2023 Tri-agency Doctoral Scholarship Information Package (for CGS-D, SSHRC, NSERC, and CIHR)
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 objective of the Canada Graduate Scholarships – Doctoral (CGS-D) program is to promote continued excellence in Canadian research by rewarding and retaining high-calibre doctoral students at Canadian institutions. By providing support for a high-quality research training experience to awardees, the CGS-D program strives to foster impacts within and beyond the research environment.

In addition to the CGS-D, each agency has its own doctoral awards, and there are many additional initiatives and supplements offered by the tri-agencies. <u>For this competition, you submit **one** application to **one** agency to be considered for **many** scholarship opportunities from that agency.</u> CGS-D awards are offered to the top-ranked eligible applications in each agency's competition.

Agency	Awards Available	Additional Initiatives and Supplements
SSHRC	• Canada Graduate Scholarships - Doctoral • SSHRC Doctoral Fellowships	• Canada Graduate Scholarships to Honour Nelson Mandela • Joint Initiative for Digital Citizen Research • Department of National Defence MINDS Scholarship Initiative • Sport Participation Research Initiative • Aileen D. Ross Fellowship • Queen's Fellowship
NSERC	• Canada Graduate Scholarships - Doctoral • NSERC Postgraduate Scholarships – Doctoral program	• To be considered for programs or additional funding targeted at underrepresented groups, you must give your consent to use your self-identification data in the application form (Form 201 - Person Profile)
CIHR	• Canada Graduate Scholarships - Doctoral • CIHR Doctoral Research Award: Canada Graduate Scholarships Doctoral Award • CIHR Doctoral Research Award: Doctoral Foreign Study Award (DFSA)	• Bioinformatics and Computational Biology • Canada Graduate Scholarship to Honor Nelson Mandela • Centre for Research on Pandemic Preparedness and Health Emergencies • HIV/AIDS and/or STBBI • Research in First Nations, Métis &/or Inuit Health • Sex, Gender and Intersectionality in Health Research

An explanation of the quota-based system

Each eligible institution has a quota on the number of applications they can send forward each year. At Memorial, we can forward 16 applications to SSHRC, 19 to NSERC, and 3 to CIHR. **It is important to note that we can go beyond our quota to recommend applications from self-identified Indigenous (First nation, Inuit and/or Métis) applicants.** Applicants who wish to self-identify themselves as an Indigenous can complete the Canada Graduate Scholarship (CGS-D): Voluntary Self-Identification Form and upload it to their application.

Which agency should I pick?

You can submit a maximum of one scholarship or fellowship application per academic year to either CIHR, NSERC, or SSHRC. You should complete the agency application that is best aligned with your research subject matter to ensure that it is reviewed by experts in disciplines closest to your field(s) of study.

Agency	Research subject matter	Primary objectives are to….
SSHRC	Social sciences and humanities	Add to our understanding and knowledge of individuals, groups, and societies - what we think, how we live and how we interact with each other and the world around us.
NSERC	Natural sciences and engineering, other than the health sciences	Advance knowledge in one or more of the natural science or engineering disciplines.
CIHR	Health research in four broad themes: bio-medical research; clinical research; research respecting health systems and services; and research into the health of populations, societal and cultural dimensions of health, and environmental influences on health.	Improve or have an impact on health and/or produce more effective health services and products and/or strengthen the Canadian health care system.

Note: For health-related research it is sometimes challenging to determine which agency would be the best fit. Please see the tri-agency guide on selecting the appropriate federal granting agency and discuss with your potential supervisor. If you are still uncertain where best to submit your application, please send an email with subject line "**Tri-council Doctoral Scholarships: Selecting an Agency**" to sgs@mun.ca.

Value of the award

Funding from the Tri-Agencies

Agency	CGS-D Award	Agency specific award	Initiatives and Supplements
SSHRC	$35,000/yr for up to 3 years	$20,000/yr for up to 4 years	Alternative awards: $35,000/yr Supplements: From $10,000 over 12 months to $10,000/yr
NSERC	$35,000/yr for up to 3 years	$21,000/yr for up to 3 years	n/a
CIHR	$35,000/yr for up to 3 years	$35,000/yr for up to 3 years	$35,000/yr for up to 3 years

Additional funding from Memorial University

Please note that you cannot hold a tri-agency doctoral scholarship and internal baseline funding from Memorial at the same time. If you are successful, your baseline funding will be replaced with the tri-agency funding. However, the School of Graduate Studies offers tri-agency 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 a tri-agency scholarship. Students cannot hold both Dean's Excellence and Dean's Doctoral concurrently.

