Section 1: Timeline and General Process

Timeline:

August 16, 2017 (12:00-13:30 PM)
- U of A Vanier Workshop for Prospective Applicants
- Location: CCIS 1-140

September 18, 2017 (23:59 PM, Mountain Time/ September 19, 2017 01:59 AM Eastern Time)
- Institutional Internal Deadline: Deadline to submit your complete application package to U of A (FGSR)

September 19, 2017 to October 31, 2017
- FGSR review and adjudication of applications (see “General Process” below for more info)

November 1, 2017 (18:00 PM Mountain Time/ 20:00 PM Eastern Time)
- Program Deadline: FGSR submits nomination packages to the Vanier-Banting Secretariat

April 2018
- Successful candidates are notified of the competition results

General Process:

In order to submit a successful Vanier application, you should complete the following steps:

1.) Verify your eligibility using the criteria provided by Vanier and the U of A (FGSR).
2.) Review the application and deadline information provided by Vanier and the U of A (FGSR).
3.) Inform your department that you intend to apply and request a nomination letter from them.
4.) Start asking individuals to write you letters of reference. ***
5.) Ensure all required transcripts for your application have been received by FGSR***

***Additional information on nomination letters, reference letters and transcripts (including the submission method of these documents) can be found in Section 2 of this handout.

6.) Register online for your CCV and ResearchNet accounts.
7.) Fill out your application online through ResearchNet.
8.) Ensure that all required application documents are submitted to U of A (FGSR) by the Institutional Internal Deadline: September 18, 2017 (23:59 PM, Mountain Time/ September 19, 2017 01:59 AM Eastern Time).

What happens after I submit my application (what happens after the Institutional Internal Deadline)?
FGSR will access all applications via ResearchNet and review all applications for completeness, accuracy and eligibility- if your application is incomplete or ineligible you will be notified by FGSR and your application will be rejected.

Vanier provides FGSR (U of A) with a quota of nominees to forward for each Tri-Agency area (NSERC, SSHRC, CIHR). The FGSR Graduate Scholarship Committee will adjudicate all complete and eligible applications and select nominees to forward to the national competition.

Applicants will be notified of their “forwarded” or “not forwarded” status by FGSR via ResearchNet.

All forwarded nominees will be offered professional editing services (paid for by FGSR). FGSR returns the applications of forwarded nominees to their owners via ResearchNet and reopens them for additional editing/modification.

Forwarded nominees will revise their applications and resubmit them before the Program Deadline.

FGSR uploads all transcripts and department nomination letters to the forwarded nomination packages on ResearchNet before the Program Deadline.

After the Program Deadline passes, Vanier adjudicates the nomination packages from all institutions at the national competition.

All U of A nominees forwarded by FGSR will be notified of the national competition results via ResearchNet in April, 2018.

Section 2: A Complete Vanier Application Package

1.) Application Form and Attachments

What do I do?
- Register for a ResearchNet account.
- In your application, you will be asked to identify your research area- information on the Vanier website can help you identify your research area if you are unsure (SSHRC, CIHR, NSERC).
- You will be asked to upload four attachments to your application: Personal Leadership Statement (max 2 pages), two Leadership Reference Letters (max 2 pages each), Research Contributions (max 1 page), Special Circumstances (max 1 page), Research Proposal (max 2 pages), and Project References (max 5 pages).

Expectation
- Read the detailed instructions on the Vanier website (formatting and content requirements are provided).
- Students should seek the advice of members of their faculty/department on content-related questions and how best to present the information in the application.
- Your leadership reference letters should be uploaded by you to your application. There is a different process for the submission of academic reference letters.
- Candidates are responsible for procuring and uploading their leadership letters in PDF format to ResearchNet. They cannot be submitted or added to the application by the letter-writers.
- Each letter can come from only one reference.

2.) Canadian Common CV
U of A Vanier Application Process

What do I do?
- Register for a Canadian Common CV (CCV) account and create your CV.
- The CCV website will validate your CV (Vanier-Banting Academic template) and provide you with a confirmation number. You must input the confirmation number in ResearchNet in order to link your CV to your Vanier CGS application.

Expectation
- Free-form CVs are not accepted.
- Review the detailed instructions for how to fill out your CCV on the Vanier website.

3.) Academic Reference Letters

What do I do?
- You are required to enter the name and contact information for each referee in your ResearchNet Vanier application.
- ResearchNet will then send email requests to the referees providing a secure link to complete their assessment online.
- Once an assessment is submitted, it will automatically attach to your application. You will not be able to submit your application until your referees have submitted their letters and this task is completed.
- If a referee informs you that a report cannot be submitted before your deadline, you may delete that referee from your list and add a new referee to your list.
- You will not be able to submit your application until your referees have submitted their letters and this task is completed.
- Once an assessment is submitted, it will automatically attach to your application. Applicants do not have access to the content of the assessment submitted by referees.

Expectation
- You should contact your selected referees well in advance of the application deadline date.
- You are responsible for providing your referees with the documents they need to write a good reference letter. ResearchNet does not grant the referees access to view your application.
- You are responsible for letting your referee know of the process for submitting this reference letter (Information for Referees can be found on the Vanier website).
- It is your responsibility to follow up with your referees to ensure the assessments are submitted prior to the U of A (FGSR) deadline.

4.) Official Transcripts

What do I do?
- You must ensure that FGSR (U of A) has received all of your original, hard-copy, post-secondary transcripts (including college and CEGEP). This includes transcripts from institutions at which you took only a few courses and transcripts for partially completed degrees.
- You do not need to provide FGSR with your U of A transcript- we will generate it and provide it to Vanier.
- If international transcripts are not presented in English or French, you must also provide a certified translation.
If your transcripts include credits earned at a college or CEGEP (college of general and professional education) that have been transferred for credit, please include the college or CEGEP transcript only if the grade earned does not appear on the university transcript.

Expectation
- FGSR will upload copies of all your transcripts to your application package before the Program deadline only if you are selected to be forwarded to the national competition. Your transcripts will not be uploaded to your application before the Institutional Internal Deadline.
- If your application includes foreign transcripts, FGSR will visit World Education Services and include the Grading scale for the country from which your international transcript comes from.
- It is your responsibility to confirm which of your transcripts are already with FGSR and which are not; if you email us to confirm this information, you must provide us with your Student ID number and a list of the transcripts/translations you want us to confirm.
- It is your responsibility to order and ensure the timely delivery of any outstanding transcripts to FGSR before the Institutional Internal Deadline.
- **IMPORTANT:** Transcripts submitted to clear your Conditions of Admission may not be acceptable for Vanier purposes as they may not be up-to-date. It is your responsibility to verify whether they are acceptable with FGSR.

5.) Nomination Letter

What do I do?
- Inform your department of your intent to apply for a Vanier scholarship and ask them if they will provide FGSR with a department nomination letter; this is a required part of your Vanier application.

Expectation
- Nomination letters must be sent directly from your department directly to FGSR via email (gradvani@ualberta.ca).
- We will not accept nomination letters provided to us directly by you; your department should not provide you with this letter.
- You are expected to provide your department with all the information they require to write you a strong nomination letter; ResearchNet does not grant your department access to view your application. FGSR cannot forward your application to your department.
- If your department has questions regarding department nomination letters, they must contact gradvani@ualberta.ca.
- FGSR will upload a copy of your nomination letter to your application package before the Program deadline if you are selected to be forwarded to the national competition. Your nomination letter will not be uploaded to your application before the Institutional Internal Deadline.