

**Checklist for SSHRC TALENT AWARD**  
**DEADLINE: Nomination Package to GPS 15 February**

Nominee Name	
--------------	--

Academic Unit		McGill ID	
---------------	--	-----------	--

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

**Eligibility Section**

On 01 April of the competition year, an applicant must:

- be a citizen or permanent resident of Canada, or a “protected person” under subsection 95(2) of Canada’s Immigration and Refugee Protection Act, by the nomination deadline;
- be registered at McGill,
- hold an active SSHRC PhD or Postdoc level scholarship

**Nomination Package (Verify all student’s Documents) Portrait oriented and 12pt, non-serif font**

- Nomination Process** (max 1 page); Please provide a description of how equity, diversity and inclusion have been considered in:
  - the decision-making processes and criteria for nominating candidate;
  - how the academic unit manages its nomination process, and who is involved in the decision (e.g., committees, deans / department heads);
  - measures to ensure that individuals from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) are not disadvantaged or overlooked in cases where they have career gaps due to parental or health-related leaves, the care and nurturing of family members, or community-based responsibilities; and
  - training and development activities related to unconscious bias, equity, diversity and inclusion for administrators and faculty involved in the nomination.
  
- Letter of nomination** (max 3 pages) **Word document and pdf format**
  - the name, current position and institution of the person proposing the nomination;
  - the name, position and affiliation of the nominee (and any co-applicants) and the award category for which they are being nominated;
  - a description of the SSHRC-funded research that forms the basis of the nomination, with relevant file numbers (this could include one or more legacy grants, such as [Standard Research Grants](#) or [Community-University Research Alliance grants](#)), summarizing the project’s achievements, significance, challenges, impacts and outcomes;
  - a summary of the nominee’s overall contribution to their field/fields of research;
  - the level of engagement with, and the quality and scope of training and mentoring provided to, students, emerging scholars and participants, and indication of the nominee’s career level;
  - examples of success in widely sharing, and encouraging application of, resulting knowledge within and/or beyond the academic community;
  - evidence that outcomes resulted in significant and positive impacts, relative to discipline-specific norms, in Canada and/or internationally;
  - the name and co-ordinates of a contact person (typically, Graduate Studies Office – Jan Walker [Graduatefunding.gps@mcgill.ca](mailto:Graduatefunding.gps@mcgill.ca)); and
  - the signature of the Department Chair/Director

- Information supporting the nomination** (max 2 pages); This section should provide further information supporting the nomination. Include, as appropriate, a detailed list of research contributions, outcomes and other activities mentioned in general terms in the nomination letter. When referring to SSHRC-funded initiatives, cite all relevant SSHRC file numbers. Supporting information should be grouped by the following categories:
  - Publications
  - Conference presentations
  - Graduate students supported or trained
  - Creative outputs
  - Other research contributions
  - Activities; and
  - Outcomes

- (3) THREE letters of support (max 2 pages each).** Letters of support **must:**
  - be dated and signed;
  - show an official letterhead;
  - include the referee's position, affiliation, email address and telephone number;
  - include the nominee's name and the period of time and capacity in which the referee has known the nominee; and
  - offer an overall assessment of the nominee's achievements, including examples of how these achievements fulfill the evaluation criteria outlined above.

- Career interruptions and special circumstances (Max 1 page, if relevant)**

**Career interruptions** occur when researchers are taken away from their research work for an extended period of time for health, administrative, family, COVID-19 or other reasons.

**Special circumstances** involve slowdowns in research productivity created by health (and/or disability-related), administrative, family, cultural or community-based responsibilities, socio-economic context, COVID-19 or other reasons (i.e., the researcher was not completely taken away from research work). Nominees from small institutions may indicate their teaching load in this section if the change in workload affected their research output.

SSHRC asks its adjudication committees to consider career interruptions and special circumstances that may have affected nominees' record of research achievements. In doing so, adjudication committee members will be able to more accurately estimate the productivity of each researcher, independent of any career interruptions or special circumstances.)

- SSHRC CV**
- SSHRC - CONSENT TO DISCLOSURE OF PERSONAL INFORMATION**
- TALENT - CONSENT TO DISCLOSURE OF NOMINATION CONTENT FOR PROMOTIONAL PURPOSES**

Submit ALL DOCUMENTS to [gradcomp.gps@mcgill.ca](mailto:gradcomp.gps@mcgill.ca)

- Department nomination letter as a MS Word EDITABLE document:** file name format: **Talent-SSHRC-[year yyyy]-Letter-Unit-ApplicantLastname.doc or .docx]**
- Complete nomination package** consisting of all above mentioned documents [in the order indicated] including the pdf version of nomination letter: file name format: **Talent-SSHRC-[year yyyy]-Unit-ApplicantLastname.pdf]**

Incomplete, incorrect, or late nominations are not acceptable and will not be forwarded to committee.

Any questions may be sent to [Graduatefunding.gps@mcgill.ca](mailto:Graduatefunding.gps@mcgill.ca)