Additional funding for Black Scholars

The Government of Canada has deployed additional funds to increase direct support for Black scholars. CGS-D applicants who self-identify as Black and provide consent to be considered for funds designated to specific groups may be able to receive this funding through a doctoral scholarship as part of this initiative. Nationally, there are 10 additional awards available from each agency.

Timeline for Memorial University's Tri-agency Doctoral Scholarships Process

Date	Tasks

ASAP	## Sign up for our mailing list (with your MUN account)
	• **Subject Line: Tri-council Doctoral Scholarships: Mailing List Sign-up**
	• Send to: sgs@mun.ca
	• Include the following information:
	     o Your name and email
	     o Which department/program you will be in (if known)
	     o Which agency you are targeting (SSHRC, NSERC, or CIHR)

Before starting	Review this information package in detail.
Aug 31, 2023 at 9:30am	SGS hosts information session for all competitions (SSHRC, NSERC, CIHR).
Sep 15, 2023, 9am-12pm	SGS hosts application strategy session.
Date TBD	NSERC will host a Q&A session.
Date TBD	SGS hosts panel discussion with prior adjudicators (SSHRC, NSERC, CIHR).
Oct 4, 2023 at noon	Applicant submits application online.
Oct 4 – Nov 8, 2023	SGS processes applications. Committee members adjudicate.
Nov 9, 2023, end of day	Internal competition results released to applicants.
Nov 9 – 15, 2023	Applicants going forward to the national competition refine and strengthen their application.
Nov 16, 2023 at noon	Applicant submits final application online.
Nov 16 – 21, 2023	SGS conducts final checks and submits to the agencies.
April 30, 2024	Anticipated notification of results.

Eligibility

Please note that some eligibility requirements for the CGS-D differ from those of the agency-specific doctoral awards. For example, the CGS-D award must be held at a Canadian institution (no exceptions), while some agency-specific awards can be held abroad. You'll find these details below. **Note:** To maximize your potential period of funding, you may be eligible to apply to the CGS M program for your first year of doctoral funding. You are responsible for choosing the type of award for which you apply.

> **Determining whether or not you are eligible can sometimes be confusing, especially when you are submitting one application for multiple different awards. If you're having trouble determining your eligibility, please attend our Information Session (see links on page 6), or contact us at the emails included at the end of this document.**

CGS-D eligibility (CIHR, NSERC, SSHRC)

To be eligible to apply you must be able to fulfil the conditions for ALL square checkboxes in the list below:

☐ **Citizenship status**
 o A Canadian citizen, a permanent resident of Canada or a Protected Person under subsection 95(2) of the Immigration and Refugee Protection Act (Canada), as of Nov 21, 2023.

☐ **Intend to pursue a research-based doctoral program as of Spring 2024, Fall 2024, or Winter 2025**
 o Program must include a significant research component that 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 a requirement for completion.
 o Joint programs (MD/PhD, DVM/PhD, JD/PhD, MBA/PhD) as well as clinically oriented programs of study are eligible if they have a significant autonomous research component.

- Eg. Our PsyD students conduct thesis research in every year of their program and must complete and defend a doctoral dissertation within 4 years, so this program is eligible.
- ☐ **Time in program**
  - Calculate the number of full-time equivalent (FTE) months you will have been in your doctoral program **as of Dec 31, 2023**
    - 2 part-time semesters = 1 FTE semester
    - Do not count months that you were on an official leave of absence
    - If you rolled your master's into your doctoral (without getting the master's) count from the date you transferred to the doctoral
      - Note: If your transcript does not show the transfer date, please request a letter from the School of Graduate Studies that outlines your transfer date. Include this letter at the start of your transcripts.
    - If you're in a joint master's/doctoral program (eg, MA/PhD), count from when you started that program
    - If you're in a joint undergrad/doctoral program (eg. MD/PhD), count the PhD portion
  - Completed **no more than 24 FTE months** in the doctoral program if…
    - you've previously enrolled in a graduate program
  - Completed **no more than 36 FTE months** in the doctoral program if you're…
    - enrolled in a doctoral program that you entered directly from a bachelor's program without having ever been enrolled in any graduate programs (direct-entry)
    - enrolled in a combined MD/PhD
    - enrolled or intend to pursue a combined master's-doctoral program (eg., MA/PhD)
- ☐ **First doctoral scholarship from CIHR, NSERC, or SSHRC**
  - You cannot have held or be currently holding a doctoral scholarship from CIHR, NSERC or SSHRC (does not apply to CIHR Fellowships).
- ☐ **Only 1 application**
  - You can submit a maximum of one scholarship (master's or doctoral) or fellowship application per academic year to either CIHR, NSERC or SSHRC (Vanier CGS applications do not count toward this limit; other exceptions may apply to CIHR internships).
- ☐ **Will not hold a tenure or tenure-track appointment concurrently with the award**

