The Vanier Canada Graduate Scholarships Doctoral awards are very prestigious and, as such, are highly competitive competitions. Award winners are selected according to criteria with a higher level of achievement than a typical doctoral scholarship. A **two-stage** internal review process is in place at McMaster to help identify the strongest applications and to select the most competitive candidates in each mandate area of CIHR, NSERC and SSHRC.

# Important Deadlines

* **Wednesday, September 6, 2023, 10:00 am.** *Stage 1* Letter of Intent (LOI) package is due to SGS.
* **Thursday, October 5, 2023, 10:00 am.** *Stage 2* endorsed candidate applications due to SGS.
* **Wednesday, October 18, 2023, 11:59 pm** McMaster **Internal ResearchNet deadline (for students)**: *Stage 2* endorsed candidates will submit a complete application on ResearchNet.
* **Wednesday, November 1, 2023 (8:00 pm Eastern Time) Vanier Deadline** McMaster must forward their selected nominations to the Vanier CGS program.

Please refer to the [Vanier Web Site](http://www.vanier.gc.ca/en/home-accueil.html) for complete details.

# McMaster’s Vanier application quotas\*

**CIHR - 11 applications**

**NSERC - 8 applications**

**SSHRC - 5 applications**

**\*Indigenous applicants -** Institutions may recommend applications from self-identified Indigenous applicants to the Vanier CGS competition **above and beyond their institutional quota**.

# **Important**

There are [reminders and new procedures](https://vanier.gc.ca/en/news-nouv_2023-24.html) for applicants and institutional administrators this year. Please read **ALL** instructions **BEFORE** beginning your application.

# Selection Criteria

Candidates are evaluated and selected on the basis of the following three criteria, which are weighted equally: [Academic Excellence](http://www.vanier.gc.ca/en/selection_committee_guide-comite_selection_lignes.html#b01), [Research Potential](http://www.vanier.gc.ca/en/selection_committee_guide-comite_selection_lignes.html#b02) and [Leadership (potential and demonstrated ability)](http://www.vanier.gc.ca/en/selection_committee_guide-comite_selection_lignes.html#b03).

**Subject matter eligibility (research area)**

The onus is on the applicant and their supervisor to carefully consider which selection committee should review the application. For more details, please consult the [Application/nomination Instruction – Task 6: Identify area of research](https://vanier.gc.ca/en/nomination_process-processus_de_mise_en_candidature.html#e6)

# Stage 1

**Stage 1**: *Letter of Intent* (LOI) package **must** include the following documents:

**Due date:** Wednesday, September 6, 2023, 10:00 am

**Applicants must have the graduate administrator from their department submit the complete Letter of Intent (LOI) package, to the School of Graduate Studies.** Please have them **upload** all documents as **one pdf** (in the order of the application checklist)to [**MacDrive**](https://macdrive.mcmaster.ca/u/d/e4891877bc8940bc8a6d/). (**Note:** You do not need to log into MacDrive, just click on the MacDrive hyperlink above and it will take you to the upload page)

**Notes:** Applications **must** be scanned in black and white (ensure the package is single-sided prior to scanning). Use the following naming convention for the pdf file: **LASTNAME\_VANIER\_2023\_STAGE 1**. Please ensure each nomination package is compiled and scanned in the order listed below.

1. **Vanier Canada Graduate Scholarship Application Checklist**

The checklist is included with the Vanier documents in this package.

1. **Graduate Studies Approval Form:**

*To be completed by the proposed supervisor, the applicant and the department*

The Approval Form is included with the Vanier documents in this package.

**3. Other application materials**

1. **Self-identify as Indigenous (First Nations, Inuit or Métis) Applicant (if applicable)**

For those who choose to self-identify as Indigenous (First Nations, Inuit, and/or Métis) for this purpose, they must complete the [Vanier Canada Graduate Scholarships (Vanier CGS): Voluntary Self-Identification Form for Indigenous Applicants [ PDF (409 KB) ]](https://vanier.gc.ca/en/pdf/vanier_cgs-besc_vanier_indigenous_self-identification_form-bil.pdf).

By self-declaring as an Indigenous applicant, you are agreeing to have your name (email/application/information) and declaration shared with your institution selection committee.

Please note that the three federal granting agencies selection committee members will not be made aware of which applicants have self-identified as Indigenous (First Nations, Inuit and/or Métis).

1. **Part-time and/or joint research graduate program timeline (if applicable)**

(must follow the specifications found in the instructions provided in the [Presentation standards for documents](https://vanier.gc.ca/en/nomination_process-processus_de_mise_en_candidature.html#e15) section)

This section can only be use for the following information:

Part-time studies must be outlined in this section. If you have been enrolled part-time during your PhD studies, specify which semesters. The information must be reflected in the transcripts.

If you are registered in a joint program (e.g., MD/PhD), use this document to provide a timeline of your undergraduate/graduate versus doctoral program studies, broken down by semester. 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.

**Note:** 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 with no further notification to the applicant.

1. **Research Proposal:**

*To be completed by applicant in conjunction with proposed supervisor*

**Maximum of 2 pages** **(2.5 pages for French applications)** (including graphs and images) and must follow Vanier’s [*Presentation standards for attached documents*.](http://www.vanier.gc.ca/en/nomination_process-processus_de_mise_en_candidature.html#e15) This document does not include your project references. That is a separate document that is not required at Stage 1.

**Notes:**

1. At the top of each page, indicate your name and the title of the document as it appears in the instructions.
2. Any pages over the allotted page limit for the Research Proposal will be removed with **no further notification** to the Applicant.

All applicants, including those in the areas of applied research, [research-creation](https://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/definitions-eng.aspx#a22), or knowledge translation, must provide a detailed description of your proposed research project for the period during which you are to hold the Vanier CGS.

* provide background information to position your proposed research within the context of the current knowledge in the field.
* state the objectives, hypothesis, research question and the roles and responsibilities of the applicant, the supervisor and/or other collaborators in the proposed research. If you are involved in a lab, be sure to outline your specific contributions to the overarching group project.
* describe the benefit conferred by undertaking your research at the nominating institution (e.g., supervisor/departmental specialization, lab facilities, funding opportunities, support structures offered/in place).
* outline the experimental or theoretical approach to be taken (citing literature pertinent to the proposal), the methodology to be used, and the contribution of the project to the advancement of knowledge.
* provide as much detail as possible to the committee regarding projected timelines for the research, including community consultation, plans for collaboration, and knowledge translation strategies.
* state the significance of the proposed research to a field or fields in the health sciences, natural sciences and/or engineering or social sciences and/or humanities, as appropriate.
* if the output of your degree program is an artistic creation rather than a thesis, clearly indicate the research component of your proposed work. Outline the objectives of your research, the context, methodology and contribution to the advancement of knowledge.
* where applicable, address how your research complies with established research-related policies and protocols (e.g., protocols for conducting research respectfully involving and engaging the First Nations, Inuit and Métis Peoples of Canada; approvals for research involving the use of humans, animals or biohazards)
	+ if you are proposing to conduct research that respectfully involves and engages Indigenous communities, the research proposal should reflect that you and your nominating institution are aware of and are referring to the relevant principles and protocols established for this type of research, and you must describe your experience of meaningful and culturally safe research involvement with Indigenous Peoples. If you do not have this experience, please describe how you plan to engage in meaningful and culturally safe research with Indigenous Peoples, regardless of which council's selection committee will be evaluating your nomination package.
	+ if your research proposal includes interviewing human subjects, you must still address how you have / will comply with your institution's Ethics Review Board processes.
	+ Sex and Gender Based Analysis Plus (SGBA+): Indicate how sex, gender or other identity factors (such as race, age, disability, culture, religion, etc.) are taken into account in your proposed research (from its design to the analysis of the research findings). For guidelines to sex and gender based analysis plus (SGBA+), please review the guidelines and resources provided in the [Equity, Diversity and Inclusion page](https://vanier.gc.ca/en/equity_diversity_inclusion-equite_diversite_inclusion.html). If SGBA+ is not applicable, please explain why.
* be as specific as possible while keeping in mind that Vanier CGS selection committees are multi-disciplinary. Wherever possible, use non-technical terms and avoid jargon. Define any technical or discipline-specific terms.

