.

For more detailed eligibility requirements, please consult the [Vanier website](#).

Extensions to the eligibility window due to COVID-19 disruptions

After detailed discussions with the tri-agencies, they are willing to consider extending the eligibility window on a case-by-case basis for students who faced exceptional delays due to the COVID-19 pandemic. SGS is assembling a detailed historical timeline of our provincial alert levels and Memorial's research restrictions as a starting point for any student looking to make a case, but this would need to be contextualized with your own circumstances (both professional and personal). If you wish to make a case for extending the window, please compose a concise, factual, and impactful impact statement with a very clear timeline/duration (including start/end dates) for the various delays/interruptions, and if applicable, the percentage reduction in workload. You must also explain what you did to adjust or compensate in response to these impacts. Below are some examples of things you might include, but you are not limited to these:

- Research impacts: You should outline the type of research you were doing and how it was affected by any restrictions. For example, you should specify if:
 - Part of your research couldn't be done off-campus (eg, required access to certain resources / equipment / reagents, required in-person collaboration, etc.)
 - You were unable to plan time-sensitive experiments due to uncertainty
 - You missed critical windows of opportunity in which to conduct an experiment
 - Supply chain issues increased the timeline for experiments
 - Lack of technical support staff due to people being ill
 - Anything else you feel is relevant
- Personal circumstances: Personal health or family responsibilities that added a time burden during the pandemic. For example, if:
 - You often were unable to pass the COVID-19 self-screening questionnaire and so were denied access to campus
 - You suffered from COVID-19 related complications or long-COVID
 - You were living with medically vulnerable family members and therefore didn't feel comfortable returning to campus even when it was permissible to do so
 - You had family responsibilities that prevented you from returning to campus even when it was permissible to do so (for example, if daycares or schools were closed or had policies where kids with sniffles couldn't attend, caring for ill family members, etc.).
 - Socio-economic impacts
 - Anything else you feel would fit here

As soon as possible, and well before the internal deadline, please email your statement, and the research agency you wish to apply to, to Dr. Kelley Bromley-Brits, Special Projects Coordinator, at kbromley@mun.ca. SGS will then advocate for you with the relevant SSHRC/NSERC/CIHR representative.

Explanation of the quota-based nomination system

Candidates must be nominated by the institution at which they want to study. Candidates cannot apply directly to the Vanier CGS program. Each student can only be nominated once per competition. If more than one

institution is interested in nominating an individual student for a Vanier CGS, the student must choose one institution to submit their nomination. Multiple nominations will not be accepted.

Each eligible institution has a quota on the number of applications they can send forward each year. This may include a floating quota which can be used during a 3-year period (2021-2024). At Memorial, our quotas are as follows:

- CIHR: 1 nomination
- NSERC: 2 nominations (plus 1 remaining floating quota)
- SSHRC: 2 nominations (plus 1 remaining floating quota)

It is important to note that we may nominate applicants who self-identify as Indigenous (First nation, Inuit and/or Métis) without those nominations being counted towards our quota. Applicants who wish to self-identify themselves as an Indigenous (First Nation, Inuit, and/or Métis) can complete the [Vanier Canada Graduate Scholarship \(Vanier CGS\): Voluntary Self-Identification Form](#) and upload it within their application.

Support available at Memorial

SGS will be hosting an online application strategy workshop in advance of our internal deadline. All interested applicants are encouraged to attend. The date and time of this workshop will be communicated with units when available.

Timeline for Memorial University’s Vanier CGS Nomination Process

Date	Responsibility	Tasks
ASAP	Applicant	Let SGS know if you intend to apply (Steps 1-2).
July – Sep 25, 2022	Applicant	Complete Steps 1 – 12.
Aug 31, 2022	Applicant, SGS	SGS to host strategy session on WebEx.
Sep 26, 2022	Applicant	Applicant submits application and app transcripts to Memorial (Step 13).
Sep 27 – mid-Oct	SGS, Vanier Committee	Committee members rank applicants and write preliminary feedback (Step 14).
Mid-Oct, 2022	SGS	Feedback provided to applicants going forward (information on the contents of the referee assessments will not be provided per Task 8).
Mid-Oct to Oct 29, 2022	Applicant, SGS	Applicant has the opportunity to refine and strengthen their application, if they wish (Step 15).
Oct 30, 2022	Applicant	Applicant submits final application to SGS (Step 16).
Nov 1, 2022	SGS	Deadline for SGS to submit Memorial’s nominations. Applicants who were not nominated will be notified.
Nov 2022 – Mar 2023	National Vanier Selection Committee	National review and evaluation of nominations.
Early April 2023	Tri-council	Anticipated notification of results. Nominees will be notified by email when the results are available on ResearchNet.
2023S, 2023F, or 2024W	Applicant, Memorial	Payments begin.

