

Vanier Canada Graduate Scholarships Application Flow Chart

Student verifies eligibility and informs their department of their intent to apply.
(<http://www.vanier.gc.ca/en/eligibility-admissibilite.html>)

Student reads the instructions for the competition process and application instructions (http://www.vanier.gc.ca/en/nomination_process-processus_de_mise_en_candidature.html#e1).
Pay particular attention to the [Presentation Standards for Attached Documents](#).

1. Why order transcripts first?
Transcripts can take several weeks to arrive and the student can work on their application in the meantime.
2. Which transcripts do I need to provide?
All post-secondary transcripts must be provided, whether or not they relate to your current program. As well, transcripts for courses that were credited to **any** post-secondary program must be provided as well.

- Stages in Competition**
1. Student informs department of intention to apply for competition.
 2. Student ensures completion of application package.
 3. Student prints and submits application package to department for internal review (if applicable).
 4. Department provides feedback to students.
 5. Students make changes, if necessary.
 6. Student must verify and submit application on ResearchNet by **September 25, 2023** to be considered.
 7. CGPS Awards Committee selects candidates to forward to Vanier Secretariat for competition.
 8. Vanier Secretariat awards scholarship recipients and informs students via ResearchNet.

Student contacts former **and** current universities to obtain official transcripts (*undergraduate & graduate*) and has them forwarded to gradstudies.awards@usask.ca.
<https://students.usask.ca/academics/grades.php#Transcripts>

Who should write the Leadership Reference Letter?
The Leadership Reference Letters should ideally be written by references who know you in a **non-academic** capacity and can speak to how your personal trajectory reflects the [Leadership evaluation criterion](#). In order to facilitate this, you may wish to share your [Personal Leadership Statement](#) with these letter writers.

Student creates profile and fills out application form on ResearchNet.
(<https://www.researchnet-recherchenet.ca/rnr16/LoginServlet>)

Student creates profile and fills out Canadian Common CV.
(<https://ccv-cvc.ca/>)

Student applies for CIHR PIN (required for **all** applicants)
(<https://cihr-irsc.gc.ca/e/38201.html>)

Student contacts 2 persons in **non-academic** capacity to write Leadership Reference letters.

Persons in non-academic capacity return Leadership Reference letters to student.

Are there presentation standards for the Leadership Reference letters?
Ideally, the reference letters should follow the same [presentation standards](#) as the other application attachments. These letters should be provided on institutional letterhead (where available) and must contain a signature.

Who should I ask to write my assessments?
Persons who are capable of making an informed assessment on your academic excellence, research potential, and leadership abilities.

Student sends 2 invitations to complete Referee Assessment section.

Referees complete assessment. It will automatically save on website.

Student attaches all supporting documents.

- What are the supporting documents I attach? (See [Presentation standards for documents](#))**
- Personal Leadership Statement (max. 2 pages)
 - Two Leadership reference letters (max. 2 pages each) – attached separately; must be signed and dated
 - Research contributions (max. 1 page)
 - Special Circumstances (max 1 page; optional)
 - Research Proposal (max 2 page)
 - Project references (max. 5 pages)
 - Voluntary Self-Identification Form for Indigenous Applicants (optional)

I can't see my Referee Assessments.
Students will not be able to see what was written on the assessment. They will be able to see if the assessment was completed. If the assessment is not complete, another invitation should be sent or the original request can be deleted and the student can contact another referee.

Student ensures that all materials are uploaded properly and Referee Assessment section is complete.

Student prints and provides application to their unit for internal review (if applicable).
Contact your unit for internal deadline.

Units review applications and provide feedback to students.

- Steps for completing the Vanier application:**
1. [Identify area of research](#)
 2. [Identify participants](#)
 3. [Identify referees](#)
 4. [Enter degree information](#)
 5. [Enter proposal information and supporting documents](#)
 6. [Confirm documents sent](#)
 7. [Preview application materials](#)
 8. [Consent and submit application](#)

Student makes changes suggested by unit and submits application on ResearchNet to complete process.
Deadline – September 25, 2023

Units submit a list of nominees, as well as a nomination letter for **each** nominee, via e-mail to CGPS
(gradstudies.awards@usask.ca)
Deadline – September 25, 2023

The Nomination Letter must be completed and signed by the **Department Head** or equivalent. The letter must outline how the institution's research environment will foster the student's research interest and leadership skills.
A [guide for the nomination letter](#) can be found on Vanier's website.

Nomination Letter from Applicant's Department:

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. 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 from the student's research at the institution. Points to address in the nominating letter can be found on the Vanier website under [Information for Institutions](#).

Help! I have questions.

For general information:
Visit the Vanier CGS [website](#).
Read the [Nomination Process](#)
E-mail: vanier@cihr-irsc.gc.ca
Email: gradstudies.awards@usask.ca

For assistance with ResearchNet:
888-603-4178
613-941-9080
Monday – Friday: 8:30 am – 4:30 pm (EST)
Email: support@researchnet-recherchenet.ca