You must review the [Equity, Diversity and Inclusion](https://vanier.gc.ca/en/equity_diversity_inclusion-equite_diversite_inclusion.html) page for more information.

**Applicants whose proposed research involves and engages with Indigenous communities must ensure that it fulfills the pillars for respectful research engaging with Indigenous Peoples.**

**For research respectfully involving and engaging Indigenous Peoples, consult the following resources:**

* [Tri-Council Policy Statement 2 (2022): Chapter 9: Research Involving the First Nations, Inuit and Métis Peoples of Canada](https://ethics.gc.ca/eng/tcps2-eptc2_2022_chapter9-chapitre9.html)
	+ From Article 9.1: Where the research is likely to affect the welfare of an Indigenous community, or communities, to which prospective participants belong, researchers shall seek engagement with the relevant community. The conditions under which engagement is required include, but are not limited to:
		- research conducted on First Nations, Inuit or Métis lands;
		- recruitment criteria that include Indigenous identity as a factor for the research;
		- research that seeks input from participants regarding a community's cultural heritage, artefacts, 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; and
		- interpretation of research results that will refer to Indigenous communities, peoples, language, history or culture.
* [SSHRC Guidelines for the Merit Review of Indigenous Research](https://www.sshrc-crsh.gc.ca/funding-financement/merit_review-evaluation_du_merite/guidelines_research-lignes_directrices_recherche-eng.aspx)
	+ The following key concepts from SSHRC's guidelines should be evident in your research proposal (as applicable):
		- **Indigenous or traditional knowledge**
		- **Reciprocity**
		- **Community**
		- **Respect, relevance and contribution**

The research proposal should reflect that you and your supervisor are aware of and referring to relevant principles and protocols established for this kind of research, such as, following the Principles of [OCAP](https://fnigc.ca/ocap-training/)® (i.e., ownership, control, access and possession/protection), the [CARE Principles for Indigenous Data Governance](https://www.gida-global.org/care), and/or other principles as determined by relevant communities.

Citation style: As you write your research proposal, employ the citation style common to your field of research. Do not use more than one citation style. Footnotes or endnotes should be employed for citation purposes only, and should not elaborate on the information contained in the 2-page research proposal or for French application 2.5 pages research proposal. For guidance on how to best present your Research Proposal to the selection committee, we recommend consulting with your supervisor, mentor, department, or faculty.

**Note: Project references will not be required for stage one.**

1. **Personal Leadership Statement**

*To be completed by applicant*

**Maximum 2 pages (2.5 pages for French applications)** and must follow Vanier’s [*Presentation standards for attached documents.*](http://www.vanier.gc.ca/en/nomination_process-processus_de_mise_en_candidature.html#e15)

**Notes:**

1. At the top of each page, indicate your name and the title of the document as it appears in the instructions.
2. Any pages over the allotted page limit for the Personal Leadership Statement will be removed with **no further notification** to the Applicant.

The Personal Leadership statement has been revised to only include elements of what personal experience have shaped the doctoral research of an applicant. The statement should go beyond a list of accomplishments. Applicants should outline to the committee the ways in which these accomplishments demonstrate their leadership abilities and skills.

Circumstances that may legitimately affect an applicant's record of research achievement should be written in the Special Circumstance document.

This document should present to the committee a clear statement of what personal experiences have shaped your doctoral research.

Before crafting your Personal Leadership Statement, take a moment to review the [instructions for the selection committee on evaluating this criterion](https://vanier.gc.ca/en/selection_committee_guide-comite_selection_lignes.html#b3.1).

When writing your Personal Leadership Statement, consider the following:

* Leadership can take many forms. Be sure to outline not just your accomplishments, but how those accomplishments required you to leverage your leadership skills to achieve your goals. This description should go beyond a simple list of accomplishments. Outline for the committee the ways in which these accomplishments demonstrate your leadership abilities and skills.
* When outlining leadership in volunteerism, excellence in sports or the arts, employment in leadership positions, and other areas, be sure to **outline how you have gone above and beyond the expected norms** in order to overcome obstacles, foster others, spearhead change, or otherwise demonstrate leadership.
	+ for example: how have you created opportunities beyond those that were immediately available to you (due to employment, volunteerism, or circumstance);
	+ **The selection committee does not consider simply participating in sports, arts, volunteering and employment in leadership positions as demonstrating leadership in and of themselves.**
* How have you fostered your ability to lead others, and how have you leveraged that skill?
* Define your career goals and trajectory, and outline for the committee the ways in which you have created opportunities for yourself and others, how you have overcome obstacles to your vision, and how your PhD research, knowledge dissemination and mentorship activities will help accomplish those goals.
* What led you to doctoral research? How have your life experiences shaped your academic, research, and leadership choices, challenges, and successes?
* How has your life trajectory driven you to share and disseminate your research?
* How does your nominating institution provide an environment that nurtures your leadership skills?
* If leadership opportunities in your research environment were not available to you, address them here.

You are encouraged to explain any personal circumstances (if applicable) to allow for a fair assessment of your application. Reviewers and committee members are instructed to give careful consideration to, and be sensitive to the impact of, personal circumstances when assessing the application.

Your academic transcript, your CCV, and your reference letters will provide details of your academic and research-related commitments and accomplishments, but this essay gives you the opportunity to present the overarching narrative about your life, leadership accomplishments, and research goals.

1. **Official Academic Transcripts and legends:**

Applicants must include copies of **all** official undergraduate and graduate transcripts and legends.

**If a nominee has international transcripts:** The applicant and department must work together to craft and attach a 250-word summary to describe the variations in the grading system from the country of the transcript and the Canadian level equivalents, and/or explain international credentials and equivalencies. If required, students may use the grading scale available at the [World Education Services](https://applications.wes.org/country-resources/). The summary/grading scale should be a PDF document attached at the beginning of their transcripts. This information is being requested by the selection committee.

**REMINDER:** College or CEGEP (college of general and professional education) transcripts should be submitted **only if** credits earned at a college or CEGEP have been transferred and the grade does not appear on the university transcripts.

1. **Canadian Common Curriculum Vitae (CCV)**:

*To be completed by applicant. Draft version of CCV is acceptable for stage one.*

If you don’t have a CCV account, register for one.

When creating your CCV, select the **Vanier-Banting academic template.**

For further information or to register for an account, go to the [CCV website.](https://ccv-cvc.ca/indexresearcher-eng.frm)

1. **Special Circumstances (optional):**

*To be completed by applicant*

**Maximum 1 page-** and must follow Vanier’s [*Presentation standards for attached documents.*](http://www.vanier.gc.ca/en/nomination_process-processus_de_mise_en_candidature.html#e15)

**Note:** At the top of each page, indicate your name and the title of the document as it appears in the instructions.

The creation of an equitable, diverse and inclusive research community, including right-holding groups such as First Nations, Inuit, and Métis Peoples, is the responsibility of every member of the community, including applicants, selection committee members, referees, institutions, council members and staff.

Applicants from groups underrepresented in research – including but not limited to women, Indigenous Peoples, members of visible minorities/racialized groups, and persons with disabilities – can contribute to the three federal granting councils efforts to counter systemic barriers, explicit and unconscious biases, and inequities by sharing a multiplicity of perspectives and diverse lived experiences that contribute to the excellence of their academic background.

The Secretariat acknowledges that certain circumstances may legitimately affect an applicant's record of research achievement. **Applicants are encouraged to explain any circumstances (including when gender, race, diversity, ability, sexuality, health disparities, educational access, etc.) that have impacted their academic trajectory in order to allow for a fair assessment of their research achievement.**

Committee members are entrusted with the responsibility to assess the impact and significance of research contribution while taking into account the impacts of career interruptions as well as interpersonal, community, and career responsibilities.

Applicants 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). They may explain any gaps in the chronology of their experience.

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

If the potential or current supervisor is unable to provide the applicant with a referee assessment, they may use this section to briefly provide an explanation.

**Note:** 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 do not conform to the requirements will be removed with no further notification to the applicant.