SSHRC Doctoral Fellowship eligibility

Similar to the CGS-D eligibility, with the exception that they allow a longer eligibility window:

Number of FTE months completed by December 31, 2023	Months of funding you are eligible to apply for	
	CGS-D	SSHRC Doctoral Fellowship
0 – 12 months	36 months	48 months
13 – 24 months	36 months	36 months
25 – 36 months	Only eligible if in a joint program or enrolled directly from a bachelor's	24 months
37 – 48 months	Not eligible	12 months
49+ months	Not eligible	Not eligible

SSHRC Doctoral Fellowships are tenable at any recognized institution in Canada or abroad. For the fellowship to be held abroad, the award holder must have completed a bachelor's or master's degree at a Canadian postsecondary institution. For award holders who do not meet this requirement, the fellowships are tenable only at recognized Canadian postsecondary institutions.

NSERC Postgraduate Graduate Scholarships (PGS) Doctoral Program eligibility

Similar to the CGS-D eligibility. The major difference with this award is that it can be held at a foreign institution, provided you have received a previous degree from a Canadian institution. If you are offered a CGS-D but decide to take your award to an eligible foreign institution, and are eligible to do so, you must decline the CGS-D to be offered a PGS-D award in its place.

Note: If you are a permanent resident of Canada and will be taking up your award outside of Canada, you should contact the relevant Canadian immigration authorities to determine how doing so may affect your Canadian residency status.

CIHR Doctoral Research Award, CIHR Doctoral Foreign Study Award, & Priority Announcements eligibility

Similar to the CGS-D eligibility. As well, you must:

- Be a trainee at the time of funding (enhancing your research skills by working under a supervisor, or taking a leave of absence from an academic or researcher position to be an independent researcher).
- Identify a supervisor in your application
- If targeting a priority announcement, be in alignment with an ongoing priority announcement

The CIHR Doctoral Award must be held at a Canadian institution. If you wish to hold the award abroad you should apply for the Doctoral Foreign Study Award (DFSA), which is a different application.

Extensions to the eligibility window due to COVID-19 disruptions

The tri-agencies 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. The Faculty of Humanities and Social Sciences has created a historical timeline of Memorial's research restrictions which can be used 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 send an email with subject line "**Tri-council Doctoral Scholarships: Extension to Eligibility Window for [INSERT YOUR NAME]**" to sgs@mun.ca. Include your statement and the research agency you wish to apply to. SGS will then advocate for you with the relevant SSHRC/NSERC/CIHR representative.

Information and Strategy Sessions to Support You

☐ **Tri-agency Doctoral Scholarship Information Session (for CGS-D, SSHRC, NSERC, and CIHR)**
- **Date and time:** Thursday, August 31, 2023 9:30 – 11:00 AM | (UTC-02:30) Newfoundland
- **Subject:** This information session will cover administrative details about the awards, including eligibility criteria and how to apply. No RSVP is required.
- **Join link:** https://mun.webex.com/mun/j.php?MTID=me132322adfee89ee47f86a56d4506ab7
- **Webinar number / phone access code:** 2774 556 9938
- **Webinar password:** q7sRfnmvG75 (77773668 from phones and video systems)
- **Join by phone:** +1-709-722-5626 Canada Toll (St. Johns); +1-416-915-6530 Canada Toll

☐ **Tri-agency Doctoral Scholarships Application Strategy Session**
- **Date and time:** Friday, September 15, 2023 9:00 AM – 12:00 PM | (UTC-02:30) Newfoundland
- **Subject:** We will do a deep dive into the selection criteria, and walk through each part of the application step-by-step to discuss how to elevate your submission from 'good' to 'excellent.'
- **How to join:** To attend the session, please sign up to the relevant Doctoral Award mailing list, as the link will be sent to the list.

