A Complete Vanier Application Package

All documents below must be submitted by the Institutional Deadline of September 17, 2018 (11:59pm MST)

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 (SSHRC, CIHR, NSERC) if you are unsure.
- 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 are uploaded to your application by you. 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

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.
• 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?
• It is your responsibility to confirm which of your transcripts are already with FGSR and which are not; if you email us (gradvani@ualberta.ca) to confirm this information, you must provide us with your Student ID number and a list of the transcripts/translations you want FGSR to confirm. If FGSR has your official up-to-date transcripts, these transcripts do not need to be submitted again.
• You must ensure that FGSR (U of A) has received all of your original, hard-copy, post-secondary transcripts. 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.
• It is your responsibility to order and ensure the timely delivery of any outstanding transcripts to FGSR before the Institutional Internal Deadline.

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.

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.
**U of A Vanier Application Process**

**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.