

To: Graduate Department/Program Heads, Graduate Coordinators,
and Graduate Assistants
From: Monica Corbett
Date: July 10, 2021
RE: **2022-2023 Vanier Canada Graduate Scholarship (Vanier CGS) Competition**

DEADLINE TO SGS: OCTOBER 7, 2021 at 4:00 p.m. (Eastern Standard Time)

Background: The Vanier Canada Graduate Scholarships (Vanier CGS) program is designed to attract and retain world-class doctoral students by offering them a significant financial award to assist them during their studies at Canadian universities. Vanier Scholars demonstrate leadership skills and a high standard of scholarly achievement in the social sciences and humanities, natural sciences and engineering, and health-related fields. Canadian and international students are eligible to be nominated for a Vanier CGS, which is valued at \$50,000 per year for up to three years.

General Overview: The Vanier CGS can be held by doctoral students only. Applicants must be nominated by Queen's University to be sent forward to the national competitions. Both domestic and international students who meet all eligibility criteria may be considered. Nominees must have an overall average of at least A- or the equivalent in each of the last two years of full-time study or equivalent. Students who currently hold, or have held, a doctoral-level scholarship or fellowship from one of Canada's three federal granting agencies (also known as the Tri-Agencies), the Canadian Institutes of Health Research (**CIHR**), the Natural Sciences and Engineering Research Council (**NSERC**) or the Social Sciences and Humanities Research Council (**SSHRC**) to undertake or complete a doctoral degree, are not eligible to apply.

NEWS, UPDATES and REMINDERS: Along with the details of this year's competition, universities have been asked to provide staff, faculty and applicants with information about CHANGES (under NEW) to the competition for this year, as well any updates and annual reminders about the competition.

NEW – Indigenous applicants

Institutions may recommend applications from self-identified Indigenous* Vanier CGS applicants, above and beyond their institutional quota. Indigenous applicants self-identify for this purpose by attaching the *Vanier Canada Graduate Scholarship (Vanier CGS): Voluntary Self-Identification Form* to their application in ResearchNet. This form will be used by the School of Graduate Students to identify self-declared Indigenous applicants who have submitted their complete Vanier application by the deadline of **OCTOBER 7, 2021 at 4:00 p.m. (Eastern Standard Time)**.

*From the Vanier materials: Indigenous Peoples" is a collective name for the original peoples of North America and their descendants. "Aboriginal Peoples" is also sometimes used as a terminology. For the purposes of this program, the federal tri-agencies use *the Canadian Constitution Act, 1982* definition of Aboriginal Peoples as including the First Nations, Inuk (Inuit) and Métis Peoples of Canada.

NEW (Optional) – International transcripts summary

If a nominee has international transcripts, they can choose to provide a 250-word summary as a PDF document to describe the variations in the grading system from the country of the transcript and the Canadian level equivalents, and/or explain international credentials and equivalencies. See also the “Transcript” section below.

UPDATE – Doctoral studies timeline form

The Doctoral Studies Timeline form is no longer required.

REMINDER (updated): Equity, diversity and inclusion

The Vanier CGS program encourages equity, diversity and inclusion (EDI), as part of the Tri-Agency’s broader commitment to excellence in research and research training in Canada. EDI considerations must be taken into account throughout the Vanier CGS competition, including during the selection committee member recruitment process and during the selection, endorsement and review processes of an application. The EDI page of the Vanier CGS website provides guidelines and resources for applicants, host institutions, referees, and reviewers and readers research respectfully involving Indigenous communities, reducing unconscious bias, and promoting equity, diversity and inclusion.

Click this link for details:

https://vanier.gc.ca/en/equity_diversity_inclusion-equite_diversite_inclusion.html

An important EDI component is the careful consideration of an applicant’s career interruptions and personal circumstances. Applicants are encouraged to identify any circumstances that may have delayed or interrupted their academic and/or career advancement (if applicable) in the *Personal Leadership Letter* attachment of their application.

REMINDER – Sex- and Gender-based Analysis Plus (SGBA+)

Vanier applicants are required to examine how differences in identity factors (such as sex, gender, race, ethnicity, religion, age and mental or physical disability) affect their research and research findings. Applicants are encouraged to take SGBA+ principles into account in their research proposal (see *Application/nomination instruction-Task 10*).

