

REVIEWER CHECKLIST

SSHRC DOCTORAL-COMPETITION

DEADLINE TO GPS: 01 NOVEMBER 2017 <http://www.mcgill.ca/gps/staff/fellowships/sshrc>

Applicant Name		McGill ID	
Dept			

☐ Eligible
 ☐ Ineligible
 ☐ Recommended
 ☐ NON-recommended

FILE FOLDER FORMAT FOR ORIGINALS (TO BE SUBMITTED TO GPS)

- ☐ File includes:
 - o This checklist, completed and initialed (**one copy only**) (do not scan this)
 - o Recommend files: 1 original application with original signatures
 - o Non-Recommended files: 1 original application with original signatures
 - o NO STAPLES, PLEASE.

LASTNAME, Firstname
 Department
 SSHRC **2018-2019** Recommended (or not)

See special instructions for scanned file submission below

SCANNING AND SUBMISSION OF SCANNED FILES

- ☐ Scan each COMPLETE application and save in pdf format. (NOT the Checklist)
 - Example: **SSHRC-Phd-Studentname-Department-2018-2019.pdf**
 - o Submit to gradcomp.gps@mcgill.ca
 - o only one file per email
 - o subject line to contain file name

1. ELIGIBILITY SECTION

- ☐ Applicant is Canadian or Permanent Resident of Canada as of 01 Nov this year (p.1)
 - o Permanent Residents have included proof of date of PR status (end of application, see 3B)
- ☐ Applicant is registered in a **degree program** at McGill for **CURRENT FALL** semester (p.4/McGill transcript)
 - ▶ if not, Student does not apply through McGill
- ☐ GPA: **3.5** in **EACH** of the last two years of full-time study
 - o ____/4.00 (last year full-time study/all graduate-level study) Matches FAD
 - o ____/4.00 (second year full-time study /last full-time year of undergraduate study)
 - o If less than **3.5**, applicant's low GPA is justified on Departmental Appraisal (**Dept Appraisal**) Matches FAD
- ☐ Has **not** already received federal funding for same or previous doctoral degree. (p. 4/6)
- ☐ **Start date** of the Doctorate (or Master's, if fast-tracked) (p.3/McGill transcript): _____
- ☐ Proposed start date of award (p.3): ☐ May/**18** ☐ Sept/**18** ☐ Jan/**19** (if January, student meets requirements)
- ☐ Completed 40 months or less of doctoral studies by December 31 of the application year
 - ▶ All prior Doctoral-level studies **must** be included in the calculation.
 - ▶ If student **fast-tracked** from Master's to Doctoral, include Masters-level study,

2. CALCULATION TOOL(NEW)

REMINDER: 1 full-time term = 4 months / 1 half-time or part-time = 2 months

1. **Part-time** studies are equivalent to half full-time.
2. **Full-Time** = Full-time, Add. Session and continuing status on McGill transcript
3. Do not count months when applicant was not registered or on leave (e.g.: Summers **when no registration shows on the transcript in non-thesis only**).

at 31 Dec of THIS year

Terms **Full-Time**: _____ X 4 months = _____ months

Terms **Part/Half-Time**: _____ X 2 months = _____ months

TOTAL _____ **months**

3A. APPLICATION SECTION (SUBMITTED BY APPLICANT)

The application should be presented in the same order as listed below:

- ☐ Application form is for Doctoral competition (9 Pages)
 - Page 1: No watermark, bottom of page reads “**Checked / Application WEB**”
 - Page 3: Start date of program matches transcripts
 - Page 3: Number of months is accurate (check with calculation tool/transcripts)
 - Page 3: **Signature is original**
 - Page 4: Academic Background agrees with transcripts provided
 - Page 7: Discipline code (**first code**, min. first 3 digits) matches the one entered on FAD
 - Page 9: List of transcripts appended matches transcripts provided
 - Pages 1 to 9 are included and complete
- ☐ **Consent to Disclosure of Personal Information form [Agree, SIGNED , and Dated]**
- ☐ Application – Free form attachments
 - *Format:* typed, single-sided, single-spaced on white 8.5x11 paper, min. 12 pt font max. six lines of type per inch, margins min. ¼ “, pages numbered, each page has applicant name within margins at top right corner
 - Program of study – **2 pages max.**
 - Bibliography and citations – **5 pages max.**
 - *Optional:* Research Contributions (continued from p. 6) – **1 page max.**
 - Allowable inclusions, (if applicable *Special Circumstances for interruptions or delays*) - **max.1/2 page**
 - Official letter to confirm part-time study and/or leave of absence (if applicable) **max. 1 page**

3B. ATTACHMENT SECTION (REC'D & AFFIXED BY DEPARTMENT)

- ☐ All university level transcripts in chronological order (undergraduate followed by graduate)
 - All transcripts are originals (or certified copies of original for overseas transcripts)
 - Transcripts from host universities for transfer credits are provided
 - Transcript key/GPS country guide is provided for each transcript
 - *Copied sets:* Any double sided transcripts have been printed one-sided (key is included once)
- ☐ Two Appraisal Forms: <http://www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/index-eng.aspx#appraisal>
 - Report is on the correct form – Letter of appraisal for Doctoral Awards (indicated top left)
 - Report is **typed**
 - Signature on the report is an **original**
- ☐ Department Appraisal Form: <http://www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/index-eng.aspx#appraisal>
 - Ranking is entered as per description on the form
 - Comments are more than one sentence
 - “Is the applicant” section must **NOT** indicate “c) registered in a combined MA/PhD program”
 - Signature of “Department Head” is different from signatures on Appraisal forms (referee reports)
 - If applicable: Justification of low GPA included in comments on Departmental Appraisal form
- ☐ Official Letter to Confirm Part-time Study and/or Leave of Absence during doctoral months of study— **1 page max.**
- ☐ SSHRC-generated Application checklist

4. FAD [NOTE THAT GPS NO LONGER REQUIRES A PRINTED COPY OF FAD]

Please verify the following information

- ☐ Applicant is entered in FAD **and** correctly entered as Recommended or, Non-Recommended with reason
- ☐ GPA and number of months in application match FAD entry

5. SPECIAL COMMENTS

THANK YOU!

Rev. 11 October 2017

REVIEWER'S
NAME AND INITIALS: