

TISED Doctoral Recruitment Awards

Terms of Reference and Conditions

Revised October, 2021

The TISED Doctoral Recruitment Awards (DRA) for prospective PhD students, aims to support TISED members in their effort to recruit top-caliber doctoral candidates into the Faculty of Engineering. Selection for this award is based on the evidence of the applicant's competitive standing in the overall applicant pool of the applicant's proposed program and the relevance of the student's proposed research project to sustainability and to TISED's goals and mission.

Article I. Conditions

- a) The TISED DAR initiative; suspension of the research program initiatives (i.e. Scholar in Residence Program) due to the ongoing COVID-19 pandemic led to unspent funds from fiscal year 2021 and TISED has decided to direct these funds towards supporting prospective doctoral candidates of TISED members.
- b) Up to twenty (8) awards may be given to doctoral students commencing their program in the Winter 2022 semester. The recipient may not defer the award.
- c) The award shall be \$6,000 to be used by the incoming graduate student to cover fees and personal expenses associated with pursuing a doctorate degree in the Faculty of Engineering at McGill University. The payment may be disbursed as a student stipend, or be applied as a credit directly to the recipient's McGill student account to cover program tuition and/or program fees. In order to receive payment of the award, the award recipient must provide proof of program enrollment to TISED. Once program enrollment is verified, funds will be disbursed to the student either as a lump sum or in two installments. All award funds must be disbursed prior to April 15, 2022.
- d) TISED DRA awards are meant as a recruitment tool to help attract top caliber applicants into the Faculty of Engineering and cannot be used to reduce the supervisor's matching portion of another award (e.g. Faculty MEDA, etc.).
- e) Applications must be submitted electronically to the TISED office by November 12, 2021 at 5:00 p.m. EST.

Article II. Eligibility

- a) To be eligible for the TISED Doctoral Recruitment Award support, the prospective doctoral candidate must be admitted into McGill's Faculty of Engineering for the Winter 2022 semester (PhD1 or PhD2) and be under the supervision of a current TISED member (full membership category);
- b) The prospective doctoral candidate's proposed research project must be related to sustainability in engineering and design and be consistent with TISED's goals and objectives;
- c) Recipients of the TISED DRAs must hold other McGill University awards (e.g. MEDA, funding commitments by professors) or external awards (e.g., NSERC PGS).

Article III. Review and Evaluation of Applications

- a) The evaluation of applications will be undertaken by a selection committee, comprised of TISED members (full members) representing each of the four TISED research themes, specifically; Sustainable Industrial Processes & Manufacturing; Renewable Energy & Energy Efficiency; Sustainable Infrastructure & Urban Development; or Climate Change Adaptation & Resilience. The selection committee will be chaired by the TISED Director or their designate;
- b) Members of the selection committee are responsible for declaring any conflicts of interest prior to the review of applications. In the context of the TISED DRA, the following guidelines apply:
 - i. If an applicant is, has been, or will be under the direct supervision of a member, or if there is a personal link, the member must withdraw from the discussion and evaluation process; the member may not act as a reviewer for such applications;
- c) These guidelines are not exhaustive, and TISED relies on the judgement of committee members to declare potential conflicts of interest. In cases where these guidelines do not clearly describe a situation or where a member has difficulties deciding about a particular situation, TISED will make the decision.

Article IV. Evaluation of Applications

- a) Each application will be reviewed independently by all selection committee members; an initial selection committee virtual meeting (~30 minute) will be held to go over the application review process;
- b) Committee members will receive the application packages of the all applicants and will be asked to review them, independently, using an evaluation spreadsheet provided by TISED;
- c) Selection committee members will evaluate the applications based on the following criteria:
 - i. Evidence of the applicant's competitive standing in the overall applicant pool of the applicant's proposed program of study as demonstrated by an offer of a McGill

- Engineering Doctoral Award (MEDA), NSERC Postgraduate Scholarship, or another competitive award;
- ii. The relevance of the student's proposed research project to sustainability and to TISED's goals and mission;
- d) When evaluating the relevance of the applicant's proposed research project to sustainability in engineering and design, the committee members should consider the following:
- i. The project's alignment with one or more of TISED's research themes, specifically;
 - a. [Sustainable Industrial Processes & Manufacturing](#);
 - b. [Renewable Energy & Energy Efficiency](#);
 - c. [Sustainable Infrastructure & Urban Development](#);
 - d. [Climate Change Adaptation & Resilience](#).
 - ii. The project's alignment with [TISED's goals and mission](#), to produce innovative engineering and design solutions and catalyze interdisciplinary and inter-institutional research that provides solutions to local and global sustainability challenges;
- e) At the end of the evaluation period, committee members must submit their spreadsheets to TISED. TISED will review the submitted spreadsheets, and;
- iii. Should a committee member deem that an application does not meet the selection criteria as outlined in Article IV, paragraph c) and d), a supplemental (second) selection committee virtual meeting may be called to discuss such applications with all committee members;
 - iv. In the event that there is unanimous consensus among members after the initial, independent review, no supplemental committee meeting will be needed;
- f) Once the review of the committee members is complete as per Article IV, paragraph e), results of the award will be communicated to the applicants and their supervisors.

Article V. Conditions of the Award

- a) Recipients of the TISED DRAs should hold other McGill University awards (e.g. MEDA, funding commitments by professors) or external awards (e.g., NSERC PGS);
- b) The recipients of the TISED DRA must pursue their research in the sustainability related area consistent with TISED's goals and mission and under the supervision of the TISED member stipulated in their DRA application form;
- c) Prior to the disbursement of funds, the award recipient student must submit to TISED:
 - i. Proof of program enrollment;
 - ii. Proof of a MEDA award or another competitive award (e.g. NSERC PGS);

- d) Once program enrollment is verified, funds will be disbursed to the student either as a lump sum or in two installments as per conditions outlined in Article I, paragraph b) and Article I paragraph c) of this document;
- e) Recipients of the TISED DRAs will be expected to:
 - i. Participate in TISED's SEDTalks! Presentations Skills Training (2023 cohort or later);
 - ii. Provide a short, written description of their research project and be featured on the TISED website;
 - iii. Present their work to the TISED community as part of TISED's seminar series;
 - iv. Actively partake in TISED's public activities and events, including the Trottier Annual Symposium and TISED's visiting researcher seminar series.