



# UNIVERSITY OF CALGARY

Faculty of Graduate Studies  
Graduate Scholarship Office

## **Award Applicant's Handbook**

*Information for Completing Graduate Award Applications*

**September 2005**

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## **1. INTRODUCTION**

Graduate awards are adjudicated on the basis of academic standing and demonstrated potential for advanced study and research. They provide financial support to high-calibre scholars who are enrolled in Master's or doctoral programs at the University of Calgary. Normally, only Master's students in their first two years of program and doctoral students in the first four years of program are eligible to hold Scholarships. If, in the opinion of the Graduate Scholarship Committee, a suitable candidate cannot be found, it reserves the right not to award any one or any number of award(s) in any year. This guidebook is intended to assist students in preparing scholarship and bursary applications.

## **2. TIPS FOR SUCCESSFUL APPLICATIONS**

Applying for an award takes time and effort. As with any project with a firm deadline, you should begin compiling the necessary information well in advance. We recommend that you allow at least one month to complete the entire process of submitting your application package. The members of the selection committees read hundreds of applications each year and find several common recurring errors.

Here are a few general points to consider in preparing your scholarship application:

- Your goal is to convince even the most skeptical and critical of selection committee members that your research project promises a notable advancement or innovation in the discipline and/or it will bring about important results in a broad range of applications.
- Consult your supervisor.
- Tailor your application to meet the terms of reference for the award.
- Make sure each page has your name and a page number on it.
- Make sure you have completed all the required information for the application.
- Do not include extra materials because additional pages are discarded.
- Do not include your curriculum vitae (CV) unless specifically requested to.

## **3. DEFINITIONS – TYPES OF AWARDS**

### **3.1 Scholarships, Awards & Fellowships**

Awarded on the basis of academic merit only, with some terms of reference including secondary requirements (e.g., specific fields of study, extra-curricular activities, leadership)

### **3.2 Bursaries**

Awarded on the basis of academic merit to students who have been assessed as having financial need commensurate with the value of the award, with some terms of reference including secondary requirements (e.g., specific fields of study, extra-curricular activities, leadership)

### **3.3 Prizes**

Normally awards in the form of cash, books or payment of registration fees for attending conferences

Awarded on the basis of academic merit and other conditions stated in the terms of reference

### **3.4 Medals**

Awarded annually at fall convocation to the graduate student who achieves the highest academic standing. These medals are adjudicated based on the abstract of

the student's research (where applicable), transcripts, list of publications or professional achievements, the official reports of the thesis examiners (where applicable), letter from thesis supervisor or Examining Committee Chair (where applicable), letter from Department Head (or equivalent) or Graduate Coordinator, and the thesis or other creative work (where applicable).

### **3.5 Major Award**

An award of \$15,000 or greater

## **4. GRADUATE STUDENT SUPPORT POLICY – SCHOLARSHIPS AND AWARDS**

The Faculty of Graduate Studies provides a broad range of financial assistance to graduate students attending the University of Calgary. This includes scholarships awarded through the Open Scholarship Competition, through program recommendation and through the Special Awards and Bursary Committees. It also includes Graduate Research Scholarships (GRS), Graduate Teaching Fellowships (GTF), Dean's Entrance Scholarships (DES), and Dean's Research Excellence Awards (DREA).

Graduate students are expected to apply for all awards from external funding agencies for which they are eligible, especially the awards available through the Natural Sciences and Engineering Research Council (NSERC), the Social Sciences and Humanities Research Council (SSHRC), and the Canadian Institutes of Health Research (CIHR). These three agencies are known as the Tri-Council. The Faculty of Graduate Studies offers workshops to assist students in writing applications for these national, competitive Tri-Council awards.