Step-by-step guide to preparing your application for submission to Memorial

1. Confirm your eligibility.

- Canadian citizens, permanent residents, and foreign citizens are eligible to apply for the Vanier CGS, provided they meet the eligibility requirements. Carefully review the [eligibility requirements](#) to ensure you are eligible.

2. Notify the School of Graduate Studies of your intent to apply.

Please notify Dr. Kelley Bromley-Brits (kbromley@mun.ca), Special Projects Coordinator at the School of Graduate Studies, of your intent to apply as early as possible. Dr. Bromley-Brits is available to help you with any questions you may have, and can also provide guidance application strategies to increase your chances of success.

3. Carefully review the following materials prior to starting your application.

- Read the detailed [Selection Committee Guide](#) prior to commencing your application. The guide lists the three evaluation criteria (see section 3.1 in particular) and has useful information on how the criteria are evaluated.
 - **Why you need this information:** As you will see, Vanier CGS selection committees are multidisciplinary, and applications should therefore be written with a non-specialist research audience in mind. You should also ensure that your application clearly addresses all of the evaluation criteria listed in the guide.
- Read the [Equity, Diversity and Inclusion](#) page. The EDI page provides guidelines and resources geared towards applicants, nominating institutions, referees, and reviewers and readers. It addresses the following topics: research respectfully involving Indigenous communities; reducing unconscious bias; and promoting equity, diversity and inclusion in research through Sex- and Gender-Based Analysis Plus (SGBA+) analysis.
 - **Why you need this information:** SGBA+ analysis is crucial to include in your research proposal, and this webpage will provide guidance on how to do so. In addition, an important component of ensuring EDI in our selection process is the careful consideration to each applicant's career interruptions and personal circumstances. Applicants are thus encouraged to identify any circumstances that might have delayed or interrupted their academic and/or career advancement (if applicable) in the Special Circumstances attachment of their application.
- Read the [Information for Referees](#). This page outlines the instructions given to referees assessing Vanier applications.
 - **Why you need this information:** Vanier applications are different than a typical scholarship. Referees are asked to evaluate (versus advocate for) your application. It is important to read through the instructions for referees so you can use this knowledge to select referees who could best evaluate your application.
- Review the [presentation standards](#) for any attachments you need to upload.
 - **Why you need this information:** All attachments to your application must be prepared according to the tri-council's standards. Applications submitted that are not prepared according to the instructions provided may be deemed ineligible. It is important to use the correct standards when drafting your documents so that you can gauge how much space you have available for your content.

4. Start securing your official transcripts.

It can take time to secure official transcripts, so it is good to start early. You must submit all of your official transcripts to Tammy Power-Taylor (tpowertaylor@mun.ca), Scholarship Officer at the School of Graduate

Studies, by the SGS internal deadline. You can either request your university to forward the official transcripts directly to Tammy or you can submit the official transcripts in person to Tammy at SGS. Transcripts do not need to be in a sealed envelope, but must be on official paper. Web-based transcripts are not acceptable as official.

Below are answers to common transcript questions we receive:

What is considered “official”?

Written on every transcript (be it digital or paper) is a statement of what must be checked for the transcript to be considered official. Paper transcripts often mention an embossed seal and/or security paper; these cannot be confirmed as official if you send us a scan, we will need to have the physical copy. Digital transcripts usually have a statement about how we must receive the transcript directly from the issuing institution or through a link we receive directly from MyCreds; thus we cannot accept these as an email attachment.

What is considered “up-to-date”?

If you are a current student at the university issuing the transcript, “up-to-date” means printed as of Fall 2022. If you’re not currently registered at the university issuing the transcript, “up-to-date” means printed after the last term you completed.

SGS already has my official transcripts on file from when I applied for graduate school; can I ask SGS to use these?

