

**Scotia Scholars Award
(Undergraduate)
2018-2019**

Application Requirements



This document outlines the application requirements for the [2018-19 NSHRF Scotia Scholars Award \(Undergraduate\)](#). For more information on the award, including deadlines, eligibility, assessment criteria, eligible expenses, and application and review processes, please visit the [NSHRF website](#).

Letters of Reference

Applicants must arrange for 2 letters of reference (one academic and one leadership) to be emailed directly from the referee to NSHRF contact, Trish Cormier, Corporate Assistant, (trish.cormier@novascotia.ca) prior to the application deadline. Letters provided via the applicant will not be accepted. (This is the only component of the application completed outside of the Grants Management System.)

The same person cannot provide both letters of reference. Referees should be advised that their assessments are not confidential and are subject to the Nova Scotia Freedom of Information and Protection of Privacy Act. Each letter is limited to a maximum of two pages. It is the applicant's responsibility to ensure the referees are aware of the requirements for the letters of reference and the application deadline.

Academic Letter of Reference

This letter must come from the applicant's supervisor and address the applicant's demonstrated and potential academic and research abilities. Academic letters of reference must be submitted from an institutional email account. (If a supervisor has not yet been identified, another faculty member may complete the academic reference letter. Please check with your institutional representative to clarify who is most appropriate for this role.) Specifically, the letter should address the following attributes:

- Critical thinking - judicious evaluation of all information, regardless of source (i.e., quality of analytical skills)
- Independence - pursuit of knowledge or acting on own initiative, seeking guidance only when appropriate
- Perseverance - determined persistence in pursuit of goals despite obstacles or discouragement
- Originality - creativity or ingenuity in problem solving
- Organization skills - systematic, careful planning and coordination of activities, including ability to complete projects in timely manner
- Interest in discovery - an inquiring mind and a strong desire to pursue new knowledge
- Research ability - a natural talent or acquired proficiency for scientific investigation
- Communication skills - effective interpersonal and verbal and written communication skills

Leadership Letter of Reference

This letter must come from a person who can address the applicants demonstrated and potential leadership abilities. Specifically, the leadership letter of reference should address the following:

- Personal achievement - significant achievement in a field other than the area of study; for example, athletic, artistic, cultural, entrepreneurial, volunteerism, civic engagement etc.

- Specific leadership qualities
 - Self-management - ability to prioritize and maintain a balance between work and personal life
 - Integrity - acts consistently according to ethical values and accepts personal accountability for the consequences of his/her actions and decisions
 - Social skills - develops positive relationships with a diverse range of people, cares about and listens to what others say, is supportive of his/her peers, is well respected, trustworthy and dependable
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Grants Management System

All application components (*with the exception of Letters of Reference*) will be submitted in the NSHRF's online [Grants Management System \(GMS\)](#).

To access the application in GMS, the applicant (called the Principal Investigator or PI) must [create an account](#).

All application components are submitted in GMS either as direct entries or uploaded PDF documents. All uploaded documents **must** adhere to the following format:

- Must be in PDF format
- Each section cannot exceed the page limits described below
- Font must be 11 pt minimum, black type. No condensed/narrow fonts, type, or spacing
- 1.5 line spacing, 0.5 inch (1.27 cm) left and right margins
- PI's last name and application ID number (available in GMS) must be at the top of each page in the header
- Pages must be numbered in the footer
- Page numbering can start at one and end with the maximum page limit for that section; applicants do not need to attempt consecutive numbering between sections

For a step-by-step guide outlining how to navigate the GMS and Canadian Common CV (CCV), please review the [GMS User Guide](#). Each application requirement is described in detail in the following sections.

Project Details

Resume/ CV

You will be prompted to upload your resume/CV in this section. CVs must be formatted according to the guidelines in Appendix 1.

Title of Proposal

Enter a title that clearly describes your research project. This title will be used for communication purposes. It should not contain a company or trade name. Spell out scientific symbols and acronyms.

Category of Research

Applicants must identify the [health research category](#) that best aligns with their research.

Please note: your institution's review committee reserves the right to change this selection, if the category chosen by the applicant does not best align with the proposed research.

Key Words

You will be asked to provide six key words that describe your proposed research. This information is for evaluation and administrative purposes.

NSHRF Priorities

Applicants must select the most applicable/ predominant NSHRF health research priority that most closely aligns with your research. This information is used for evaluation and administrative purposes.

Institution Administering Funds

Applicants must indicate the name of their institution.

It is recommended that applicants contact their institution well in advance of deadline to determine eligibility and potential support.

Principal Investigator

In this section, the Principal Investigator (the applicant) must confirm/update his/her contact information as provided in their GMS user account.

University ID, Degree Program and Start Date

You will be asked to enter your university ID, the name of your degree program, and the start date of your degree.

Supervisor(s)

- Applicants must enter the email address of their supervisor(s)
- **Note:** Supervisors must have a GMS Account, and you must enter the email address associated with this GMS account.