A major award is defined as an award of \$15,000 or greater. In any one academic year, students who hold either a major award or combination of awards totalling \$15,000 are not eligible for any other awards in the Faculty of Graduate Studies, except Dean's Entrance Scholarships (DES), Dean's Research Excellence Awards (DREA) and Prizes and Medals administered by the Graduate Scholarship Office. All awards have a one-year tenure, unless otherwise specified in the Terms of Reference.

Students who have been offered either a University of Calgary major award, or combination of University of Calgary awards equivalent in value to \$15,000, and a major external award must decline awards offered by the University of Calgary. Students who are offered a Queen Elizabeth II Scholarship (formerly the Province of Alberta Graduate Scholarship or Fellowship) who are subsequently awarded a major external award or combination of awards of \$15,000 must decline the Queen Elizabeth II Scholarship.

Students must inform the Graduate Scholarship Office, in writing, of awards held concurrently with a University of Calgary award.

Students who receive either an external award or combination of awards of \$15,000 or greater after they receive a University of Calgary graduate award must decline the University of Calgary graduate award immediately. Funding for the University of Calgary award will stop at the beginning of the first month in which the student is able to take up the external award.

Students who hold either a major award or combination of awards of \$15,000 or greater from the University of Calgary or from external sources continue to be eligible for Graduate Research Scholarships (GRS), Graduate Teaching Fellowships (GTF) and Graduate Assistantships (Teaching, Non-teaching and Trust) (GA-T, NT, Trust).

## **5. COMPONENTS OF THE APPLICATION**

### **5.1 THE APPLICATION PACKAGE**

The application package must include:

- The correct application form

- All your official transcripts, including your current U of C transcript
- A list of all awards and scholarships you hold or have applied for
- Two references, each in a sealed envelope with the referee's signature across the seal
- Your one-page research proposal
- A list of your publications
- Additional statements required by the Terms of Reference of the award you are applying for (*not applicable for the Open Scholarship Competition*)

Applications that do not include all of these items are incomplete. Incomplete applications will not be processed. Late applications will not be accepted.

## 5.2 THE APPLICATION FORM / HOW DO YOU APPLY?

- **READ AND FOLLOW THE APPLICATION INSTRUCTIONS CAREFULLY.** This seems obvious, but often details are missed because an important part of the instructions was not read.
- Accuracy is your top priority.
- The application form must be typed, using 12-point font size.
- Make your application visually attractive and easy to read.
- Use all the space provided, but do not use more – extra pages are discarded.
- Proofread all documents carefully. Plan on proofreading each document at least three times – preferably by three different people. Practice different proofreading techniques.
- Check for spelling and grammatical errors. Errors can result in an instant loss of credibility by reviewers who review large numbers of applications.
- Be sure you have not cut and pasted from a similar document and left in references to a different award.
- A well-designed application demonstrates your organization and conscientious attention to detail.

## 5.3 ACADEMIC HISTORY / TRANSCRIPTS

- If you are ordering transcripts from post secondary institutions you have attended for the **Open Scholarship Competition**, they must be sent to your graduate program office to arrive at least one month in advance of the competition deadline.
- If you are already in program, you can ask the Graduate Program Administrator to provide you with photocopied transcripts from previously attended institutions and to certify that they are “copied from originals.” In the case of Special Awards and Bursaries, these transcripts must be provided in sealed, signed envelopes.
- A working copy of up-to-date University of Calgary transcripts can be ordered without charge from **Records and Transcripts** in the **Office of the Registrar**.
- Grade point averages are calculated for each degree program. Only the last two years consisting of ten full course equivalents are used when calculating the GPA for undergraduate degree programs.

## 5.3 SCHOLARSHIPS AND AWARDS HELD

- List all awards you have held and those for which you have applied.

- Be sure to include awards that you have been offered but were unable to accept.