REMINDER (updated) – Research respectfully involving and engaging Indigenous communities

Any proposed research involving Indigenous communities must be in accordance with the policies and principles outlined in the following documents/presentations:

- [Tri-Council Policy Statement: Chapter 9: Research Involving the First Nations, Inuit and Métis Peoples of Canada](#)
- [SSHRC Guidelines for the Merit Review of Indigenous Research](#)
- [CIHR’s Research Involving First Nations, Inuit and Métis Peoples of Canada - Webinar](#)

Departments/programs must describe how collaborations with Indigenous communities have been or will be developed and must provide details corroborating information included in the research proposal for relevant applications of university -level nominees.

REMINDER - Eligibility: Calculating months of doctoral studies

All prior doctoral-level studies, regardless of discipline, are considered in the evaluation of eligibility, and are considered to be continuous, full-time, and uninterrupted unless otherwise confirmed by the institution (including the summer months, unless on official leave). The Vanier-Banting Secretariat will count two months of part-time studies as one month of fulltime studies.

This table outlines the possible calculations of months of doctoral studies counted:

| Eligibility of Months of full time doctoral study completed as of May 1, 2022 | Calculation used |
|--|---|
| 0-20 months, IF completed Master’s before starting PhD. | The months of study completed are calculated from the doctoral program enrolment date. |
| 0-32 months, IF enrolled in a combined program with a PhD component (eg. MD/PhD). Applicants in this category have access to the 32-month window whether or not they were previously enrolled in a Master’s program. | The months of study are calculated starting from the date on which an applicant is officially registered in the combined program BUT only months of enrolment in the PhD component are counted. |
| 0-32 months IF promoted to the PhD without completion of Master’s. | The months of study completed are calculated from the doctoral enrolment date. |
| 0-32 months IF direct entry from the Bachelors to the PhD. | The months of study completed are calculated from the doctoral enrolment date. |

Note these categories are mutually exclusive and only one such exemption is permitted for any given applicant.

REMINDER - Subject matter eligibility (research area)

The onus is on the applicant and their supervisor to carefully consider which selection committee should review the application, based on the research area. For more details, please consult the *Application/nomination Instruction – Task 6: Identify area of research*

- If an applicant chooses “health”, the application will be considered a CIHR Vanier application
- If an applicant chooses “natural sciences and/or engineering”, the application will be considered an NSERC Vanier application
- If an applicant chooses “social sciences and humanities”, the application will be considered a SSHRC Vanier application.

Applicants can find more information on which agency to submit their application to in the document *Selecting the Appropriate Federal Granting Agency*

(http://www.science.gc.ca/eic/site/063.nsf/eng/h_FEE7261A.html?OpenDocument).

For SSHRC applicants, there is additional information on SSHRC’s website here:

http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/background-reseignements/selecting_agency-choisir_organisme_subventionnaire-eng.aspx

REMINDER - International recruitment

In keeping with the aim of attracting doctoral students to Canada, universities are encouraged to continue to strengthen efforts to recruit new foreign doctoral students. By attracting top international doctoral candidate, universities can help achieve the goal of building strong brand recognition for the Vanier CGS program as Canada's most valuable, prestigious and sought-after doctoral scholarship. Please keep this in mind when you are considering potential Vanier applicants.

REMINDER - Deadline for submitting referee assessments

By default, the Referee Assessment Deadline Date in ResearchNet is set for two days (48 hours) before the university's deadline. However, applicants can adjust this to any date prior to the university's deadline. It is the applicant's responsibility to follow up with referees to ensure the assessments are submitted in sufficient time prior to the applicant's deadline. Applicants will be able to check on the status of the assessment in ResearchNet and should follow up with the referees if the assessment is not completed shortly before the deadline.

Note that this process refers to the mandatory two non leadership references only. For the two required Leadership references, the applicant collects and uploads the 2 page letters to their application in ResearchNet, before the university's deadline and before the application can be successfully submitted in ResearchNet.

REMINDER- Personal Leadership Statement document

Applicants will see very clear instructions about this important application component in their online instructions here:

http://vanier.gc.ca/en/nomination_process-processus_de_mise_en_candidature.html#des1

Any application in which the Personal Leadership Statement document does not follow the instructions will be returned to the nominating university.

REMINDER- Multiple applications regulations

Eligible candidates can apply to both the Vanier CGS program and one other agency-specific doctoral-level scholarship/fellowships program (whether to the same or a different federal granting agency as the Vanier CGS application) in the same academic year, provided that the research proposed in each application falls within the mandate of the federal granting agency to which the application is submitted. Students must apply to the Vanier CGS competition AND the "regular" doctoral-level competition, separately, by each competition's deadline. Candidates who are successful in both competitions will have to choose which award to accept.

THIS YEAR'S COMPETITION: Here are the details of the 2022-2023 competition and application processes.

