FGSR is pleased to provide the requirements for the 2018 Vanier Canada Scholarships department nomination letters.

For more information on the 2018 Vanier competition, please view the 2018 Vanier Memo to Departments, the FGSR website and the Vanier website. If departments require clarification or guidance regarding the content/formatting of the nomination letter, we encourage them to contact us at gradvani@ualberta.ca.

The University of Alberta must provide a nomination letter, along with a completed application package, for each student we nominate for a Vanier CGS. The Faculty of Graduate Studies and Research therefore requires each Vanier applicant to request a nomination letter from their department, which must be provided to FGSR by the institutional internal deadline: September 18, 2017 (23:59 PM, Mountain Time/ September 19, 2017 01:59 Eastern Time).

**Formatting/Submission Requirements:**
- Your letter must be completed and signed by the Department Head (or their equivalent or designate) nominating the candidate; 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.
- Your letter **must not** be signed by the applicant’s supervisor (this constitutes a Conflict of Interest).
- Individuals who provide academic/leadership references to the applicant **must not** sign the department nomination letter.
- Your letter must be written on U of A letterhead.
- Your letter must be addressed to the Vanier-Banting Secretariat, **not** FGSR, the Dean of the FGSR, or the FGSR Graduate Scholarship Committee.
- Your letter can be no longer than **two** pages in length.
- Your letter must be submitted in PDF format.
- Your letter must be emailed directly to gradvani@ualberta.ca by the institutional internal deadline: September 18, 2017 (23:59 PM, Mountain Time/ September 19, 2017 01:59 Eastern Time).
- **Do not** provide your Vanier applicant with the department nomination letter. FGSR Awards Services will attach the nomination letter to the applicant’s documents following the submission of both to FGSR, according to Vanier rules.
- FGSR is not able to provide copies of a Vanier applicant’s application to their department. Please ask the applicant directly for a copy of their application if required for the drafting of your nomination letter.
Content Requirements:

The nomination letter should give the committee context for the nominee’s achievements – outline how the nominee is exceptional and how the institution both fosters and benefits from the student’s research at the institution. 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, research potential and leadership (potential and demonstrated ability).
   • Ensure that the letters focus on leadership potential and demonstrated abilities.

2.) Research training environment:
   • Elaborate on the appropriateness of the supervisor in terms of resources, funding, publications, 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 claim about uniqueness of the research environment are accurate.)
   • 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, please address the reasons behind why the candidate has not selected a supervisor and research environment.

3.) 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.

4.) Recruitment and student mobility:
   • 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 justification for the lack of mobility and 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).

All nomination letters will be reviewed as part of the complete application package during the U of A Graduate Scholarship Committee adjudication meeting(s). If content and formatting requirements are not met, the nomination letter will be returned to the department for revision.

We thank all departments in advance for supporting their students in applying for this prestigious competition!