University of Victoria | **Faculty of Graduate Studies I**
Office of the Dean

Vanier CGS Competition
(Fall 2023)
UVic Student Deadline
Friday, September 01, 2023, 12:00 PM

VANIER APPLICANT CHECKLIST

Applicant Name:	Applicant Student ID:

1. ELIGIBILITY

- Calculated months of study in doctoral program - # months _____
  Refer to candidate eligibility on Vanier website – months are calculated from the doctoral enrolment date or Masters start date if transferring from joint program or Accelerated/fast-track

- Student is pursing **first** doctoral degree (or combined MA/PhD or MD/PhD): Yes ☐ No ☐

- Has achieved a first-class average, as determined by UVic, in each of the last two years of full-time study or equivalent: Yes ☐ No ☐

- Does not hold, or have held, a doctoral-level scholarship or fellowship from CIHR, NSERC or SSHRC to undertake or complete a doctoral degree: Yes ☐ No ☐

2. AREA OF RESEARCH

CIHR ☐	NSERC ☐	SSHRC ☐
(Health)	(Natural Sciences & Engineering)	(Social Sciences & Humanities)

Proposed start date: (DD-MMM-YYYY)	Proposed end date of PhD: (DD-MMM-YYYY)
Proposed Faculty:	Proposed Department:

4. APPLICATION

☐ Lay Title

☐ Research Proposal (appropriate for selected field of research)
  - Maximum **two** pages, including graphs and images (French only is permitted 2.5 pages)
  - Maximum **five** pages for project references, bibliography, and citations

☐ Referee Identification (match referee names to referee assessments)

5. CANADIAN COMMON CV (CCV)

☐ Attach CCV to application with the confirmation number under "**Identify Participants**" on the application; CCV is created through CCV website

6. PERSONAL LEADERSHIP STATEMENT

☐ Personal Leadership Statement: maximum of **two** pages (French only is permitted 2.5 pages)

7. REFERENCE LETTERS

☐ **Two** leadership reference letters – uploaded to the application (max two pages each)

☐ **Two** Referee Assessments (one letter must be provided from your current graduate supervisor)

8. RESEARCH CONTRIBUTIONS

☐ Research contributions – maximum **one** page
☐ Special Circumstances document (included in application on ResearchNet)

9. OFFICAL TRANSCRIPTS (SUBMITTED TO FACULTY OF GRADUATE STUDIES)
☐ **ALL <u>official</u> transcripts with legend (e-transcripts are accepted)**
☐ Transcripts must match CCV institutions
☐ Transfer credits must have corresponding official transcript
☐ 250 word summary to explain foreign transcript grading, when applicable (FGS will provide)

10. PRESENTATION STANDARDS MET
☐ All attachments must meet presentation standards:

- 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)
- Use a font that will be easily readable by committee members: minimum font size of 10 Arial, or the equivalent.
- No condensed type or spacing (single- or double-spaced are acceptable)
- Any images, diagrams, technical drawings, or any other image must be contained within allowable page limits.
- **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 documents prepared by the institution**: These must all be on institutional letterhead
- For multi-page attachments, number the pages sequentially

*Please note this checklist is only to assist as a guide in completing your application. It is important to refer to the [Vanier CGS application website](#) as your primary source.