The admissions process is separate from the Vanier application process. Transcripts are part of your Vanier application; as the applicant, you are responsible for ensuring you have included all parts of your application, including all necessary transcripts. We use the transcripts you submit to fulfil our institutional obligations to the Vanier secretariat.

I have requested my transcript but it will not arrive in time. What do I do?

In special circumstances, if you are currently a student at Memorial and if your university is outside North America and you cannot obtain official transcripts in time for the deadline, SGS can arrange to secure a copy of the transcripts you submitted upon admission to graduate school, and certify it for submission to the Vanier competition. This is a time consuming process and is only available in exceptional circumstances.

If you are not a current student, if you have requested an official transcript and it will be arriving after the SGS internal deadline, you can submit a copy of your transcript by the SGS internal deadline date to be used in the interim. However, a copy will not be acceptable if your application goes forward to the Vanier competition.

I’d like to mail a physical copy of my transcript. What is SGS’s mailing address?

Tammy Power-Taylor, Scholarships Officer
School of Graduate Studies
IIC-2012, Bruneau Centre for Research and Innovation
Memorial University
230 Elizabeth Avenue
St. John’s, NL A1C 5S7
Canada

A course I completed at a different university was transferred to my degree-granting university. Do I need the transcript from the university where I completed the transfer course?

Yes, you require an official transcript for all courses completed and transferred from other universities to fulfill the requirements of your degree. An official transcript for these courses must be submitted to indicate the grades received. The reason is that the transcript from the degree-granting university does not provide these grades, it only states that the course was completed and given a credit towards your degree.

My university does not provide individual grades for courses in my undergraduate/graduate program. What do I do in this case?

SGS uses the World Education Services (WES) resource to convert grades from a university outside of North America to Memorial's grading system. In cases where an institution does not provide grades for individual courses, the WES resources will be used to find an acceptable overall grade conversion. It is important that official transcripts are submitted in these instances.

My transcript isn't in English or French. What do I do?

You must include a certified translation, separated from the original transcripts by a blank page.

Will SGS accept a notarized copy of my transcript?

We will only accept a notarized transcript from a university outside of North America. The notary must be located within the province of Newfoundland and Labrador.

I only have one copy of an official transcript which I need for another application. Can the official transcript be returned to me once SGS has the information required?

No, transcripts are not returned to the applicants after the competition. If your application is selected to go forward to the Vanier competition your official transcript must be kept on file in case it is required. If you are applying for a CGS-D, that application requires a scanned copy of the transcripts, so you should scan your transcript before submitting it to Tammy for the Vanier competition. Sometimes for the CGS-D you are asked to verify uploaded documents; if this is necessary we can use the transcripts we have on file for the Vanier for this purpose, so you will not require multiple copies.

5. Register for Canadian Common CV (CCV) account, ResearchNet account, and complete the Self-Identification Questionnaire.

You must have a [ResearchNet account](#) to complete the application. As well, you will need to create a Vanier-Banting CCV on the [Canadian Common CV website](#). Within ResearchNet, you will be able to link your CCV to your application. Note that during peak periods, there can be a delay for the validation of the CCV confirmation number by ResearchNet. It is highly recommended that applicants enter their CCV confirmation number in their application well in advance of the competition deadline.

Completion of the [Self-ID Questionnaire](#) is mandatory for all application participants.

Detailed instructions on these tasks can be found under [Task 3 of the Vanier nomination instructions](#).

6. Start a ResearchNet application and identify Memorial as your nominating institution.

You must select Memorial as your nominating institution early in the process so that you and your referees see the correct deadline date, as every university has a different internal deadline. Information on this can be found in [Task 5](#) and [Task 10](#) of the Vanier nomination instructions.

7. Identify and contact your referee(s).

You're encouraged to ask for one letter of reference from the supervisor of your present research project. The other assessment should come from people who trained you and/or who have had a good opportunity to assess your academic excellence, research potential, and leadership skill. Note that both referees should be mindful of using the assessments to evaluate (versus advocate for) the application.

This task is listed as [Task 8 of the Vanier application instructions](#), but we strongly encourage you to contact potential referees well in advance to confirm their willingness to provide an assessment by the deadline. By default, the Assessment Required Deadline Date in ResearchNet is set for two days before Memorial's internal deadline, however you can adjust this to any date prior to Memorial's internal deadline.

When contacting your referees, be sure to send them the [Information for Referees](#) so they know what is expected, as well as an estimate of when you expect to have a draft application ready for their review.

