



## Application Instructions:

Each section **must** follow the presentation standards.

### **Presentations Standards**

- Times New Roman 12 point font, single-spaced (regular, minimum 12-pt.)
- Condensed type is not acceptable.
- Use space provided and do not exceed the maximum number of pages permitted in each section, as indicated below
- Applications that do not meet presentation standards may be at a disadvantage. Please remember that adjudicators are reviewing many applications, thus, consideration to font size, font type, etc. is very important. **Pages in excess of the number permitted will not be assessed by the Graduate Scholarship Committee and will be redacted.**

### **Part 2: Outline of Proposed Research/Bibliography/citations**

- A. Outline of proposed research: maximum of **one page**
- B. Bibliography/citations: maximum of **one page** – this page is strictly for the bibliography/citations; no other information will be considered

- Program proposals should demonstrate evidence of solid and wide knowledge of the discipline and **must be written by the student, not the supervisor.**
- The most effective proposals are coherent, concise, and demonstrate a clear, focused approach. Write in plain language.
- When describing your methodology, avoid jargon and overly technical language. Having someone from outside your field proofread your application is a good way to identify this issue. Proposals should be clear not only to people within the field, but also to a very general audience.
- Your statement should describe your general area of research or study and explain how it fits within a broader context.
- Clearly indicate what you hope to accomplish during the period of the award and also how you plan to accomplish it.
- Be sure to explain how your doctoral research will advance theory or make an original contribution to knowledge in your field.

### **Part 3: Refereed Contributions, Commissioned, Juried and/or Invited Exhibitions (maximum of two pages)**

- Number each item that you list.
- Do not submit your publications

- List books, book chapters, and articles appearing in refereed publications or conference proceedings first, beginning with the most recent.
- List publications of which you are the author or co-author and which are published, in press, and/or accepted for publication in refereed journals.
- Begin each entry on a new line and provide complete bibliographic notices (including co-authors, title, publisher, journal, volume, date of publication, number of pages, etc.) as they appear in the original publication. Specify your role in co-authored publications. Forthcoming publications should be listed only if they have been formally accepted for publication (indicate date of acceptance by the editor).
- Group your entries together; i.e. publications, then conference presentations, then invited talks, etc.
- Asterisk (\*) each entry that has been generated while registered in your doctoral program at the University of Alberta.
- If this section (Part 3) is not applicable to you, i.e. you have no refereed publications or commissioned/juried/invited exhibitions, **please be sure to indicate N/A or Not Applicable on the page provided.**

#### **Part 4: Non-refereed Contributions (maximum of two pages)**

- Number each item that you list.
- Do not submit your publications.
- List papers in non-refereed journals, book reviews, reports, abstracts, policy papers, public lectures, and creative works.
- Begin each entry on a new line and provide complete bibliographic notices (including co-authors, title, publisher, journal, volume, date of publication, number of pages, etc.) as they appear in the original publication. Specify your role in co-authored publications. Forthcoming contributions should be listed only if they have been formally accepted for publication.
- Group your entries together; i.e. publications, then conference presentations, then reports, etc.
- Asterisk (\*) each entry that has been generated while registered in your doctoral program at the University of Alberta.
- If this section (Part 4) is not applicable, i.e. you have no non-refereed contributions, **please be sure to indicate N/A or Not Applicable on the page provided.**

#### **Part 5: Other Evidence of Scholarly and Creative Achievement and Research/Work Experience (maximum of two pages)**

- List activities—such as volunteering, mentoring, community involvement, public speaking, etc—which show your scholarly and creative achievement.
- Describe your work in sufficient detail so that adjudicators will know its stature in your discipline.
- List positions you are holding or have held, including research and teaching assistantships, relevant academic and non-academic work experience, and relevant administrative appointments.
- If this section (Part 5) is not applicable, i.e. you have no further evidence of scholarly and creative achievement or work experience, **please be sure to indicate N/A or Not Applicable on the page provided.**





**Part 2 A: Outline of Proposed Research (maximum one page only)** *(Please read instructions before completing this section)*

**Part 2 B: Bibliography/citations (maximum one page only)** *(Please read instructions before completing this section)*

**Part 3: Refereed Contributions, Commissioned, Juried and/or Invited Exhibitions (maximum two pages only)** *(Please read instructions before completing this section)*

**Continuation of Part 3, if applicable**



**Part 4: Non-refereed Contributions (maximum two pages only)** *(Please read instructions before completing this section)*

**Continuation of Part 4, if applicable**

**Part 5: Other Evidence of Scholarly and Creative Achievement and Research/Work Experience**  
**(maximum two pages only)** *(Please read instructions before completing this section)*

**Continuation of Part 5, if applicable**

**DECLARATION:** I declare that to the best of my knowledge, the information provided in this application and attachments is true and that no material has been withheld.

Student's Signature (digital or hand-written)

Date (MM/DD/YYYY)

Personal information on this form is collected under the authority of Section 33(c) of Alberta's *Freedom of Information and Protection of Privacy Act* for authorized purposes including admission and registration; administration of records, scholarships and awards, student services; and university planning and research. Students' personal information may be disclosed to academic and administrative units according to university policy, federal and provincial reporting requirements, data sharing agreements with student governance associations, and to contracted or public health care providers as required. For details on the use and disclosure of this information call the Faculty of Graduate Studies and Research at 780-492-3499 or see <http://www.ipo.ualberta.ca/>.