# SSHRC 2019-20 Doctoral Award Administrative Guidelines

Social Sciences and Humanities Research Council (SSHRC) Doctoral Allocation for 2019-20 (Guelph): **29**

## Important Links

* [SSHRC Doctoral Application](http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/fellowships/doctoral-doctorat-eng.aspx)
* [SSHRC Doctoral Letter of Appraisal (Reference Letter)](http://www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/index-eng.aspx)
* [SSHRC Doctoral Departmental Appraisal](http://www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/index-eng.aspx)

## Important Dates

Nov 2, 2018: Students currently registered in a degree program at U of G, or on an approved leave of absence from U of G, must submit their hard copy applications and all supporting documentation to the Graduate Program Assistant in their department. There is no charge for University of Guelph transcripts for SSHRC if the student orders the transcripts by October 25 and picks the transcripts up.

Nov 16: Complete application packages, including signed Departmental Appraisal forms, due to the Office of Graduate Studies. Applications must have all staples and envelopes removed and be in the same order as on the Application Checklist.

Nov 16 – 21: Graduate Awards Officers prepare files for review

Nov 21 – Dec 10: Office of Graduate Studies Awards Committee members review and score applications

Dec 10: Graduate Awards Committee meets to select the 29 applications to be forwarded to the national SSHRC Doctoral competition. Within a couple of days following the meeting, applicants will be notified if their application will be/will not be moving forward to Ottawa.

Jan 9, 2019: Applications due to SSHRC offices in Ottawa

## Important Notes on the Departmental Appraisal Process

1. Carefully read the guidelines provided by SSHRC for [completing the Departmental Appraisal](http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/DepAppraisalDoc2012_e.pdf).
2. It is important to make clear, supportive remarks for each student. The absence of remarks will be noted by the University selection committee and may be interpreted as a lack of confidence in the candidate’s abilities.
3. We expect units with several excellent candidates to have more than one candidate who is checked off as “Outstanding”. Those marked less than “Outstanding” are less likely to be forwarded to SSHRC. There should be no unexplained discrepancies between the Department Appraisal and the two letters of appraisal. \*Tip: SSHRC notes that in applying the evaluation criteria, it is important to consider the individual applicant’s stage in their academic program.
4. If an application is to be forwarded to the University selection committee where the student does not have a first class average, clear justification of this decision which outlines the merit of the application must be provided.
5. When reviewing applicants’ transcripts, please flag (with a “Post-It” flag) any transcripts with part-time semesters or leaves of absence at the doctoral level. The cumulative graduate average is used as part of the determination of academic excellence.
6. Should you receive SSHRC application documentation or requests for assistance with the SSHRC application process in French, please contact the Graduate Awards Officers if you require assistance.
7. Consult the Evaluation Criteria table below that is used by the Graduate Studies Awards Committee when reviewing and selecting applications to be forwarded to the national competition.

**Evaluation Criteria**

| Requirement | Suggested Evaluation Criteria | Weight |
| --- | --- | --- |
| Academic Excellence | Past academic results demonstrated  by transcripts, awards and distinctions | 20 |
| Program of Study | And its potential contribution to the advancement of knowledge | 20 |
| Research Ability and Experience/ Potential | Relevant professional and academic experience, including research training, as demonstrated by conference presentations and publications or artistic exhibitions | 20 |
| Evaluations | Two written evaluations from referees | 20 |
| Departmental Appraisal | Department appears to be very supportive of applicant (outstanding), supportive (very good, good), or less supportive (average, below average) | 20 |
| Total |  | 100 |

\*Please note: SSHRC does not assign a particular weighting for each area, which is why the above criteria is divided equally across each of SSHRC’s Evaluation Criteria areas (the areas of Academic Excellence, Program of Study, Research Ability and Experience/Potential, Evaluations, and the Departmental Appraisal actually have no specific/differentially defined weighting). For additional information on SSHRC’s Competition Process, as well as the Evaluation Criteria, please see [SSHRC’s website](http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/fellowships/doctoral-doctorat-eng.aspx#a6).