

Nomination letter **(maximum 2 pages)**

(must follow the specifications found in the instructions provided in the [Presentation standards for documents](#) section)

Nomination letter – to be completed/signed by the Department Head nominating the candidate

Institutions must provide a nomination letter, along with the application form, for each student nominated for a Vanier CGS.

This nomination letter must be completed and signed by the **Department Head** nominating the candidate (equivalent or designate) and **must be on the institution's letterhead**. If signed by someone other than the Department Head, it should be clearly indicated in the letter that the signee has authority to nominate candidates to the Vanier CGS program.

The nomination letter should be a **maximum of two pages** in length and is the Institution's opportunity to outline for the selection committee what makes the nominee unique. This is the primary purpose of the nomination letter.

The rationale for choosing the candidate should be **emphasized** in the letter. It should give the committee context for the nominee's achievements – outline how the nominee is exceptional and how the institution both fosters and benefits the student (e.g., what kind of benefits or advantages the institution will offer). Address the following points:

1. Rationale for the choice of candidate:
 - Highlight the factors used to determine why the student is deserving of a Vanier CGS. Clearly articulate the excellence of the candidate according to the three selection criteria: [Academic Excellence](#), [Research Potential](#) and [Leadership \(potential and demonstrated ability\)](#). Ensure that the letters focus on leadership potential and demonstrated abilities.
 - Highlight the candidate's achievements
2. Research training environment:
 - Elaborate on the appropriateness of the supervisor in terms of resources, funding, publications and other research outputs, their research and training environment. Elaborate on the funding, facilities/resources and personnel that will be made available to support the candidate as they carry out their proposed research and develop their leadership potential.
 - Discuss how the research interests/background of the student and supervisor align with the institution's priorities. (Ensure that claims about the uniqueness of the research environment are accurate.)
 - Elaborate on your institution's resources regarding any established research-related policies and protocols (e.g., OCAP® for First Nations or any established protocols by Inuit and Métis Peoples of Canada; approvals for research involving the use of humans, animals or biohazards).
 - In the case of applications in which the proposed research respectfully involves and engages Indigenous communities, describe how relationships are being developed with relevant Indigenous communities to engage their collaboration in the proposed research and to promote reciprocity in terms of the benefits derived from the research process and outcomes. Describe any support provided to facilitate collaborations between the applicant, the host institution and Indigenous communities/partners.

The following key concepts should be substantiated in the supervisor's statement:

- Indigenous or traditional knowledge

- Reciprocity
- Community
- Respect, relevance, and contributions

For more information, see our [EDI page](#).

- Discuss how the supervisor's commitment will be available to support the candidate in furthering their professional and leadership development.
 - If known, comment on the research group and/or faculty with whom the candidate will interact and how the Canadian institution will support the development of the candidate's leadership potential. If unknown, address the reasons behind why the candidate has not selected a supervisor and research environment.
3. Rationale of recruiting the candidate:
- Outline how the institution's research environment will foster the student's research interest and leadership skills.
 - Elaborate on the commitment from the department or university as to what kind of benefits they will offer the potential scholar.
4. Recruitment:
- Comment on how the institution's nomination of the candidate promotes the recruitment of new foreign or Canadian candidates to Canadian institutions.
 - If the candidate has completed a previous degree within your institution, provide an explanation as to why it is in the candidate's best interest to stay at the same institution (i.e., research/paid institution (or its affiliate), supervisor or co-supervisor, availability of specialized equipment).
5. Equity, Diversity, and Inclusion:
- Nominating institutions are encouraged to consider diversity on multiple levels (e.g., research discipline, official language, cultural background, citizenship) when considering which applicants to nominate for the Vanier Canada Graduate Scholarships (Vanier CGS) program.
 - Equity and diversity must be considered at all levels of the selection/recruitment, endorsement/nomination, and review processes of a Vanier CGS application. The Vanier-Banting Secretariat is actively engaged in promoting equity and diversity, as well as increasing awareness of unconscious bias with everyone involved in the selection of a Vanier Scholar. To this end, please review the [Equity, Diversity and Inclusion](#) page.

Achieving a more equitable, diverse, and inclusive Canadian research enterprise is essential for creating the excellent, innovative, and impactful research necessary to seize opportunities and for responding to global challenges.

The creation of this equitable, diverse, and inclusive research community is the responsibility of every member of the community, including applicants, selection committee members, referees, institutions, and the tri-agencies.

Institutions can contribute to the tri-agencies efforts to counter systemic barriers, explicit and unconscious biases, and inequities by promoting the recruitment of groups underrepresented in sciences and by ensuring a strong level of institutional support is provided to these candidates in their application process.

The Secretariat acknowledges that certain circumstances may legitimately affect a nominee's record of research achievement. **Institutions are encouraged to highlight in the *Nomination letter* how the candidate's personal circumstances have affected the student's path and how this nomination will lead to a more equitable, diverse, and inclusive research community.**