#### 5.4 RESEARCH PROPOSAL

The purpose of your proposal is to present a solid case for why your research is deserving of funding. Explain specifically what you want to do and relate it to broader issues within the discipline. Research proposals and program statements should demonstrate evidence of solid and wide knowledge of the discipline and **must be written by you, not your supervisor or any third party.** The components of your research proposal should include:

1. Introduction
    - i) Background
    - ii) Current status
    - iii) Proposed research
    - iv) Aim of research
    - v) Hypothesis (where applicable)
  2. Methods
  3. Anticipated results
  4. Conclusions
  5. References
- Your proposal is your opportunity to convince the selection/adjudication committee that you can successfully complete your degree and make a contribution to your field of study. The members of the selection committee are judging your ability to develop a reasonable research project and carry it out.
  - Describe your research project. A major portion of the proposal should be devoted to a careful description of the research objectives and the methodology that will be used.
  - Develop a research plan that articulates short and long term goals and include the following information:
    - i) What makes it original?
    - ii) Why is it important both in your field and more generally, in what way is it innovative?
    - iii) What new knowledge do you bring to the discipline?
    - iv) How will your work affect the discipline in general, and what are the broader implications of your work.
    - v) Is your project practical or purely scholarly?
    - vi) What methodology and techniques will you use?
    - vii) Why are they relevant to your discipline/research and are they unique within the discipline?
  - The proposal should be written so that someone who is not a specialist in your field can understand the research being conducted. Selection committees have a sharp and disapproving eye for jargon and unclear reasoning.
  - Demonstrate that you have a solid grasp of important issues in the field, and are familiar with recent and relevant literature.
  - If you are just beginning a graduate program, your proposal does not have to be too specific. It is not regarded as a contract. The committee members understand that your goals may change, as well as the nature of your research.

- If you are in a doctoral program, discuss your Master's research and the larger questions that stemmed from that work. At this level your proposal should be more theoretical and deal more extensively with the current literature than at the Master's level.
- Ask faculty members (especially your supervisor) and fellow students to read a draft of the proposal. Give them sufficient time to do this properly. Give yourself time to make changes.
- If you undertake a major revision, get more feedback.
- Use headings where appropriate.
- Cite all references in the appropriate style for your discipline.
- Pay particular attention to the instructions for the proposal. Information not requested by standards or templates will be discarded.
- Space is limited; use it wisely to explain critical theoretical assumptions, concepts and conventions.

## 5.5 PUBLICATIONS

This is one of the most critical parts of your application. There are different expectations for students at different stages in their program. For example, it is expected that a doctoral student will have more publications than a student at the Master's level. There are also different expectations for different disciplines. Several require students to have publications in **peer-reviewed journals**. When listing your publications or contributions to research, follow the guidelines carefully:

- List publications in an accepted bibliographic style, unless instructed otherwise.
- Differentiate between articles submitted for publication and those already published.
- Clearly distinguish journal articles from unpublished theses, technical reports, etc.
- Indicate clearly which publications are peer-reviewed.
- Include manuscripts and conference presentations that have been submitted or are pending.
- Do not change the order of authors when listing co-authored journals. Rather, put your name in bold print to assist the reviewers.
- Err on the side of inclusion, explaining the status of each item.
- The use of subheadings is helpful and strongly encouraged.
- The selection committees are looking for “knowledge generators” – students who show they can do the research, become part of the research world, and participate in the research process.
- For students at an early stage of their graduate education, almost anything is helpful: non-refereed publications, conference presentations (including small local conferences, or student conferences), second or subsequent author in collaboration with professor or other principal investigator.
- For students at an advanced stage of graduate education, quality of publication becomes an important consideration. Refereed journals are the most highly valued. International materials (journals, book chapters, and conferences) are more highly valued than small local ones. Refereed conferences with low acceptance rates and published proceedings are notable.