☐ **NSERC Scholarships and Fellowships Fall 2023 Q&A session with NSERC for students and postdocs from Memorial University, Lakehead University, and the University of Prince Edward Island**
- Subject: NSERC's Q&A session will focus on the doctoral (CGS-D/PGS-D) and postdoctoral (PDF) programs. The Q&A sessions are supported by a series of informational videos available on the NSERC YouTube channel. These videos are intended to completely replace the presentation portion of NSERC sessions, thus allowing NSERC staff and applicants to engage in an in-depth and detailed Q&A session. Participants should watch these videos in advance and come to the Q&A session with specific questions in mind.
- **Date and time: Wednesday, Sept 6, 2023 at 12:30 – 2:00 pm** | Newfoundland
- **Join link:** https://nsercvideo.webex.com/nsercvideo/j.php?MTID=m9a92648655005707be4143bcb035c1c5
- **Webinar number / phone access code:** 2773 534 2810
- **Webinar password:** NSERCinfo2023 (67372463 from phones and video systems)
- **Join by phone:** 1-844-426-4405 Canada Toll Free; +1-613-714-9906 Canada Toll (Ottawa)

How to apply

Do I apply directly to the agency, through Memorial, or through the university where I want to hold the award?

- **If you are currently enrolled at Memorial**, submit to Memorial, even if you plan to take the award elsewhere.
- **If you are not currently enrolled** at any post-secondary institution, but you were enrolled at Memorial at any point in 2023, and you would also apply through Memorial.
- **If you are currently enrolled in a different institution**, but wish to take up your award at Memorial, you would not apply through Memorial's competition. If this applies to you, please refer to the tri-agency flow-chart for further details.

Where to find application instructions

Agency	Instructions	Presentation Standards (rules for formatting attachments)	Online application system
SSHRC	SSRHC Instructions	SSHRC presentation standards are shown in a yellow textbox within the application, in the section you are uploading.	SSHRC: Online system
NSERC	NSERC Instructions	NSERC presentation standards	NSERC: Online system
CIHR	CIHR Instructions	CIHR presentation standards	CIHR: ResearchNET and Canadian Common CV

Steps to apply

- ☐ Confirm your eligibility (see pages 3-6)
- ☐ Sign up for our mailing list (see page 3)
- ☐ Attend our information and application strategy sessions (see page 6)
- ☐ Review the Selection Criteria to know what you're aiming for
- ☐ Read the competition details for the competition you are applying to (see links in table on page 1)
- ☐ Read the full instructions and presentation standards (see table above)
- ☐ Request your transcripts early!
- ☐ Complete your application online (see links above)
- ☐ Often there is a possibility to apply for more funding with minimal extra effort (simply checking a box, filling in a brief textbox, or uploading an extra page). Review the initiatives and supplements listed on page 1 of this file, and consider whether you should apply.
- ☐ Submit your application through the online portal; we cannot accept applications outside this portal.

Application checklists

Below are some checklists to help you address common issues we see in applications.

Transcripts

It can take time to secure official transcripts, so it is good to start early. For your application to be complete, your transcripts must fulfil the conditions for ALL square checkboxes in the list below, unless it is listed as optional:

- ☐ Up-to-date
  - o Printed as of Fall 2023, or if you're not currently registered, after the last term you completed.

- ☐ Official
  - o Can be a scan of an official paper version (opening the envelope to scan it will not render it unofficial for this application; retain the paper copy in case you're asked for it later)
  - o Can be an official electronic version (like MyCreds)
  - o Transcripts printed from student accounts are not considered official.
- ☐ Combined into a single PDF (no password, no larger than 10mb)
- ☐ One copy of the key/legend included for every transcript
  - o Often on the reverse side; it explains the grading system. Don't submit multiple copies of the legend.
- ☐ Page size is Letter (8.5x11")
  - o NSERC and SSHRC's systems will only accept portrait orientation; CIHR will accept landscape
- ☐ Written in English or French, or if not, a certified translation has been provided

Attachments

Your attachments must fulfil the conditions for ALL square checkboxes in the list below:

- ☐ Page limitations are not exceeded;
- ☐ Acronyms and abbreviations must be spelled out completely on initial appearance in the text;
- ☐ Pages are 8 ½" x 11" (216mm x 279mm);
- ☐ Pages are single-spaced, with no more than six lines of type per inch;
  - o NSERC and SSHRC: Setting the line spacing in Word to "exactly 12pt" will give slightly tighter spacing than single spacing, but is still allowable, as there are 72 pts to an inch
  - o CIHR: They explicitly say to use "single spacing" – you cannot use the trick above for CIHR.
- ☐ All text is 12 pt, black Times New Roman font;
  - o Can be smaller in tables and figures, but must be clearly visible
- ☐ No text is condensed spacing / kerning, or narrow;
- ☐ Graphs and figures are gray scale
- ☐ All margins are set at a minimum of ¾" (2 cm);
- ☐ Text doesn't contain hyperlinks or bookmarks;
- ☐ Your name appears in the top right margin of every attachment
- ☐ Multi-page attachments are numbered sequentially
- ☐ Optional but recommended: Place the title of the attachment in the top left margin of the page

Clearances and certification requirements

If you answer "yes" to any of the questions below, check with your supervisor to discuss how to address these aspects within your application. Some examples of possible ways to address these are included below each question, but your application has limited space available, so you should discuss this with your supervisor:

- ☐ Does the proposed research involve **humans as research participants**?
  - o Mention you'll apply for ethics clearance from Memorial's Interdisciplinary Committee on Ethics in Human Research (ICEHR).
- ☐ Does the proposed research involve **animals**?
  - o Mention you'll apply for ethics clearance from Memorial's Animal Care Committee (ACC).
  - o Mention Animal Care Training
- ☐ Does the proposed research involve **human pluripotent stem cells**?
  - o Mention you'll apply for ethics clearance from Memorial's Interdisciplinary Committee on Ethics in Human Research (ICEHR)
  - o Mention biosafety certification and training

- o Mention other [laboratory safety training](#) and certification as appropriate
- ☐ Does the proposed research involve **controlled drugs and/or substances**?
  - o Mention [laboratory safety training](#) and certification as appropriate
  - o Mention clearances from [Exemptions Section of the Office of Controlled Substances at Health Canada](#)
- ☐ Does the proposed research involve **Indigenous peoples**?
  - o Memorial defines Indigenous Research as 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.
  - o Refer to [Memorial's policy on Research Impacting Indigenous Groups (RIIG)](#) to ensure you are in compliance. **If your proposal involves RIIG and you or your supervisor do not have an Agreement in Principle (AIP) or conditional AIP in place for your proposed work, your application could be deemed ineligible.**
  - o Mention you will apply for ethics clearance from Memorial's [Interdisciplinary Committee on Ethics in Human Research](#) (ICEHR)
  - o Review our FAQs regarding RIIG and AIPs, below

Frequently Asked Questions

Transcripts

Can I upload an unofficial transcript?

The agencies recognize that COVID-19 may have resulted in difficulties obtaining official transcripts, and will accept unofficial transcripts if official ones could not be obtained. This is only if you could not obtain the official transcript due to COVID-19. Not allowing enough time to order your transcript would not be a permissible reason to attach an unofficial transcript.

My university will only send official transcripts to the address / email I enter. Who should I send it to?

You need to add your transcript to your application yourself, so you should send it to yourself. For physical copies, opening the envelope to scan the transcript will not make in unofficial, just be sure to keep the official paper copy in case we request it at a later date. For electronic transcripts, you can have the transcript sent to your own email address so you can download it.

SGS already has my official transcripts on file from when I applied for graduate school; can SGS just access those?

The admissions process is separate from the tri-agency application process. Transcripts are part of your application; as the applicant, you are responsible for ensuring you have included all parts of your application, including all necessary transcripts. The tri-agencies do not allow us to use any materials besides what you submit. If you do not submit all of your transcripts, you may be deemed ineligible even if we have your transcripts on file elsewhere.

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 transcript are submitted in these instances.

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

You must include a certified translation following the original transcripts.

My official transcript is electronic and protected; it won't let me combine it with my other transcripts. What do I do?