Online Application: The online application to the 2022-2023 Vanier CGS competition is now available. Applicants should go to the following websites for complete instructions:

<https://vanier.gc.ca/en/home-accueil.html>

https://vanier.gc.ca/en/nomination_process-processus_de_mise_en_candidature.html

Applications to the Vanier CGS competition must be submitted online through *ResearchNet*. ResearchNet is an online system that provides a secure web portal to collect certain scholarship applications.

Applicants must have and use both a ResearchNet account, and a Canadian common cv (CCV) account, in order to complete and submit a Vanier CGS application. Full instructions are on the website http://www.vanier.gc.ca/en/nomination_process-processus_de_mise_en_candidature.html

Eligibility and Conditions: For complete details on:

- who is eligible to apply,
- minimum academic eligibility standards for applicants,
- selecting the appropriate granting agency
- review process
- selection criteria
- all acceptance and eligibility conditions to **hold** a 2022-2023 Vanier CGS,

go here: <http://www.vanier.gc.ca/en/eligibility-admissibilite.html>

Only one university can submit a candidate's nomination to an agency. If more than one university is interested in nominating a particular candidate for an award, the candidate must choose the university that will submit his/her nomination. Multiple nominations will not be accepted and such applications will be withdrawn from the competition. Nominations that are withdrawn for any reason will count towards the university's Vanier CGS allocation. Applications submitted by candidates directly to one of the federal research granting agencies, instead of submitted through a Canadian university, will **not** be considered.

DEPARTMENTAL INFORMATION, 2022-2023 VANIER CGS COMPETITION

1. Queen's University Vanier CGS quota, 2022-2023: This year, Queen's University may nominate the following number of applications to each agency's Vanier CGS competition:

| CIHR Vanier CGS | NSERC Vanier CGS | SSHRC Vanier CGS |
|-----------------|------------------|------------------|
| maximum of 3 | maximum of 6 | maximum of 6 |

Nationwide, only 166 Vanier CGS will be awarded between all 3 agencies in 2022-2023. This means the competition will be intense. Department/programs should ensure that their most competitive, eligible students complete and submit applications, according to the required processes and by the deadline of October 7, 2021.

2. Eligibility

a. Minimum Academic Standards for Vanier CGS applicants: Applicants must have a first class average, that is, at least A-, or the equivalent, in **EACH of the last two completed years of full time studies** or equivalent.

b. Calculating months of doctoral studies: See also, **REMINDER - Eligibility: Calculating months of doctoral studies** section above.

All prior doctoral-level studies, regardless of discipline, are considered in the evaluation of eligibility, and are considered to be continuous, full-time, and uninterrupted unless otherwise confirmed by the institution (including the summer months, unless on official leave). The Vanier-Banting Secretariat (the Secretariat) will count two months of part-time study as one month of full-time study.

c. Special Circumstances document:

i. Part -time studies must be outlined in this section. Applicants who have been enrolled part time for any of their PhD studies will specify which terms were part time.

ii. Also, applicants enrolled in a combined MD/PhD program will use this document to provide a timeline of their MD studies versus their PhD studies, broken down by term. This calculation must be consistent with the transcripts provided.

3. Selection Criteria: Our nominees for the national competition will be evaluated and selected based on these three equally weighted selection criteria: Academic Excellence, Research Potential and Leadership. See this website for details:

http://www.vanier.gc.ca/en/selection_criteria-criteres_de_selection.html.

Table 1 of this memo is a copy of the information on that website.

4. Highlighting Leadership in a Vanier CGS Nomination: There are five opportunities in the application package for leadership to be highlighted:

- Common CV
- Personal Leadership Statement
- Referee Letters
- Leadership Reference letters
- Departmental nomination letters

5. Letter from Head of Graduate Department/Program of the nominee: After October 7, 2021, the School of Graduate Studies will contact the departments/programs of each applicant, to request the departmental/program nomination letter, for each applicant. The letter must be no more than 2 pages long, on letterhead, and signed, and must provide the information outlined in Appendix A.

Departments/Programs can choose not to submit a nomination letter for any applicant. However, the School of Graduate Studies will not forward applications to the national competition unless this letter is provided. Letters can be hard copy documents sent by campus mail, OR pds of signed letters on letterhead, sent by email directly to Monica Corbett (corbettm@queensu.ca).