## 5.6 REFERENCES

References are given substantial weight as assessments of research quality, productivity, and performance in classes. References are not completely out of your control. Consider the type of scholarship, grant, award, or position you are seeking in order to choose the best referee for the task. It is important to choose the *right* referee. Look for someone best able to support your application. Consider the referee's expertise in the field, their knowledge and personal experience of your qualifications. If the referee is not an academic, he/she will need to explain why he/she is a suitable referee. Your referee must have first hand experience of what you can do. The longer they have known you, the better appraisal they will be able to provide. Letters from referees who hold senior positions such as Dean or Department Head are only impressive and carry weight if they know you personally and have worked with you, not if they are writing from the reports of others.

References have two components and you must have both included in your application or it will be deemed incomplete:

1. Scholarship Reference Form
2. Reference letter

If your referee is a resident of the Province of Alberta, the applicant must also complete the ***Reference Letter Request – Graduate Awards***. The referee will not return this form to the applicant. The referee keeps it as confirmation of the request for a reference.

Keep these points in mind as you are considering your references:

- Provide referees with a copy of your research proposal. They may be able to provide comments about it, and they will be able to speak to it in their letter.
- Give the referees a copy of your application form and any other information that may assist them.
- Give the referee all required forms and/or envelopes.
- For the Open Scholarship Competition, references must be sent directly to the graduate program in which you are currently, or will be, registered.
- For other competitions, references must be included with your application package.
- Request only the required number of references. Additional references will not be considered.
- If you are applying to a program, indicate which two of your three admission letters of reference should be used for the Open Scholarship Competition.
- If you have a supervisor at the time of application, one reference must be from that individual. The second should be from an expert in your field who knows you and your academic ability.

### 5.6.1 Guidelines for Soliciting References:

- Good referees are usually busy people. Give them as much assistance as you can to make the job easier.
- Give the referee as MUCH TIME AS POSSIBLE (at least a month in advance) to complete the reference.
- Give the referee information (e.g., the terms of reference for the scholarship) concerning the award, grant or position sought.
- Clearly indicate the application deadline date. Give it to them in writing.

- Be clear about what you want your referee to say about your research abilities and your project. A good reference gives a balanced appraisal of the applicant's strengths and weaknesses.
- One of the things referees typically do is rank you relative to other students they have known. It carries more weight if they can say "best student among 5,000 I have taught in 20 years as a professor" over "best student among 30 I have taught this year".
- Try to choose a referee who is a good communicator and can articulate your strengths.

The referee does not have to use all the information you provide, but will be grateful for your help. Section 17 at the end of this document contains guidelines to provide to your referee for assistance in completing the reference.

## 5.7 WRITTEN STATEMENT

The Graduate Scholarship Application form requires each applicant to complete a one page typed statement of your research or study proposal. In the case of Special Awards or Bursaries, this statement can ask for specific information, (e.g., community service or contribution to a particular area). These statements play an important role in the adjudication process and you should take particular care to ensure that you tailor the written statement in your application to the terms of reference for the award.

## 6. DEADLINES

There are a number of different deadlines to keep in mind when you apply for support at the University of Calgary. Be sure to check the graduate calendar and the Faculty of Graduate Studies website for up-to-date listings of awards and their deadlines. For certain awards, there are internal program deadlines that you must meet well in advance of the posted deadline. For more information about these internal deadlines, contact the Graduate Program Administrator, the Graduate Coordinator or the Faculty of Graduate Studies Scholarship Office. Check with your Graduate Coordinator to confirm department deadline dates. Late or incomplete applications will not be accepted.

## 7. WHAT HAPPENS TO MY APPLICATION?

There are four types of award applications that are administered by the Faculty of Graduate Studies: **external** funding agency awards, **internal** private scholarships and awards (including the Open Scholarship Competition, Special awards and Program Specific recommended awards), **bursaries**, and **medals**.

External awards include awards from the Natural Sciences and Engineering Research Council (NSERC), the Social Sciences and Humanities Council (SSHRC), Canadian Institutes of Health Research (CIHR), Alberta Health Foundation for Medical Research (AHFMR), Alberta Ingenuity, iCORE and the Alberta Graduate Scholarship (Master's) awards. The Canadian Graduate Scholarships (CGS awards) are included in the NSERC, SSHRC and CIHR competitions. In the case of NSERC and SSHRC competitions, nominations by the Faculty of Graduate Studies are restricted by quotas. These national funding agencies then review the nominated applications and select recipients.

