



### Application Instructions:

Each section below (i.e Part 2-7 only) **must** follow the presentation standards:

- Times New Roman 12 point font, single-spaced (regular, minimum 12-pt.)
- For Part 3 and 4, these section allows you to change the text format. To do so, put your cursor on the field you want to change, and press CTRL+E. A form field text properties box will appear. Note: a maximum 8-pt font is acceptable to allow multiline for each field.
- Condensed type is not acceptable.
- 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.
- Only use the space provided and do not exceed the maximum number of pages permitted in each section, as indicated below. **Pages in excess of the number permitted will not be assessed by the Graduate Scholarship Committee and will be redacted.**

### Part 2: Outline of Research Proposal/Capstone Project and Bibliography/citations

#### **A. Outline of Research Proposal/Capstone Project:** maximum of one page

- Course-based students should put in their capstone project information if available, or put N/A if not applicable
- Research 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 graduate research will advance theory or make an original contribution to knowledge in your field.

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

### Part 3: Refereed Contributions, Commissioned, Juried and/or Invited Exhibitions

- Do not submit your publications
- Given the page limits, be selective and summarize information where appropriate.
- List up to the (10) of your most significant research contributions that have been peer reviewed, for example refereed journal articles, book chapters or conference proceedings, juried exhibitions or performances, starting with the most recent.
- Provide complete bibliographic details as they appear in the original publication (including co-authors, title,

publisher, journal, volume, date of publication, number of pages, etc.).

- List full authorship as it appears or as it will appear in the original publication (**with your name in bold**).
- Asterisk (\*) each entry that has been generated while registered in your graduate 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 first box/page provided.**

#### **Part 4: Non-refereed Contributions**

- Do not submit your publications
- Given the page limits, be selective and summarize information where appropriate.
- List up to the (10) of your most significant papers in non-refereed journals, book reviews, reports, abstracts, policy papers, public lectures, and creative works, starting with the most recent.
- Provide complete bibliographic details as they appear in the original publication (including co-authors, title, publisher, journal, volume, date of publication, number of pages, etc.).
- List full authorship as it appears or as it will appear in the original publication (**with your name in bold**)
- Asterisk (\*) each entry that has been generated while registered in your graduate program at the University of Alberta.
- If this section (Part 4) 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 first box/page provided.**

#### **Part 5: Other Evidence of Scholarly and Creative Achievement, Community Engagement, Workshops and Research/Work Experience (maximum of one page)**

- List activities—such as volunteering, mentoring, community involvement, public speaking, etc—which show your scholarly and creative achievement.
- 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 6: Impact of Research (only use the space provided)**

Applicants should use this section to describe their role in the listed research contributions and outline the impact their scholarly contributions have or are expected to have in relation to their field of study. Applicants may discuss how volunteer activities, work experience, leadership or other pursuits noted in Part 5 have furthered their academic experience. If this section (Part 6) is not applicable, **please be sure to indicate N/A or Not Applicable on the page provided.**

#### **Part 7: Special Circumstances (only use the space provided)**

GPS asks its adjudication committees to take into consideration special circumstances that may have affected applicants' research, professional career, record of academic or research achievement, or completion of degrees. Relevant circumstances might include administrative responsibilities, maternity/parental leave, child-rearing, illness, disability, cultural or community responsibilities, socio-economic context, or health-related family responsibilities. Please specify the dates for any delays or interruptions and briefly describe them. Please use this section to address any low GPA. If this section (Part 7) is not applicable, **please be sure to indicate N/A or Not Applicable on the page provided.**



Student ID	Student Last Name, First Name
Department	
Title of Research (if applicable)	
Name of Current/Proposed Supervisor(s)	
Current Degree Program	Program Start Date (e.g. Fall 2020)

### **Part 1: Academic Record**

Indicate all postsecondary institutions in which you have completed a degree and where you are currently attending.

Name of Institution	Location	Start date (eg Sept 2004)	End date (eg April 2008)	Degree Program	Degree conferred (yes/no)

Indicate up to 15 significant scholarships, awards, prizes or recognitions won, or any government or outside funding, starting with the most recent.

<b>Name of Award</b>	<b>Start Date (eg Sept 2008)</b>	<b>End Date (eg May 2011)</b>	<b>Value</b>	<b>Source of Funds (i.e Institutional, Provincial, Federal, or others)</b>

**Part 2 A: Outline of Proposed Research/Capstone Project (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** *(Please read instructions before completing this section)*

<b>Authors/Contributors</b>		<b>Year</b>
<b>Title</b>	<b>Volume/Page numbers/Location</b>	
<b>Source (i.e journal/book/source/exhibition/venue/conference name/abstract, etc)</b>		<b>Status</b>

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<b>Source (i.e journal/book/source/exhibition/venue/conference name/abstract, etc)</b>		<b>Status</b>

**Continuation of Part 3, if applicable**

Authors/Contributors		Year
Title	Volume/Page numbers/Location	
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**Part 4: Non-refereed Contributions** *(Please read instructions before completing this section)*

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**Part 5: Other Evidence of Scholarly and Creative Achievement, Community Engagement, Workshops and Research/Work Experience (maximum one page only)** *(Please read instructions before completing this section)*

**Part 6: Impact of Research (only use the space provided)** *(Please read instructions before completing this section)*

**Part 7: Special Circumstances (only use the space provided)** *(Please read instructions before completing this section)*

**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 (electronic image or hand-written)

Date

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 & Postdoctoral Studies at 780-492-3499 or see <http://www.ipo.ualberta.ca/>.