6. Transcripts: Applications must include hard copy official versions of **ALL** university transcripts, including college level and CEGEP transcripts if applicable **AND including an official Queen's transcript for studies for this current term year at Queen's University, for students enrolled in a graduate program here currently.** Universities are responsible for uploading the official transcripts of their nominees via

ResearchNet. **Therefore the School of Graduate Studies must receive all transcripts of all Vanier applicants by October 7, 2021 at 4:00 p.m.**

Hard copy official transcripts are to be sent by the issuing university or universities to the School of Graduate Studies, Room 425 Gordon Hall, Queen's University, Kingston, Ontario CANADA K7L 3N6, to the attention of Monica Corbett.

OR

Official transcripts could be sent as PDF documents via email to Monica Corbett (corbettm@queensu.ca) by the issuing university or universities (including Queen's University, **for the required Queen's transcript**).

If international transcripts are issued in a language other than English or French, applicants must make arrangements for a certified translation to be received by the School of Graduate Studies.

NEW this year: Optional: Applicants with transcripts from foreign universities can choose to provide a 250-word summary as a PDF document, describing any variations in the grading system between the foreign institutions and the Canadian-level equivalents, and/or explaining international credentials and equivalencies. This is optional (not required). Only documents received by Monica Corbett by the deadline will be included with the relevant application.

7. Adjudication Process: Members of the School of Graduate Studies Fellowship Committee and/or Graduate Councils' Award Subcommittees will review and rank the applications received from their Council/Committee. Normally the reviewers will be the Graduate Council Chair, Associate Chair and the elected member to the Fellowship Committee and/or Award Subcommittees. Then, the Associate Deans and Dean of the School of Graduate Studies will review the ranked applications and make the final decisions of which applications to send forward.

8. Contact information: Email: vanier@cihr-irsc.gc.ca

ResearchNet technical support: Tel.: 613-941-9080

Email: support@researchnet-recherchenet.ca

Monday to Friday from 8:30 a.m. to 4:30 p.m. (Eastern Standard Time).

Thank you for your continued cooperation and assistance with this important process. Please contact me by email (corbettm@queensu.ca) if there are problems or questions.

Yours sincerely,
Monica Corbett
Director, Admissions and Student Services
School of Graduate Studies

Table 1: Vanier CGS Selection Criteria

| Criterion | Indicator | Source |
|--|--|---|
| <p>Academic Excellence</p> <p>The candidate's research history and the impact of their activities to date in their area(s) of expertise to date and in the communities associated with their research are important indicators of their potential as research leaders of tomorrow.</p> <p>Reviewers should consider the sphere of influence of candidates relative to others along the following continuum of expanding impact:</p> <ul style="list-style-type: none"> • Research program • Canadian university • Research community • International research community • Society at large <p>In the case of those with non-traditional academic paths, consideration should be given to standards of research productivity, etc. for their level of experience/qualifications relative to a PhD student.</p> | Past Academic Results and Transcripts | <ul style="list-style-type: none"> • University transcripts |
| | Institutions comments | <ul style="list-style-type: none"> • Institutional Nomination letter |
| | Scholarships/award (competitiveness, amount, duration and prestige) | <ul style="list-style-type: none"> • Common CV |
| | Duration of previous studies | <ul style="list-style-type: none"> • Academic Background section—Common CV • University transcripts Research Program • Personal Leadership Statement |
| <p>1. Consider individual workstyles, contributions, commitments, and variations in disciplinary, community and cultural standards, ex. collaboration, teamwork and mentoring are important and valid contributions to research and to training highly qualified personnel.</p> <ul style="list-style-type: none"> ○ The gender of the applicant should not have an impact on how these contributions are valued. ○ Similar expectations apply to single-authored and multi-authored publications. <p>Evaluate excellence/productivity commensurate with the career stage of the candidate, taking into consideration the life and career trajectory outlined in the Personal Leadership Statement. Note that the Vanier CGS application form does not allow nominees to include a special circumstances document; career interruptions, for any reason, should be outlined in the Personal Leadership statement instead.</p> <p>2. Evaluators should guard against placing too much value on the number of contributions; focus must be on the impact and significance of the contributions. Impact factor and citation rates vary between disciplines and contexts; members must be mindful of this when considering them as part of their evaluation.</p> | | |