Each graduate program has a quota for the number of applications it may submit for the **Open Scholarship Competition**. A graduate program may submit only its scholarship quota for any given year. This quota is based on the program's success rate in previous Open Scholarship Competitions. Each graduate program usually has a committee to select the scholarship applications for its quota. The deadline for the **Open Scholarship Competition** varies by

program; students should consult with their Graduate Program Administrator or Coordinator for details.

Increasingly, the University of Calgary is establishing new named awards created by private donors. Many of these awards are **program-specific** and, in many cases, the recipients are recommended by the Graduate Program Coordinator, Department Head or the Program's Associate Dean or Director. Deadlines and application requirements vary. Students should consult with their Graduate Program Coordinator for further details.

The Faculty of Graduate Studies has several awards that are specific to a Field of Study, but not a particular program (i.e., Transportation). These awards are open to students in a wide range of programs. These awards have different deadline dates. The applications are reviewed by the **Special Awards and Bursary Subcommittee** of the Graduate Scholarship Committee and may include the donor of the award in the selection process. Special sub-committees of the Graduate Scholarship Committee also review applications for bursaries and medals. New awards are added on an ongoing basis.

The Faculty of Graduate Studies website hosts a searchable awards database called 'SAM'. This Student Award Management (SAM) system is accessible through the University of Calgary portal. You can search for many types of awards and maintain a 'favourites' list for your consideration. Check the Faculty of Graduate Studies website and the Student Awards Management (SAM) system regularly.

## **8. THE ADJUDICATION PROCESS**

### **8.1 OPEN SCHOLARSHIP COMPETITION**

The Graduate Scholarship Committee is comprised of faculty members, elected to the committee by the Faculty of Graduate Studies Council. The committee is comprised of over thirty faculty members who are elected in May, normally for a three-year term. In March, the Committee reviews all applications. Even with the quota system, this number is quickly approaching five hundred! Each application is read and reviewed by five members of the committee. A computer program compiles the raw scores calculated by the committee members and tabulates a ranked listing of all applicants. Approximately 125 applicants in each of the Master's and PhD categories are successful in receiving funding. Applications are reviewed based on:

- The research proposal
- Grade point average (GPA)
- Letters of reference
- Scholarly contributions

### **8.2 SPECIAL AWARDS**

Special Awards are normally established by private donors (individuals, corporations and organizations) and are often to honour or memorialize an individual or an event. They are usually restricted to particular fields of study or faculties/programs. The Special Awards Subcommittee of the Graduate Scholarship Committee reviews the applications for these Special Awards. This subcommittee may include participation of the donor, or designated representative, or members of a particular faculty/program.

These awards require the student to write a one-page statement on their research, community activity, or other specific criteria. It is important that applicants tailor their application to the terms of reference for the awards and address the aims and objectives of the award and/or donor. This statement often is a key factor in the decision of the committee. The Deadline date is May 15. The application package

must include all seven components outlined in Section 5 – Components of the Application, or it will be deemed incomplete.

### 8.3 BURSARIES

The Faculty of Graduate Studies Graduate Scholarship Office administers all graduate bursaries at the University of Calgary. Bursary deadlines are either May 15 or December 2. **Applicants must have financial need commensurate with the value of the award.** Students must complete the *Graduate Bursaries Application* form available on the Faculty of Graduate Studies website <http://www.grad.ucalgary.ca/forms.aspx>.

Check the *Table of Allowable Living Expenses* found on the Faculty of Graduate Studies website when calculating your financial need information. The applicant must ensure that all supporting documentation is received by the deadline date. Incomplete applications will not be considered.

