2023 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)

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. Please reach out SGS if you are still uncertain where best to submit your application (send your email to both Dr. Kelley Bromley-Brits, Special Projects Coordinator [kbromley@mun.ca] and Tammy Power-Taylor, Scholarships Officer [tpowertaylor@mun.ca]).

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 2024, Fall 2024, or Winter 2025 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, 2024) 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, 2024 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.
  - A full year is taken as two full-time undergraduate semesters or three full-time graduate semesters, with two part-time semesters being equivalent to one full-time semester.
- **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

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 email your statement, and the research agency you wish to apply to, to SGS (send your email to both Dr. Kelley Bromley-Brits, Special Projects Coordinator [kbromley@mun.ca] and Tammy Power-Taylor, Scholarships Officer [tpowertaylor@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 (2021-2022, 2022-2023, 2023-2024 competitions). At Memorial, our quotas are as follows:

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

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.

Timeline for Memorial University's Vanier CGS Nomination Process

Date	Responsibility	Tasks
ASAP	Applicant	Let SGS know if you intend to apply (see Step 2).
Aug 4, 2023	SGS, Applicant	SGS hosts information session (see Step 3).
Aug 17, 2023	SGS, Applicant	SGS hosts application strategy session; please sign up to the Vanier mailing list to receive the link to the session (see Step 2).

Date	Responsibility	Tasks
Early Sept, 2023	Applicant, SGS	SGS hosts panel discussion with prior members of the Vanier adjudication committee; please sign up to the Vanier mailing list to receive the link to the session (see Step 2).
Sep 20, 2023 @ noon	Applicant	Applicant submits application in ResearchNet and sends transcripts to Memorial.
Sep 20 – 27, 2023	SGS	SGS processes applications and prepares them for committee review.
Sep 27 – Oct 11, 2023	SGS, Vanier Committee	Committee members assess the applications.
Oct 11 – Oct 30, 2023	SGS, Department Heads	SGS works with units on nomination letters. SGS prepares feedback for applications going forward (information on the contents of the referee assessments will not be provided per Task 8).
Oct 18, 2023	SGS	Deadline for SGS to identify Indigenous applicants from above and beyond the institutional quota.
Mid-Oct to Oct 29, 2023	Applicant, SGS	Nominated applicants have the opportunity to refine and strengthen their application, if they wish.
Oct 30, 2023 @ 9am	Applicant	Nominated applicants submit final application to SGS.
Nov 1, 2023	SGS	Deadline for SGS to submit Memorial's nominations.
Early April 2024	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 SGS of your intent to apply as early as possible (send your email to both Dr. Kelley Bromley-Brits, Special Projects Coordinator [kbromley@mun.ca] and Tammy Power-Taylor, Scholarships Officer [tpowertaylor@mun.ca]). You will be added to the Vanier mailing list so you will receive information and updates about the competition directly.

3. Attend (or watch a recording of) the Vanier Information Session.
Date and time: Friday, August 4, 2023 2:30 – 3:30 PM | (UTC-02:30) Newfoundland
Join link: https://mun.webex.com/mun/j.php?MTID=mc24ed1adf263d4b3ea3d27cc35374db7
Webinar number / Access code: 2771 558 0916
Webinar password: neMZs3XiR67 (63697394 from phones and video systems)
Join by phone: +1-709-722-5626 Canada Toll (St.Johns); +1-416-915-6530 Canada Toll

4. Carefully review the following materials prior to starting your application.
- ☐ Read the Application Instructions.
  - o **Why you need this information:** It is important to understand the workload this application entails, and to ensure you follow all the instructions. It is also important to know what the

application includes prior to reviewing the selection criteria, so you can think about where to address the criteria in 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.

- o **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.

- o **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.

- o **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.

- o **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.

5. 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 2023. 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 national 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 transcript 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.

6. 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.

7. 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. Before proceeding further, complete the "Identify Area of Research" section (see Task 6). Then go to "Enter Proposal Information" > "Details" and search for Memorial University of Newfoundland in the "Canadian University Proposed for Doctoral Study" section. Do NOT identify referees until you complete this step.

8. Identify and contact your referee(s).

You require two referees. 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.

9. Draft your Research Proposal (max 2 pages if in English, 2.5 pages if in French) and Project References (max 5 pages) – can be found under the "Enter Proposal Information" > "Attachments" section.

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. 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.

