



BC NEIHR

Doctoral Scholarship Application Overview and Instructions

Duration and Value: One year, \$35,000 (non-renewable)

Objective:

The objective of the BC NEIHR Doctoral Scholarship program is to help develop research skills and assist in the training of Indigenous (*First Nations, Métis or Inuit*) Doctoral students in British Columbia (BC) institutions, who demonstrate achievement in early graduate studies and partnership potential with Indigenous communities, collectives and organizations.

Description:

The BC NEIHR launches an annual competition for three (3) Doctoral Scholarships. Each year, recipients are invited to a Learning and Sharing Circle (with funded Indigenous communities, collectives and organizations), where they present their work and speak about their participation in this Scholarship program.

Eligibility: To be eligible to apply, you must:

- provide proof of Canadian Indigenous ancestry, specifically, a photocopy of either a status, citizenship, membership, registration, or enrolment card (refer to FAQs on website for examples);;
- be a Canadian citizen or a permanent resident of Canada;
- not have previously held a BC NEIHR Doctoral scholarship;
- be enrolled in, have applied for, or will apply for full-time admission to a CIHR eligible (<https://cihr-rsc.gc.ca/e/36374.html>) graduate program at the Doctoral level at a British Columbia institution (funds will not be released until we have received proof of enrollment);
- submit a completed application prior to the deadline posted on the funding opportunity; and
- have completed, at the time of application deadline, between zero and 36 months of full-time studies (or full-time equivalent) in the program for which you are requesting funding. If you have completed more than 36 months of full-time studies in the program for which you are requesting funding, you are not eligible to apply.

Submit final application as one PDF file to



Program of study eligibility:

The BC NEIHR accepts applications from all disciplines; however, an eligible program must have a significant research component. A significant research component is considered to be one that requires students to undertake original, autonomous research as a requirement for completion of the program. Examples include: completion of a thesis, major research project, dissertation, scholarly publication, performance, recital and/or exhibit that is merit/peer-reviewed at the institutional level. If registered in a joint doctoral program (e.g. MD/PhD, DVM/PhD) or a clinically-oriented doctoral program, applicants must include in their proposal, a description of how their program contains a significant research component.

General Application Process:

- Applications must be prepared, finalized and submitted by applicants as **one PDF file** and emailed to bcneihr@uvic.ca. See Application Checklist on the Application Form to ensure the completeness of your application.
- Any information that exceeds the page/character limits, or is not required, will be removed from the application prior to review.
- Documents (e.g. CV) should use either Arial, Calibri or Times New Roman 12 point. Maximum of six lines per inch, margin of 2 cm (3/4 inch) – minimum- around the page. Do not use condensed/narrow font sizes, type density, or line spacing. Smaller text in tables, charts, figures, graphs, and references is acceptable, as long as it is legible when the page is viewed at 100%.
- Applicants should preview all components of their application to ensure its completeness.
- Submission of an application serves as consent to the peer review process and public announcement of recipients on our BC NEIHR website.
- Funds are released as payments each term and start in the September following the funding call. Students must be registered as full-time during the course of the payments.

If you have questions and/or need help with your application, please contact us Monday to Friday, 9:00 am to 4:30 pm Pacific Time by **email at bcneihr@uvic.ca** or by **phone at 250-472-5449**.

Applicants should consult the BC NEIHR YouTube Channel: @BC NEIHR for instructional videos on how to apply for scholarships as well as answers to Frequently Asked Questions.

Submit final application as one PDF file to



Complete the BC NEIHR Doctoral Scholarship Application Form:

To complete the 2-page fillable PDF Application Form, please visit website:

www.uvic.ca/bcneihr to download the form or email the Network Coordinator

bcneihr@uvic.ca. The form will collect information about your discipline, research proposal, training expectations and community/geographic region, which helps to assign applications to appropriate reviewers. The form will also ask you questions about other external funding, which is defined as funding from an outside research organization/agency (e.g. CIHR, SSHRC, MSFHR, Mitacs, etc.) and does not include internal funding from your own institution.

Complete a CV:

A CV is required as it provides important information to reviewers for the adjudication of each application. Below are some key fields to include on your CV.

- a. **Education/Degrees**
 - All degrees (Bachelor, Masters and/or Doctoral) should be recorded in the CV whether they are complete or in progress. In addition, the following information should be included for eligibility purposes:
 - Degree Type
 - Degree Name
 - Specialization
 - Institution
 - Degree Status
 - Degree Start Date (YYYY/MM)
 - Degree Received Date/Degree Expected Date (YYYY/MM)
 - Supervisor (if applicable)
- b. **Recognitions**
 - Indicate any recognitions received, including honors, distinctions, prizes, awards (monetary or not, declined, etc.) and citations. You should indicate from which channel the recognition was obtained (competitive process or not), and from which source (Federal, Provincial, Non-profit, etc.) If recognition was declined, it should also be indicated.
- c. **Employment, including Leaves of Absence and Impact on Research**
 - All relevant employment should be included.
 - Any special considerations that have had an effect on academic performance or productivity should be included. They may include considerations that may have resulted in delays in your program or research activities, such as health problems, family, community or cultural responsibilities, disabilities, or other

circumstances. Any gaps in the chronology of your experience should be explained.