## 9. QUESTIONS ABOUT YOUR APPLICATION

**If you have a question or would like more information on your application, please contact one of the Graduate Scholarship Officers listed below, or visit us in person:**

Graduate Scholarship Office  
Faculty of Graduate Studies  
University of Calgary,  
Earth Sciences 720

Main phone: 403-220-4205  
Email: [gsaward@ucalgary.ca](mailto:gsaward@ucalgary.ca)

*NSERC (PGS & IPS), iCORE, Alberta Ingenuity, Open Scholarship Competition and the Killam Pre-doctoral Scholarships*

**Connie Baines      220-5690      [cbaines@ucalgary.ca](mailto:cbaines@ucalgary.ca)**

*SSHRC, Bursaries, Medals & Prizes, TR Labs, Trudeau Fellowships, Dean's Entrance Scholarships, and EVDS Medals (Master's)*

**Maria Lavoie      220-8483      [lavoie@ucalgary.ca](mailto:lavoie@ucalgary.ca)**

*Special Awards, Program Specific Awards, Alberta Graduate Scholarships, EVDS Awards (Master's), and FGS Achievement Awards*

**Gillian Robinson      220-3857      [grobinso@ucalgary.ca](mailto:grobinso@ucalgary.ca)**

## 10. CONGRATULATIONS!

You've received a letter from the Dean of the Faculty of Graduate Studies saying that you have been awarded a scholarship! You must accept or decline this scholarship within thirty (30) days of the date of your letter of notice, by completing the **Graduate Award Acceptance Form** included with your letter of notice. Failure to do so will result in your forfeiting the award and another recipient being selected. Letters of notice for awards in the Open Scholarship Competition are sent in April. Other internal award recipients are normally notified within four weeks of the deadline date for application. If you receive an award that was created by a private donor, you will be required to send a letter of thanks to the donor's representative once you have accepted the award. Information to help you write a letter of thanks is available on the Faculty of Graduate Studies website.

## 11. PAYMENT OF AWARDS

All awards administered the Faculty of Graduate Studies are paid in equal monthly instalments on the last banking day of the month by direct deposit. Award holders must provide a Canadian Social Insurance Number or a Student Authorization / Study Permit Number, with expiry date, in order to receive payment. Award winners may request that these funds be credited towards their fee assessment. **This request must be made to the Fees Office.** Award payments begin in September.

Students must be registered in program in order to hold an award from the Faculty of Graduate Studies. In order to process payment(s), students must have activated their registration by the 10<sup>th</sup> of the month in which they are taking up the award. Failure to meet this requirement will delay payment of the award to the following month

The following payment schedule applies to all awards in the Faculty of Graduate Studies. This payment schedule will be followed unless the terms of reference of the award specify otherwise:

Amount of Award	Payment
Up to \$2,500	One lump sum payment
\$2,501 to \$6,000	Paid in equal monthly installments over a four month term
\$6,001 to \$10,000	Paid in equal monthly installments over eight months
Awards over \$10,000	Paid in equal monthly installments over twelve months

## 12. TERMINATION OF FUNDING

If a student has a successful final oral examination during the tenure of an award, the award will be terminated at the end of the month following the month in which the final oral examination was held, or at the date of the termination of the award, whichever comes first. Termination may vary with external funding agencies and students should contact the agency or the Graduate Scholarship Office for current regulations.

## 13. RENEWAL

Some awards may be renewable. Renewal is never automatic. If an award is renewable for a further year, the award holder must complete the *Scholarship Progress Report* form. The Graduate Scholarship Committee reviews the *Scholarship Progress Report*, and the award is renewed if the Committee finds the student has made satisfactory progress. Holding an award that is not renewable does not preclude the student from entering the competition for the same award in subsequent years, unless otherwise noted in the terms of reference of the award.