1. **Nomination Letter:**

*Nomination letter to be completed/signed by the Department Chair nominating the candidate*

**Maximum of 2 pages** and must follow the specifications found in [*Presentation standards for attached documents*.](http://www.vanier.gc.ca/en/nomination_process-processus_de_mise_en_candidature.html#e15)

This nomination letter must be completed and signed by the **Department Head** nominating the candidate (equivalent or designate) and **must be on the institution's letterhead**. If signed by someone other than the Department Head, it should be clearly indicated in the letter that the signee has authority to nominate candidates to the Vanier CGS program.

The nomination letter should be a maximum of two pages in length and is the Institution's opportunity to outline for the selection committee what makes the nominee unique. This is the **primary** purpose of the nomination letter.

The rationale for choosing the candidate should be **emphasized** in the letter. It should give the committee context for the nominee's achievements – outline how the nominee is exceptional and how the institution both fosters and benefits the student (e.g., what kind of benefits or advantages the institution will offer). Address the following points:

1. Rationale for the choice of candidate:
	* Highlight the factors used to determine why the student is deserving of a Vanier CGS. Clearly articulate the excellence of the candidate according to the three selection criteria: [Academic Excellence](https://vanier.gc.ca/en/selection_committee_guide-comite_selection_lignes.html#b01), [Research Potential](https://vanier.gc.ca/en/selection_committee_guide-comite_selection_lignes.html#b02) and [Leadership (potential and demonstrated ability)](https://vanier.gc.ca/en/selection_committee_guide-comite_selection_lignes.html#b03). Ensure that the letters focus on leadership potential and demonstrated abilities.
	* Highlight the candidate's achievements
2. Research training environment:
	* Elaborate on the appropriateness of the supervisor in terms of resources, funding, publications and other research outputs, their research and training environment. Elaborate on the funding, facilities/resources and personnel that will be made available to support the candidate as they carry out their proposed research and develop their leadership potential.
	* Discuss how the research interests/background of the student and supervisor align with the institution's priorities. (Ensure that claims about the uniqueness of the research environment are accurate.)
	* Elaborate on your institution's resources regarding any established research-related policies and protocols (e.g., OCAP® for First Nations or any established protocols by Inuit and Métis Peoples of Canada; approvals for research involving the use of humans, animals or biohazards).
		+ In the case of applications in which the proposed research respectfully involves and engages Indigenous communities, describe how respectful relationships are being developed with relevant Indigenous communities to engage their collaboration in the proposed research and to promote reciprocity in terms of the benefits derived from the research process and outcomes that are meaningful and culturally appropriate. Describe any support provided to facilitate collaborations between the applicant, the host institution and Indigenous communities/partners.

The following key concepts should be substantiated in the institution's statement:

* + - * Indigenous or traditional knowledge
			* Reciprocity
			* Community
			* Respect, relevance and contributions

**For more information, see our**[**EDI page**](https://vanier.gc.ca/en/equity_diversity_inclusion-equite_diversite_inclusion.html).

* + Discuss how the supervisor's commitment will be available to support the candidate in furthering their professional and leadership development.
	+ If known, comment on the research group and/or faculty with whom the candidate will interact and how the Canadian institution will support the development of the candidate's leadership potential. If unknown, address the reasons behind why the candidate has not selected a supervisor and research environment.
1. Rationale of recruiting the candidate:
	* Outline how the institution's research environment will foster the student's research interest and leadership skills.
	* Elaborate on the commitment from the department or university as to what kind of benefits they will offer the potential scholar.
2. Recruitment:
	* Comment on how the institution's nomination of the candidate promotes the recruitment of new foreign or Canadian candidates to Canadian institutions.
	* If the candidate has completed a previous degree within your institution, provide an explanation as to why it is in the candidate's best interest to stay at the same institution (i.e., research/paid institution (or its affiliate), supervisor or co-supervisor, availability of specialized equipment).

Achieving a more equitable, diverse and inclusive Canadian research enterprise is essential for creating the excellent, innovative and impactful research necessary to seize opportunities and for responding to global challenges.

The creation of this equitable, diverse and inclusive research community is the responsibility of every member of the community, including applicants, selection committee members, referees, institutions, and the agencies.

**Institutions** can contribute to the three federal granting councils' efforts to counter systemic barriers, explicit and unconscious biases, and inequities by promoting the recruitment of groups underrepresented in sciences and by ensuring a strong level of institutional support is provided to these candidates in their application process.