- d. **Research Funding History**

- Include research funding entries whereby you were formally recorded as co-applicant, co-investigator, co-knowledge user, collaborator, decision maker, policy maker, principal applicant, principal investigator or principal knowledge user.
- Do not duplicate information included elsewhere in the CV (e.g. CIHR Doctoral awards or any other type of federal or non-federal awards should be listed in Recognitions and not in this section).

- e. **Activities**

- Activities and contributions should include both academic and non-academic achievements as well as their impact.

- f. **Contributions**

- Presentations
 - Community or organizational presentations (date, location, name of event, name of your presentation, co-presenter's names).
 - Conference poster presentations should be listed. If the abstract was published in a conference journal, it should be listed under sub-section entitled "Conference Publications" under Publication section.
- Publications
 - Include publications that have been accepted or are in press. Do not include publications in preparation or submitted.
- Other Contributions – include any other oral, written or visual activities or materials produced.
- Service– local, regional, national and international community, organizational, government or institutional.
- Intellectual Property

Letters of Support:

Each applicant must provide **two letters of support**, one from an academic mentor (e.g. current or future supervisor) and one from the partner Indigenous community, collective and/or organization (ICCO). There is an expectation at the Doctoral level that there is some level of partnership with an ICCO, which should be reflected in one of your letters of support. If you cannot provide a letter from an ICCO, explain in your proposal why your research is independent of a partnership (and instead provide 2 letters of support from academic mentors). When reviewing your application, reviewers

will assess the extent to which community/cultural mentorship and engagement with an ICCO will contribute to your training. One of your letters of support must confirm your Indigenous identity. Maximum two letters and one page each.

Up-to-date Official Transcripts:

Include in your application official copies of all post-secondary transcripts. Reviewers will want to see final grades on your transcript if you are in courses for the September-December semester prior to the February 1st deadline. Please wait until final grades are posted to order a transcript from your institution to include in your application. If you are not in courses, but registered in a program (e.g. thesis), you must still provide an up-to-date transcript that includes thesis-registered semesters. If you are not yet registered in a Doctoral program, please provide a transcript of your most recent studies (e.g. Master's). If you are entering a Doctoral program based on work experience and do not have a Master's degree, please explain that in your proposal or letter of support. Official transcripts are defined as transcripts issued by the institution's registrar office.

Transcripts from other sources, such as those printed from the student's account on the institution's website, are not official. Please order your most recent official transcript for pick up or by mail, and then scan them (i.e., create a PDF). The official transcript is not mailed directly to the BC NEIHR. The application and all supporting documents must be submitted as *one PDF file* by email to bcneihr@uvic.ca.

Selection Process:

BC NEIHR's principles of review are:

- confidentiality;
- absence of conflict of interest;
- fairness;
- accountability, and,
- transparency.

Review refers to the process used by BC NEIHR to assess applications submitted for funding. Applications are assigned to BC NEIHR Team Members who possess the required experience and/or knowledge (individual or collective) to properly assess the quality of the applications based on the objectives of the funding opportunity and its evaluation criteria. BC NEIHR's review process is supported by academic reviewers, as well as non-academic reviewers, including Indigenous organizations and community-based representatives.

Review Criteria:

Applications will be assessed on the basis of:

- **Applicant's Potential (40%)**

- Research potential (e.g. work experience, leadership experience, project management, volunteerism/community outreach, etc.).
- Research or related experience in Indigenous wellness.
- Academic excellence (as demonstrated by past academic results, transcripts, awards and distinctions).

- **Proposed Research Potential (40%)**

- Feasibility of the proposed project (i.e. relevance to Indigenous wellness, activities, timelines, scope).
- Your proposal should describe:
 - A clear rationale for the study (why should it be done?);
 - the aim of the research (i.e. what purpose will it serve?);
 - the methodology (approach) you will take;
 - how you will engage with those involved in the research project;
 - the methods you will engage to gather information; and
 - how the project advances Indigenous wellness.
- *Consideration will be given to regional, cultural and disciplinary representation.*
- *Research will ideally be initiated by an Indigenous community, collective or organization (not sought out by the student or their supervisor).*

Training Expectations (20%)

Applicants should describe:

- how professional, academic and community/cultural mentorship will contribute to their training;
- how the training they expect to acquire will contribute to their productivity and to the research goals they hope to achieve;
- how their expected training will foster impacts within and beyond the research environment;

Accountability:

On condition of receiving the scholarship, recipients will be expected to meet specific accountability measures, including:

- engaging with the proposed plan outlined in their application;
- actively participating in and/or contributing to the BC NEIHR activities and resources;
- supporting peers and mentoring students more junior in training;
- contributing to the BC NEIHR evaluation activities by completing a brief survey about the experience and a Use of Funds report;
- attending the annual Learning and Sharing Circle to present work and speak about participation in this opportunity; and
- acknowledging the BC NEIHR in any publication or presentation related to the research project.

Use and disclosure of information:

The BC NEIHR may publish the name and other limited award information of award holders on their website.

For more information:

Contact Monday to Friday, 9:00 am to 4:30 pm Pacific Time.

bcneihr@uvic.ca

250-472-5449

You may also visit the BC NEIHR website for more information and/or social media pages for frequent updates on other student opportunities and resources.

Website: www.uvic.ca/bcneihr

Facebook: @BC.NEIHR

Twitter: @BCNEIHR

YouTube: @BC NEIHR