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| Criterion | Indicator | Source |
|--|--|---|
| <p>Research Potential</p> <p>Demonstrated by the candidate’s research history, his/her interest in discovery, the proposed research and its potential contribution to the advancement of knowledge in the field, and any anticipated outcomes.</p> | <p>Academic training and relevant work experience (co-op included)</p> | <ul style="list-style-type: none"> • Work Experience section – Common CV • Personal Leadership Statement • Referee assessments |
| | <p>Contribution to research and development</p> | <ul style="list-style-type: none"> • Research contributions • Referee assessments • Common CV |
| | <p>Research Proposal (feasibility, merit and significance)</p> | <ul style="list-style-type: none"> • Research Proposal |
| | <p>Critical thinking, application of knowledge, judgment, originality, initiative, autonomy, enthusiasm for research</p> | <ul style="list-style-type: none"> • Personal Leadership Statement • Referee Assessments • Institutional Nomination letter |
| <p>Note</p> <p>Sex- and Gender Based Analysis Plus (SGBA+): In assessing the quality of the applicant’s research proposal, consideration of sex, gender and diversity in the research design must be considered, if applicable:</p> <ul style="list-style-type: none"> • rationale and methodology for including sex, gender and diversity in the research (from its design to the analysis of research findings) are clearly described; • should be evaluated in terms of scientific rigour and usefulness of the proposed research. | | |

Table 1: Vanier CGS Selection Criteria

| Criterion | Indicator | Source |
|---|---------------------------------|--|
| <p>Leadership (Potential and Demonstrated Ability): Given the prestige of the Vanier CGS program, this is an important criterion that has to be assessed in an indirect manner, since there is no opportunity for the selection committee to interview candidates.</p> <p>When assessing the leadership criterion, consider how the nominee has gone above and beyond the expected norms in order to overcome obstacles, foster others, spearhead change, or otherwise demonstrate Leadership.</p> | Personal achievement | <ul style="list-style-type: none"> • Impactful involvement and achievement in professional programs/association such as sports, arts, science, business etc • Entrepreneurial achievement (start-up company, establishing an NGO or charitable initiative, establishing arts/sports based festivals/competitions); • Foreign study |
| | Involvement in academic life | <ul style="list-style-type: none"> • mentoring/teaching; • supervisory experience; • involvement in student government and in the institution community, including committees, teams, senate, boards, ethics committees, etc.; • project/lab management; • roles in academic/professional societies; • organization of conferences, meetings, courses etc. |
| | Volunteerism/community outreach | <ul style="list-style-type: none"> • involvement in charity or not-for-profit organizations. |
| | Civic engagement | <ul style="list-style-type: none"> • parliamentary page positions and internships; • political activity; • elected positions |
| | Goal achievement | <ul style="list-style-type: none"> • a clear vision of what they want to accomplish; • a developed personal vision for the future that defines a impactful/meaningful change for the community or a group, cause or organization; |

Table 1: Vanier CGS Selection Criteria

| Criterion | Indicator | Source |
|-----------|-----------------------|--|
| | | <ul style="list-style-type: none"> • strategizes on how to achieve desired outcomes and has specific, realistic and timely goals. |
| | Self-management | <ul style="list-style-type: none"> • knows how to prioritize and complete tasks to reach the desired outcome and is confident of success; • establishes learning goals and tasks; • reaches goals in an efficient, organized and innovative way; and • is constantly working on self-improvement |
| | Integrity | <ul style="list-style-type: none"> • acts consistently with core ethical and personal values and convictions; and • accepts personal accountability for the consequences of their actions/decisions. |
| | Other characteristics | <ul style="list-style-type: none"> • is creative and takes initiative; • is curious; • deals well with complexity; • has a strong sense of reality; • is courageous; • is strategic, a big-picture thinker; • focuses on solutions, not problems; • is capable of producing extraordinary results; and • is able to solve real problems and create real products. |
| | Social skills | <ul style="list-style-type: none"> • knows how to develop positive relationships with a diverse range of people; • cares about and listens to what others say and gives feedback; |

Table 1: Vanier CGS Selection Criteria

| Criterion | Indicator | Source |
|--|-----------|---|
| | | <ul style="list-style-type: none"> • knows how to motivate individuals; • is persuasive; • is supportive of peers; • is able to negotiate; • is viewed as trustworthy, ethical and dependable; • is well-respected; and • displays mastery of presentation skills and public communications. |
| <p>Notes:</p> <p>The evaluation on this criterion should not be based on only the nominating letter but also on the referee assessment and the leadership reference letters:</p> <ul style="list-style-type: none"> • Look for well-rounded individuals that went above and beyond the expected norms. <p>When evaluating this criterion, reference the instructions provided to candidates.</p> <p>More information on leadership is available in the SSHRC-funded study, Leadership at the Graduate Studies and Postdoctoral Levels [PDF (260 KB)]</p> <p><i>This list is not intended to include all possible categories and is provided for guidance only.</i></p> | | |