The Secretariat acknowledges that certain circumstances may legitimately affect a nominee's record of research achievement. Institutions are encouraged to highlight in the Nomination letter the circumstances that have affected the candidate's path and how this nomination will lead to a more equitable, diverse and inclusive research community.

## Week of September 18, 2023

* SGS (LOI) Internal Adjudication Meeting
* Notifications sent to Stage 1 Endorsed and Non-Endorsed candidates.

# Stage 2 - For Applicants

**Stage 2:** Full application package (combined into one **pdf** document) due to Graduate Studies

**Due Date: Thursday, October 5, 2023, 10:00 am**

**Note:** An invitation to complete a full application on ResearchNet does not guarantee the University will give the candidate final endorsed approval for nomination to the national competition.

A complete Stage 2 Vanier application package includes:

Documents from stage one with any required changes

* [personal leadership statement](https://vanier.gc.ca/en/nomination_process-processus_de_mise_en_candidature.html#des1) (maximum 2 pages for English applications; maximum of 2.5 pages for French applications) -
* [research proposal](https://vanier.gc.ca/en/nomination_process-processus_de_mise_en_candidature.html#att1) (maximum 2 pages for English applications; maximum of 2.5 pages for French applications)
* [CCV](https://vanier.gc.ca/en/nomination_process-processus_de_mise_en_candidature.html#e4) (limited entries; please see [Completing the Common CV (CCV)](https://vanier.gc.ca/en/completing_ccv.html) for complete information)
* [special circumstances](https://vanier.gc.ca/en/nomination_process-processus_de_mise_en_candidature.html#d4) (maximum 1.0 page, optional)
* For international transcripts, a 250- word summary explaining the grading system (optional)
* [Vanier Canada Graduate Scholarships (Vanier CGS): Voluntary Self-Identification Form for Indigenous Applicants [ PDF (409 KB) ]](https://vanier.gc.ca/en/pdf/vanier_cgs-besc_vanier_indigenous_self-identification_form-bil.pdf). (optional)
* Part-time and joint research graduate program explanation document (optional)

New documents that were not required at Stage 1:

* [ResearchNet application form](https://vanier.gc.ca/en/nomination_process-processus_de_mise_en_candidature.html#e5) (draft version is acceptable)
* [project references](https://vanier.gc.ca/en/nomination_process-processus_de_mise_en_candidature.html#att2) (maximum 5 pages)
* [research contributions](https://vanier.gc.ca/en/nomination_process-processus_de_mise_en_candidature.html#d3) (maximum 1 page)
* Transcripts

# Next Steps

1. Register for a [ResearchNet account](https://www.researchnet-recherchenet.ca/rnr16/LoginServlet?language=E) if you don’t have one.
2. Link your CCV to your ResearchNet account.
3. Complete the application in ResearchNet and also create and upload all the required documents to your application. Please ensure all your attachments to your application are prepared according to Vanier’s [*Presentation standards for attached document*](http://www.vanier.gc.ca/en/nomination_process-processus_de_mise_en_candidature.html#e15). If you were required to make any changes to the documents you submitted at Stage 1, please do so before you upload them to your application.
4. Please collaborate with your graduate administrator who will assist you by uploading your transcripts and legends. Please refer to **pages 13-14** of this document for more information about transcripts. **The transcripts can be uploaded by your department administrator only after you have submitted your application in ResearchNet by McMaster’s Internal ResearchNet Deadline of Wednesday, October 18, 2023 11:59pm.**
5. Nomination Letter - You are not required to resubmit this letter at Stage 2.
6. Please remember to identify your referees as soon as possible and follow the instructions on ResearchNet in order for each referee to receive the email with the link to complete the reference letter, instructions, and due date. ResearchNet does not grant the referees access to view the application. **You will not be able to submit your application to ResearchNet until the reference letters are uploaded to your application.**
	* **Note**: Applicants can manage the deadline by which referees must submit their assessments. By default, the *Assessment Required Deadline* Date in ResearchNet is set for two days before the applicant’s deadline. However, applicants can adjust this to any date prior to the applicant’s deadline which at McMaster is **Wednesday, October 18, 2023, 11:59**.(We recommend 2-3 days prior to the Internal Deadline to allow for follow-up if necessary). **For more information, please consult** [**Task 8**](http://www.vanier.gc.ca/en/nomination_process-processus_de_mise_en_candidature.html#e8) **of the application/nomination instructions.** [Information for Referees](http://www.vanier.gc.ca/en/information_for_referees-information_a_l_intention_des_repondants.html) is also available on ResearchNet.
7. The **two** leadership reference letters are separate from the two assessments uploaded to ResearchNet by your referees.
	* **Note:** You, the applicant, are responsible for procuring and uploading the leadership reference letters in PDF format to your ResearchNet application. It cannot be submitted by the letter-writer via ResearchNet.