Remember that ResearchNet does not grant the referees access to view the application or its attachments. It is your responsibility to ensure referees have the documents they need to conduct their review (see Step 11).

8. Draft your Research Proposal (max 2 pages if in English, 2.5 pages if in French) and Project References (max 5 pages).

Keep in mind that the Vanier CGS selection committees are multidisciplinary, and your research proposal should therefore be written with a non-specialist research audience in mind. Be sure to address ethics concerns and to include SGBA+. We strongly encourage you to obtain feedback from your potential supervisor as you draft your application.

If applicable, refer to [Memorial's policy on Research Impacting Indigenous Groups \(RIIG\)](#) to ensure you are in compliance. If your proposal involves RIIG and you have not secured an Agreement in Principle, your application could be deemed ineligible. Any form of research (both primary and secondary), regardless of discipline, that takes place on Indigenous land or uses Indigeneity as a category to recruit, gather or interpret data is Indigenous Research and would fall under Memorial's RIIG policy. This would include:

- research conducted on First Nations, Inuit or Métis lands in Canada and Indigenous lands worldwide;
- recruitment criteria that include Indigenous identity as a factor for the entire study or for a subgroup in the study;
- research that seeks input from participants regarding a community's cultural heritage, artifacts, traditional knowledge or unique characteristics;
- research in which Indigenous identity or membership in an Indigenous community is used as a variable for the purpose of analysis of the research data or in the creation of survey tools
- interpretation of research results that will refer to Indigenous communities, peoples, language, history or culture.

Please also note: All information about interruptions to your academic career and choice of nominating institution should be included either in the Personal Leadership Statement (which may include administrative responsibilities, maternity/parental leave, childrearing, illness, cultural or community responsibilities, socio-economic context, trauma and loss, or health-related family responsibilities) or the Research Proposal (which may include additional training taken outside of a degree-granting program, relevant work experience, co-ops and internships, etc).

Writing the proposal can take a significant amount of time, especially when you have to wait for feedback from a supervisor or secure approvals. So start early, and when you are waiting, continue with the other parts of your application.

9. Create your CCV (Vanier-Banting Academic template) and link it to your ResearchNet application.

Instructions for this can be found under [Task 4 of the Vanier nomination instructions](#). Be careful not to underestimate the amount of time it will take you to complete your CCV. Include everything you possibly can that fits within the very strict instructions. Below is an overview of the CCV sections and some tips/guidelines:

- Personal Information
 - Be sure to include language skills, especially if they are relevant to the proposal.
- User profile (max 10 per section)
 - Try to have a good match with the topic of the proposal.
- Education (max 20 credentials)
 - Any designation earned to ensure qualification to perform a job or task such as a certification, an accreditation, a designation, certificates or diplomas gained from seminars, etc.
- Recognitions
 - Include *everything*, monetary or not: Training awards, prizes, acknowledgements, top-up awards, etc. Do not duplicate to Research Funding (see below).
- Employment
 - Include both academic and non-academic. Include *everything* (including service jobs, retail, etc.). While it might not be related to your research, being a high achiever while holding down jobs speaks to your skills in time management, organization, etc.
- Research Funding
 - Do not duplicate items you included in Recognitions; this is for research funding you applied for, such as grants you were a principal investigator or collaborator on, not for scholarships. Scholarships should go under Recognitions.
- Contributions
 - Publications (max 20)
 - Only include if accepted or in press; not if they're in preparation or submitted (unless available in a recognized scientific public archive).
 - Journal articles must indicate if original research or review/editorial letter (eg. "Original Research: Title of the article...")
 - Poster abstracts in conference journals go under conference publications.
 - Artistic contributions (max 10)
 - In the "Description / Contribution Value" textbox, identify the type of review that led to the presentation of this work (e.g. jury review, commissioned work, etc.) and describe the scope and significance of each entry (e.g. in which exhibitions did the work appear? How often was it performed and by whom?).
 - Presentations (max 10)
 - Only include if you were the presenter; conference posters can go here.
 - Indicate the type of presentation (eg. Poster Presentation: Title of the Poster...)
 - Interviews / Media relations (max 10)
 - Intellectual property (max 5)
 - Include patents and IP rights for technology transfer, products and services. Do not include publications in this section.
- Activities (note that for all of these you must define your role)
 - Teaching Activities (max 5)
 - Supervisory Activities (max 5)
 - Only if done in an official capacity, otherwise put under Mentoring.