## 14. FREQUENTLY ASKED QUESTIONS

### 14.1 What if I just found out about an award and the deadline is only days away?

Unfortunately you won't have enough time to put together a good application. One month is the minimum you should allow yourself to complete a scholarship application package. Mark the date on your calendar and be prepared for next year.

### 14.2 Can I defer or interrupt an award?

Only in rare circumstances. If for any reason, a change in the commencement date is required, the Chair of the Graduate Scholarship Committee must be contacted to discuss the necessary arrangements.

### 14.3 Do I have to have original transcripts with my scholarship application?

Original transcripts must be submitted from every university you have attended for your application to a graduate program. However, the Graduate Program Administrator may copy transcripts for your scholarship application from the original on file. The transcript must be marked “copied from an original” and signed by the Graduate Program Administrator.

### 14.4 When will I find out about success in the Open Scholarship Competition?

The Graduate Scholarship Committee reads all eligible applications in the month of March. The final rank order is completed by the beginning of April. The recipients are notified, based on their ranking. Some offers are delayed because awards “trickle down” based on students receiving other sources of funding. Most *Letters of Offer* are mailed in the month of April, and the entire process is usually completed by mid-July. Approximately 125 applications in each of the Master’s and PhD categories are successful in receiving funding.

### 14.5 If I accept an award will I be required to pay Income Tax?

All awards you receive are considered by Canada Revenue Agency (formerly Canada Customs and Revenue Agency) to be income for taxation purposes and must be reported as income. Current Canadian income tax regulations allow for an exemption of up to \$3,000 each year against the total amount of this type of income. The Canada Revenue Agency regulations are subject to change at any time. If you have any questions about any income tax payable from award income, contact the Canada Revenue Agency at 1-800-959-8281.

### 14.6 If I already hold a major award, can I still apply for other awards?

You can apply for the Open Scholarship Competition. For all other competitions, you should only apply for an award of greater value than the one you hold. If you are successful, you are required to forfeit the other major award.

## 15. USEFUL SITES AND TOOLS

### NATIONAL AND PROVINCIAL FUNDING AGENCIES:

<b>NSERC</b> (Natural Sciences and Engineering Research Council)	<a href="http://www.nserc.ca/index.htm">http://www.nserc.ca/index.htm</a>
<b>SSHRC</b> (Social Sciences and Humanities Research Council)	<a href="http://www.sshrc.ca">www.sshrc.ca</a>
<b>CIHR</b> (Canadian Institutes of Health Research)	<a href="http://www.cihr.ca">www.cihr.ca</a>
<b>AHFMR</b> (Alberta Health Foundation for Medical Research)	<a href="http://www.ahfmr.ab.ca">www.ahfmr.ab.ca</a>
<b>INGENUITY</b> (Alberta Ingenuity)	<a href="http://www.albertaingenuity.ca">www.albertaingenuity.ca</a>
<b>iCORE</b> (Alberta Information Circle of Research Excellence)	<a href="http://www.icore.ca">www.icore.ca</a>
<b>Trudeau Foundation Doctoral Scholarships</b>	<a href="http://www.trudeaufoundation.ca">www.trudeaufoundation.ca</a>

### COMPREHENSIVE LISTINGS

Association for Support of Graduate Students	<a href="http://www.asgs.com">www.asgs.com</a>
Association of Universities and Colleges of Canada (includes directory listing)	<a href="http://www.aucc.ca">www.aucc.ca</a>
Canada Foundation for Innovation	<a href="http://www.innovation.ca">www.innovation.ca</a>
Canada – U.S. Fulbright Awards Program	<a href="http://www.fulbright.ca">www.fulbright.ca</a>
Canadian Bureau for International Development	<a href="http://www.cbie.ca">www.cbie.ca</a> and <a href="http://www.destineducation.ca">www.destineducation.ca</a>
Canadian Graduate Award Database	<a href="http://www.schoolnet.ca">www.schoolnet.ca</a>
Community of Science	<a href="http://www.cos.com">www.cos.com</a>
International Development Research Centre	<a href="http://www.idrc.ca">www.idrc.ca</a>