Please print your Vanier application form (from preview mode) and all additional documents from your ResearchNet application (excluding **ANY** of your reference letters) and upload it as **one pdf** to [**MacDrive**](https://macdrive.mcmaster.ca/u/d/294676e2570445f6be8d/)(**Note:** You do not need to log into MacDrive, just click on the MacDrive hyperlink above and it will take you to the upload page), with the following naming convention for the pdf file: **LASTNAME\_VANIER\_2023\_STAGE 2,** no later than **Thursday, October 5, 2023, 10:00 am.** Please ensure the application is scanned in black and white.

**The academic and leadership reference letters are not required at stage 2, they are only required to be submitted to ResearchNet by Wednesday, October 18, 2023, 11:59 pm.**

The School of Graduate Studies will contact the endorsed and non-endorsed Stage 2 candidates by **Friday, October 13, 2023.**

All Stage 2 endorsed candidates **must** have their Vanier ResearchNet application complete, including reference letters, by McMaster’s Internal ResearchNet deadline of **Wednesday, October 18, 2023, 11:59 pm.**

# Stage 2 - For Department Chair and

# Graduate Administrator

# Nomination Letter

The Department Chair may be provided with feedback for suggested changes to the letter after the Stage 1 meeting. The revised nomination letter is to be submitted by the Department Chair or designate to the School of Graduate Studies at graduatescholarships@mcmaster.ca by **Wednesday, October 18, 2023.**

# Official Transcripts

Transcripts can be uploaded by the Graduate Administrator (or equivalent) only **after** the applicant has submitted their application on ResearchNet by our internal deadline of **Wednesday, October 18, 2023, 11:59 pm**. Graduate Administrators must upload their students’ transcripts no later than **Wednesday, October 25, 2023**.

The nominating Institution must upload the following documents to applications being nominated to the Vanier CGS program:

1. Official transcript
2. Summary of international transcripts (if applicable)

All post-secondary transcripts must be attached to each nomination package. If these transcripts include credits earned at a college or CEGEP (college of general and professional education) that have been transferred to a university degree for credit, include the college or CEGEP transcript only if the grade earned does not appear on the university transcript. One copy of the legend (reverse of each transcript) must be included; Transcript text must be horizontal and uploaded in order from least recent to most recent.

**Note 1:** Certified true copies of official transcripts from the university are accepted. A certified true copy is defined as a copy of the original document (or of the original translated document if official transcript is not in either English or French). The Vanier Banting Secretariat (the Secretariat) will accept copies of official transcripts if the nominating institution certifies them as true copies.

Unofficial transcripts will be accepted from nominating institutions only for programs completed or in progress at the institution nominating the student, and only where the institution will be able to provide an official copy of the transcript upon request. Note that all transcripts must be easily legible for the selection committee and must include the institution’s name and/or logo. Otherwise, the Secretariat will only accept **official** transcripts from your nominating institution.

**Note 2:** Institutions nominating students who include foreign transcripts, **must attach a 250-word summary in a PDF document to the beginning of the transcripts**, describing any variations in the grading system between the foreign institutions and the Canadian-level equivalents, and/or explaining international credentials and equivalencies.

* If your institution does not have an institutional-equivalent grading scale, please use the grading scale available at [World Education Services](https://applications.wes.org/country-resources/) for the country from which the international transcript comes.
* If the international transcripts are not presented in one of Canada’s two official languages (English or French), include a certified translation, separated from the original transcripts by a blank page.
* When presenting a nomination package, keep in mind that the overarching goal is to render complicated transcripts easy to read for the committee. In your explanations, be brief and concise.
* Because committee members review nominations electronically, the Secretariat recommends ensuring that all nominations are aligned such that they do not have to be rotated to be read.

