The Faculty of Graduate Studies and Research (FGSR) is pleased to announce the details of the 2019 Vanier CGS competition at the University of Alberta. Our quota for the 2019 competition is 13 for NSERC, 10 for CIHR, and 8 for SSHRC. Complete details on eligibility are available on FGSR's website and Vanier's website.

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 FGSR therefore requires each Vanier applicant to request a nomination letter from their Department. Departments are not required to review and rank student applications to FGSR; however, Departments should set an internal deadline to collect interested candidate’s information in order to prepare a nomination letter.

Students must submit their application through the online application system (ResearchNet) in accordance with the Vanier application/nomination process. Please note FGSR cannot forward student applications to Departments, nor can the ResearchNet application system grant viewing access to Departments. Therefore, Departments may request students to provide the following to help facilitate the nomination process:

- a PDF copy of student application
- Leadership reference letters: letters are given directly to students, so students may provide a copy to their Department
- Academic reference letters: referees are required to submit a confidential online form, and therefore letters are not available to students. If academic reference letters are required for writing a nomination letter, Departments must contact the referee directly

**Department Nomination Letter Requirements**

Departments must email nomination letters in PDF format to FGSR (gradvani@ualberta.ca) by the Institutional internal deadline of **September 17, 2018 (11:59 PM, MST)**. Departments are not to provide their Vanier applicants with the nomination letter. 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. See Appendix (pg 3) for detailed content guidelines.

- The nomination letter must be signed by the Department Chair (or Dean of Faculty or delegate) and must be on current UAlberta letterhead; **please do not use letterhead with department/faculty specific**
**designed headers, logos, etc.** Current UAlberta logo letterhead and presentation standards are available in the University’s [Marketing & Communications Toolkit](#) for use.

- Vanier requires the Department Chair name and title on the letter. In cases where the Department Chair is the student’s supervisor (Conflict of Interest), or where the Department Graduate Coordinator (eg Associate Chair, Associate Dean, or Director) is not also the Department Chair, the following statement must be written in the letter (use verbatim): “I have been given authority by Dr. [Name of Chair], Chair of [Department, or Faculty if not departmentalized] to nominate and sign for the Vanier Canada Graduate Scholarship program.”

- Letter must be dated (important so FGSR can confirm who was acting chair at the time of nomination, if applicable)

- Letter must be addressed to the Vanier-Banting Secretariat, not FGSR, the Dean of the FGSR, or the FGSR Graduate Scholarship Committee

- Maximum of 2 pages in length (including signature line)

- Individuals who provide academic or leadership references to an applicant must not sign the nomination letter

**Timelines and Deadlines**

The timeline of the 2019 Vanier CGS competition at UAlberta is as follows; complete details are available on [FGSR’s website](#):

**August 15, 2018 (12:00 - 2:00 PM; CCIS 1-140)**
- 2019 U of A Vanier Workshop for prospective applicants

**September 17, 2018 (11:59 PM MST)**
- Deadline for Departments to send the nomination letter and for students to submit completed application form on ResearchNet

**September 18, 2018 – October 30, 2018**
- FGSR reviews complete applications received to ensure completeness and accuracy and to confirm eligibility.
- The UAlberta Graduate Scholarship Committee adjudicates complete application packages received and prepares a shortlist of nominees.
- Short-listed applicants are given an opportunity to finalize their applications.
- Subject to availability, editorial help will be available for all shortlisted UAlberta nominees who wish to make use of it.

**October 31, 2018 (6:00 PM MST)**

- The FGSR submits final nominations to Vanier-Banting Secretariat.

If departments require clarification or guidance regarding the content/formatting of the nomination letter, we encourage them to contact us at gradvani@ualberta.ca. We wish all students and departments success in the upcoming competition!

Sincerely,

Awards Services
Faculty of Graduate Studies and Research
Appendix

Nomination Letters – to be completed/signed by UofA Department Chair nominating the candidate
(also available on Vanier's website: Information for nominating institutions)

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 claims about the 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, 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:
   • 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).

5) Equity, Diversity and Inclusion:
   • Comment on the university’s commitment to fostering equity, diversity and inclusion as part of the recruitment and nomination processes.
   • Refer to the new Equity, Diversity and Inclusion section of the Vanier website for further information.