Vanier Canada Graduate Scholarships
Application Flow Chart


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

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](https://www.vanier.gc.ca/en/eligibility/).

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

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.


3. Student attaches all supporting documents.

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

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

6. Units review applications and provide feedback to students

7. Student submits a list of nominees, as well as a nomination letter for each nominee, via e-mail to CGPS ([gradstudies.awards@usask.ca](mailto:gradstudies.awards@usask.ca))
Deadline – September 25, 2023

8. 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.

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.

What should I ask 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 criteria. In order to facilitate this, you may wish to share your Personal Leadership Statement with these letter writers.

Who should write the Leadership Reference Letter? 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.

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.

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.

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)

For help, questions, or general information:
Visit the Vanier CGS website. Read the Nomination Process. E-mail: [vanier@chri-irsc.gc.ca](mailto:vanier@chri-irsc.gc.ca)
Email: [gradstudies.awards@usask.ca](mailto: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-recherchernet.ca