In order for a Graduate Administrator to be able to upload the transcripts, they must create an account in ResearchNet to receive access as a “Secondary User”. Upon account confirmation from ResearchNet, please notify The School of Graduate Studies at graduatescholarships@mcmaster.ca and include the name and email address that was used to create the ResearchNet account.

**Note:** Graduate Administrators (or equivalent) who already have an existing account with ResearchNet for Vanier are not required to create a new account for this year’s Vanier Competition.

# **Tips and References**

## General Comments

* Proofread your application for spelling, grammar, and formatting.
* Have someone else proofread your application.
* Make sure to update your papers on your CCV.
* Use strong action words in the leadership section of your CCV and in your Leadership Statement.
* Use the maximum page allowances given for any documents required for your application.

# Presentation Standards for Attached Documents

Documents prepared by the nominee that do not follow the instructions provided may render a nomination package ineligible.

If you have supporting documents written in a language other than English or French, you are required to submit a certified translation of these documents.

Formatting instructions to prepare your documents:

* Pages must be 8 ½" x 11" (216 mm x 279 mm).
* Insert a minimum margin of 2 cm (3/4 inch) around the page (top, bottom and sides).
* Candidate must use either Arial, Calibri or Time New Roman font size of 12-point black type. Maximum of six lines per inch. Do not use condensed/narrow font sizes, type density, or line spacing. Smaller text in tables, charts, figures, and graphs and references (format at discretion of candidates) is acceptable as long as it is legible when the page is viewed at 100%. **Note:** failure to comply with these requirements can negatively impact the status and evaluation of your nomination in a competition.
* Any images, diagrams, technical drawings, or any other image must be contained within allowable page limits.
* Photo-reduce the supporting documents if the originals are larger than 21.25 x 27.5 cm / 8.5" x 11".
* Attachments must be uploaded in PDF format (unprotected).
* The size of the attached document(s) cannot exceed 30 MB per document.
* **For documents prepared by the applicant**: At the top of each page, indicate your name and the title of the document as it appears in the instructions.
* For multi-page attachments, number the pages sequentially.

### Major Scholarship Support Letter Guide

This reference tool is included with the Vanier documents on the graduate scholarships website and is for the candidates to send to their referees. It contains pertinent information that will assist the referees in preparing effective assessments.

# General application process

1. Applications must be prepared, finalized and submitted by applicants using ResearchNet.
2. Any information that is not required or exceeds the page/character limits will be removed from the application prior to the review without notification.
3. Applicants must preview **all components of their application** to ensure its completeness.
4. Applicants who wish to **self-identify as an Indigenous (First Nations, Inuit and/or Métis) applicant to their Canadian institution** may do so by completing the [Vanier Canada Graduate Scholarships ( Vanier CGS) : Voluntary Self-Identification Form for Indigenous Applicants [ PDF (409 KB) ]](https://vanier.gc.ca/en/pdf/vanier_cgs-besc_vanier_indigenous_self-identification_form-bil.pdf) and uploading it to their application. Please note that selection committee members will not be made aware of which applicants have self-identified as Indigenous (First Nations, Inuit and/or Métis).
5. The Vanier-Banting Secretariat cannot legally accept an application until the "Consent and Submit" task is completed on ResearchNet.
6. These pages provide general instructions, but do not necessarily represent an exhaustive list of all information required to complete an application.
7. **Format of documents:** Refer to "[Presentation standards for documents](https://vanier.gc.ca/en/nomination_process-processus_de_mise_en_candidature.html#e15)" for the required format. All attachments to your application must be prepared according to the standards provided. Applications submitted that are not prepared according to the instructions provided may be deemed ineligible.
8. For technical help, call 1-888-603-4178 or 613-954-1968 or email support-soutien@cihr-irsc.gc.ca from 7:00 a.m. to 8:00 p.m. Eastern Time.
9. For program-related help, contact vanier@cihr-irsc.gc.ca.