10. If applicable: Agreement in Principle (AIP).

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.

An AIP is needed to submit a funding application for RIIG (if your research is not RIIG, you can skip the remainder of this section and proceed to the next step). This should not be uploaded to ResearchNet; you should send it to both Dr. Kelley Bromley-Brits, Special Projects Coordinator (kbromley@mun.ca) and Tammy Power-Taylor, Scholarships Officer (tpowertaylor@mun.ca) at Memorial University.

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. A text from relevant leaders
b. A signature on a research agreement or form, collaboratively drafted
c. Formal co-investigator or collaboration status of Indigenous leader(s) or official representative
d. A formal letter of support
e. A phone call, email, or letter from an Indigenous Group leader or official representative
f. 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.

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 email both Dr. Kelley Bromley-Brits, Special Projects Coordinator (kbromley@mun.ca) and Tammy Power-Taylor, Scholarships Officer (tpowertaylor@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 Vanier Canada Graduate Scholarship (due Sep 20, 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.

11. 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.

12. Prepare your remaining attachments (Under the "Identify Participants" > "Attachments" section).

For more information on the attachments below, see Task 7 of the instructions.

REVISED IN 2023: **Personal Leadership Statement (max 2 pages if in English, 2.5 pages if in French):** This year, the Personal Leadership Statement has been revised to only include personal experience that has shaped your

doctoral research. The statement should go beyond a list of accomplishments; you should outline how these accomplishments demonstrate your leadership abilities and skills.

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.

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. Leadership reference letters must be attached one at a time. The field to upload the second leadership reference letter will only appear after the first is in place. See [Task 7]() for further details.

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.

==REVISED IN 2023==**: Special Circumstances (optional; max 1 page):** This year, this section has been revised so you can include any personal circumstances (including gender, race, diversity, ability, sexuality, health disparities, educational access, etc.) that have played a role in shaping your path in order to allow for a fair assessment of your research productivity. You can describe circumstances such as administrative responsibilities, health problems, family responsibilities, disabilities, trauma and/or loss, cultural or community responsibilities, socio-economic context, pandemic impact or other circumstances (for example, the time necessary to complete a monograph or research project, file a patent, or academia and/or career advancement, scientific research, other research, dissemination of results, training, etc).

Be sure to include the start and end dates; the impact areas; and the reason(s) for or a brief explanation of the absence. You may explain any gaps in the chronology of your experience. However, you are not required to justify circumstances when noting considerations related to personal identity. Should you choose to include this information, please note that it will be reviewed by selection committee members.

Please note that in order to maintain equitable application requirements for all nominees, no information other than that outlined above will be forwarded to the committee. Any information that does not conform to the requirements will be removed

13. Prepare optional attachments, if applicable (to be uploaded to the "Attach Other Application Materials" section).

For more information on the attachments below, see [Task 11]() of the instructions.

Voluntary Self-Identification Form: 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. 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]().

==NEW in 2023==**: Part-time and joint research graduate program information:** Students must now upload information about Part-time studies in this section. The information must be reflected in the transcripts. Students registered in a joint program (e.g., MD/PhD) must upload the timeline of their undergraduate/graduate

versus doctoral program studies, broken down by semester in this section. This calculation must be consistent with the transcripts provided. For purposes of this calculation, the undergraduate/graduate portion will not count towards the number of months completed.

14. Complete the rest of your application.

Complete the remaining tasks in the Vanier nomination instructions. **REMINDER:** Please add your supervisor's name at the beginning of the Lay Abstract as follows: supervisor's name, institution name. If yet to be determined, please mention "to be determined".

15. 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.

16. 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. Remember that your official transcripts must be sent to Memorial directly, not through ResearchNet (see Step 5 in this file). Your AIP, if needed, should also be sent to Memorial, not through ResearchNet (See Step 10 in this file).

17. 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.

18. Nominated applicants can refine their applications.

If the selection committee recommends your application for nomination you will be given feedback from the committee 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.

19. Final submission.

Click "submit" on your application in ResearchNet to send your application back to Memorial. We will then do a final check before adding our nomination letter and forwarding your application 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 email both Dr. Kelley Bromley-Brits, Special Projects Coordinator at the School of Graduate Studies (kbromley@mun.ca) and Tammy Power-Taylor, Scholarships Officer at the School of Graduate Studies (tpowertaylor@mun.ca).