The system will not accept protected PDFs. You will either have to "print to PDF" to unprotect the PDF, or if that doesn't work, you could physically print the transcript and scan it. This would be considered a "copy" of the official transcript, as the official transcript is the protected electronic version. A copy is sufficient for this application, however you should keep the official electronic version in case you are asked for it at a later date.

The website is giving me an error; it says my transcripts don't meet the formatting requirements. What do I do?

NSERC and SSHRC will not accept landscape orientation. Your PDF must be 8.5" × 11" portrait orientation and no larger than 10 MB. If you have transcripts that are larger than this size, you will need to reduce these. One method is to "print to PDF" and printing to letter size. Also make sure that your PDF is not encrypted.

Research Impacting Indigenous Groups (RIIG)

How do I know if my research is RIIG?

At Memorial, Research Impacting Indigenous Groups (RIIG) includes 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. For example:

- 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.

Agreement in Principle (AIP)

What is an AIP?

An AIP is a first step in a longer engagement that indicates that the principles, concepts, and premises of the research have been reviewed by appropriate representatives in an Indigenous group and the group agrees for the research to proceed to the next step (in this case, submission of the research proposal in your scholarship

application). Evidence that an AIP has been obtained may be informal or formal, and may take a variety of forms, including but not limited to:

- A text from relevant leaders
- A signature on a research agreement or form, collaboratively drafted
- Formal co-investigator or collaboration status of Indigenous leader(s) or official representative
- A formal letter of support
- A phone call, email, or letter from an Indigenous Group leader or official representative
- A document showing successful Research Review by the Indigenous Group.

When there is no other Indigenous group to review research to an AIP, Memorial University's Committee on Ethical Research Impacting Indigenous Groups (CERIIG), a group of Indigenous experts in research relations, can help ensure projects are in line with best practices and principles in Indigenous research, including TCPS2 Chapter 9. Its approval serves as an AIP. This group does not and cannot represent Indigenous groups outside of the Memorial community in these duties.

The online application doesn't mention anything about an AIP; where do I include it?

At Memorial, an AIP is needed to submit a funding application for RIIG to the funding agency; we will not send your RIIG application forward unless it is secured. The AIP should **not** be uploaded to your online application. To submit your AIP, please send an email with subject line "**Tri-council Doctoral Scholarships: AIP submission for [INSERT YOUR NAME]**" to sgs@mun.ca.

How do I get and submit an AIP?

There are a few different ways you can fulfill the AIP requirement for your application:

Option 1: It's possible that you may have an AIP in place already. If you've corresponded with an Indigenous community or group about your research project but are unsure if this would be considered as an AIP, SGS can help with any questions you may have. For assistance, please send an email with subject line "**Tri-council Doctoral Scholarships: AIP Question - [INSERT YOUR NAME]**" to sgs@mun.ca.

Option 2: If you have already discussed your project with a supervisor at Memorial, it is possible that they may have an AIP in place that may cover your work. Please note that pre-existing consent for a similar, but different, project will not fulfill the AIP requirement for your project; the supervisor's AIP must clearly cover your proposed work to be accepted. You can check with your supervisor, and if this is the case, you can send us their AIP and an explanation of how your research fits within it.

Option 3: If your project is independent and does not have pre-existing consent, then you must secure the AIP with the appropriate Indigenous group yourself. If there is no other Indigenous group to review research to an AIP, you can submit an inquiry to CERIIG by contacting Indigenousresearch@mun.ca. Terms of Reference for CERIIG are available here.

Option 4: If you do not think you will be able to secure an AIP before the deadline, we will accept a conditional AIP. To request a conditional AIP, please contact Dr. Paul Banahene Adjei, Associate Vice-President (Indigenous Research) (pbanahene@mun.ca) with the following information:

> **Subject line:** Request for conditional AIP for Canada Graduate Scholarship (due Oct 4, 2023)

> **Body:** Brief explanation of your request and how you have respectfully incorporated key concepts of Indigenous or traditional knowledge, reciprocity, community, respect, relevance, and contribution into your proposal.

Attachments: (a) Your research summary; (b) If you have it, evidence that you have reached out to the Indigenous community involved in your work if a particular group is identified. Alternatively, your plan to reach out to Indigenous groups to secure an AIP by the time you take up your award.

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, or would like clarification on the information provided above, please send an email with subject line "Tri-council Doctoral Scholarships: General Question" to sgs@mun.ca.