Canadian & International Scholarship Programs Commonwealth Scholarship Plan Foreign Government Awards Organization of American States (OAS) Fellowships Program	<a href="http://www.scholarships-bourses-ca.org">www.scholarships-bourses-ca.org</a>
National Aboriginal Achievement Foundation	<a href="http://www.naaf.ca">www.naaf.ca</a>
National Science Foundation	<a href="http://www.nsf.gov">www.nsf.gov</a>
Scholarships Canada.com	<a href="http://www.scholarshipscanada.com">www.scholarshipscanada.com</a>
School Finder.com	<a href="http://www.schoolfinder.com">www.schoolfinder.com</a>
StudentAwards.com	<a href="http://www.studentawards.com">www.studentawards.com</a>

## 16. SUMMARY

Competition for scholarships is fierce. Be sure to organize your time and allow yourself at least one month to prepare all materials. Take time to check your application. In addition to the awards listed through the Faculty of Graduate Studies, there are several other kinds of institutions and funding bodies that have scholarships. Don't limit your search. Use all the reference tools to search for awards outside of the University of Calgary.

Watch the Faculty of Graduate Studies web site, the GSA newsletter and the SAM award system through the University of Calgary portal for graduate awards throughout the year.

Don't be discouraged if you are not successful in any one competition. Apply every year and look for other competitions and awards for which you are eligible.

## 17. INFORMATION FOR REFEREES

### 17.1 ATTRIBUTES THAT SHOULD BE ADDRESSED

- Background preparation
- Originality of thought
- Accuracy of work
- Discipline and intellectual integrity
- Research skills
- Communication skills
- Research potential

### 17.2 ASPECTS OF PROPOSED RESEARCH THAT SHOULD BE ADDRESSED

- General importance of the topic; its scope and relevance
- Methodology
- Relation to other research being done in the field – is it cutting edge?
- Time frame for the project
- External publications of results and any feedback received
- Innovation and validity as stated by the referee

### 17.3 INCLUDE ALL SECTIONS OF THE SCHOLARSHIP REFERENCE FORM

- References have two components and you must have both included in your application or it will be deemed incomplete:
  1. Scholarship Reference Form
  2. Reference letter
- If your referee is a resident of the Province of Alberta he or she must also complete the *Reference Letter Request – Graduate Awards*. The referee will not return this form to applicant. The referee keeps it as confirmation of the request for a reference.

## 17.4 MORE TIPS

- Be specific. Concrete examples of the student's qualities are far more telling than vague generalities. It is important to state clearly the basis for your evaluation.
- Although length is not a reasonable criterion for judging an evaluation, an extremely brief set of comments suggests that the referee is either unfamiliar with or not interested in the student.
- Write thoughtfully and in some detail. General comments without specific support are not particularly useful.
- It is astonishing how many students are "the best student I ever had". More useful comments focus on the student's particular strengths as observed in particular circumstances.
- A letter that includes specifics about what the student has accomplished and is likely to accomplish is more informative than a string of platitudes.
- Do not restate transcript information. The assessor already has this. Do offer useful amplification of reasons for weakness in the student's performance in a course, if appropriate.
- A balanced identification of strengths and weaknesses can highlight a student's potential, particularly if it is made clear that the weakness can be easily overcome.
- In the case of a student who does not have a strong record (for example, his/her GPA is not outstanding, no previous awards, no publications), the referee can make the case for the student by providing information about the student's potential.
- Write about the student, not yourself. Many letters reveal more about the writer than the person for whom the letter is being written.
- If you are writing letters for more than one student for the same competition, specific comparisons are very helpful.
- Think of how you would react to reading your reference letter if you had another two or three hundred to assess. The reality is that the competition is extremely fierce and a referee who does not seriously consider how her or his comments will be received could potentially prevent a good applicant from obtaining an award.