- Administrative Activities (max 5)
- Advisory Activities (max 5)
- Assessment and Review Activities (max 5)
- Participation Activities (max 5)
- Community & Volunteer Activities (max 5)
- Knowledge & Technology Translation (max 5)
- International Collaboration Activities (max 5)
- Memberships
 - Committee Memberships (max 5)
 - Other Memberships (max 5)

10. Prepare your remaining attachments.

Personal Leadership Statement (max 2 pages if in English, 2.5 pages if in French): When writing this section, keep in mind that simply participating in an activity does not demonstrate leadership. Be sure to show how you went above and beyond the expected norms to overcome obstacles, foster others, spearhead change, or otherwise demonstrate leadership. Be sure to carefully look at [the content they ask you](#) to include, and to make sure you address and provide explicit examples for as many of the [leadership indicators of the selection criteria](#) as you can. Explain any personal circumstances (including when gender, race, diversity, ability, sexuality, health disparities, educational access, etc.) that have played a role in shaping your path.

Research Contributions (max 1 page): Choose up to five research contributions listed in your CCV that you judge to be the most significant and relevant to your research proposal, and provide the information outlined in [Task 7](#), always with an eye to how what you are saying relates to the [Research Potential selection criteria](#). You want to demonstrate your sphere of influence, and the quality of the contributions you have made to research.

Special Circumstances (0.5 pages): The agencies only allow information on part-time studies and joint programs (MD/PhD, MA/PhD, etc.) to be included here. All information about interruptions to your academic career and choice of nominating institution should be included either in the Personal Leadership Statement (which may include administrative responsibilities, maternity/parental leave, childrearing, illness, cultural or community responsibilities, socio-economic context, trauma and loss, or health-related family responsibilities) or the Research Proposal (which may include additional training taken outside of a degree-granting program, relevant work experience, co-ops and internships, etc).

Leadership Reference Letters (2 letters, max 2 pages each): The Leadership Reference Letters should ideally be written by references who know you in a non-academic capacity and can speak to how your personal trajectory reflects the [Leadership evaluation criterion](#). Unlike the referee assessments, you will need to upload these to your application yourself. See [Task 7](#) for further details.

11. Complete the rest of your application.

Complete the remaining tasks in the [Vanier nomination instructions](#). Note that you need to add your Supervisor's name at the beginning of the Lay Abstract as follows: Supervisor: Name, Institution name.

If you wish to self-identify as Indigenous (First Nation, Inuit and/or Métis), be sure to complete and upload the [Vanier Canada Graduate Scholarship \(Vanier CGS\): Voluntary Self-Identification Form](#).

12. Re-connect with the referees you secured to obtain their assessment.

A week before the date you told your referees you would provide a copy of the application, send a friendly reminder that it is heading their way, and resend the [Information for Referees](#) link. By the date you had

arranged with your referees, send them your application and anything else you feel they would need to conduct their review.

13. [Submit your application to the School of Graduate Studies.](#)

Click “submit” on your application in ResearchNet to send your application to Memorial. Please note that you will be unable to submit until your referees have completed their assessments.

14. [Adjudication within Memorial.](#)

Proposals will be screened for eligibility and compliance with Memorial’s RIIG policy (if applicable) and eligible proposals will be sent to Memorial’s Vanier Selection Committee. The committee will review all proposals in relation to the selection criteria to decide which applications will be sent forward to the national competition.

15. [Nominated applicants can refine their applications.](#)

If the selection committee recommends your application for nomination you will be given feedback from the committee and/or Dr. Kelley Bromley-Brits, the School of Graduate Studies’ grants crafter, on ways to strengthen your application. If after receiving this feedback you would like to make changes to your application we can release your application back to you, and will provide you with a deadline to make any changes.

16. [Final submission.](#)

Click “submit” on your application in ResearchNet to send your application back to Memorial. We will then do a final check before forwarding to the agency.

Please read this information package and all associated instructions carefully before contacting the School of Graduate Studies for additional clarifications. If you have any questions about applying for a Vanier CGS, or would like clarification on the information provided above, please contact Dr. Kelley Bromley-Brits, Special Projects Coordinator at the School of Graduate Studies, at kbromley@mun.ca.