Objectives

- Please list the objectives you want to achieve over the duration of the funding period. Objectives may be related to your research project and/or other academic or student activities.
- A maximum of ten objectives can be listed in the GMS application form. Please enter only one objective per text box.
- Please note: Funded applicants will be required to report on progress related to the listed objectives.

Project Description

Maximum: One page

Using plain language suitable for a non-scientific audience, provide a clear and concise description of the proposed research project that includes:

- A description of the issue/topic to be researched, the research objectives, and methodology
- How the research activity you will undertake as part of your degree program is relevant to the NSHRF's [health research priority areas](#)
- The potential impact these activities will have on the field of health research and the health of Nova Scotians.

All figures, diagrams, illustrations etc. are included within page limit. References cited in all sections of the application must be uploaded as one document in the References section (see below).

Research Expertise and Potential

Maximum: One page

Using language suitable for a non-scientific audience, provide a clear and concise description of your research expertise, including:

- Research instruments and techniques
- Research discipline(s) and topic(s)
- Field of application

Provide a clear and concise description of your research potential, including:

- How your past experiences have contributed to your interest in discovery
- How you have and/or will contribute to the field of health research
- Your future career plans
- How you are or expect to be a leader in the health research community.

Transcripts

Applicants must upload PDF transcripts from all current and past academic institutions. PDF copies of official transcripts are required for all past institutions – you must also include legends and transfer credits. A PDF copy of your transcript or grade report is acceptable only for your current institution, and will be validated by the institution to ensure authenticity.

References

You may upload up to 2 pages of references cited in all sections of your application (including the student awards). Use discipline-appropriate formatting.

Signature and Submission

- Applicants must review the terms listed in the Signature and Submission section in GMS, then check the *I accept* box to agree to the terms.
- **Ineligible applicants and/or applications submitted to the NSHRF that do not contain all the required information will not be approved by the institution and will be ineligible for consideration in the competition process.** Our systems have been designed to ensure that applicants have every opportunity to view the application information before it is submitted. The entire responsibility of ensuring proper submission of a complete application rests with the applicant. The NSHRF assumes no responsibility to notify applicants or follow-up with respect to

incomplete or noncompliant applications. **Late applications or those submitted outside the GMS will not be accepted by the NSHRF.**

Additional Information

Award Information and Application Requirements

The [NSHRF website](#) outlines information regarding Scotia Scholars Award deadlines, eligibility, assessment criteria, and application and review processes.

GMS User Guide

Prior to the application being available in GMS, the NSHRF will provide a GMS User Guide outlining how to navigate the online application process. This resource will be posted on the [NSHRF website](#).

For technical questions regarding the GMS or CCV, contact the NSHRF Help Desk at 902.424.4043 or helpdesk@nshrf.ca

NSHRF Grant/Award Holder's Guide

Prior to the application being available in GMS, the NSHRF will provide a Grant/Award Holder's Guide that details the conditions of award, including the responsibilities of funding recipients. This resource will be posted on the [NSHRF website](#).

Institutional Contact Information

Applicants are encouraged to contact their institutional contacts well in advance of the deadline with any questions:

Scotia Scholars Award (Undergraduate) Institutional Contacts	
Acadia University	Theresa Starratt Graduate Studies Officer 902.585.1914 theresa.starratt@acadiu.ca
Cape Breton University	Zuzana Ištvanová Research Admin. Officer, Major Initiatives 902.563.1832 zuzana_istvanova@cbu.ca
St. Francis Xavier University	Marie Gillis Research Administrative Coordinator, Research Services Group 902.867.2393 mgillis@stfx.ca
Mount Saint Vincent University	Cathy Lantos Administrative Assistant to the Dean of Graduate Studies Cathy.lantos@msvu.ca

Appendix 1: NSHRF Undergraduate Applicant Resume/CV Format

The applicant's resume/ CV must include the following sections and associated information:

Identification

Provide your name, student identification number, mailing address, phone number, email address

Details of Academic Background

Indicate all research training, university degrees obtained and those in progress (where applicable), starting with the most recent. If you hold a degree from more than one institution, enter each institution separately.

Degree Type	Degree Name and Specialty	Institution/Organization and Country	Supervisor Name	Start Date (MM/YYYY)	End Date (MM/YYYY)
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Work Experience

Starting with the most recent, indicate your current and other academic and non-academic work experience since the beginning of your university studies. Leave the end date blank for current positions

Position	Institution/Organization and Country	Department/Faculty/School	Start Date (MM/YYYY)	End Date (MM/YYYY)
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Distinctions/Awards/Credentials

Starting with the most recent, indicate any recognitions received, including awards, fellowships, scholarships, licenses, qualifications, professional designations or credentials. Do not include academic appointments here, as they are detailed under work experience. Maximum 20 entries.

Name/Title and Type	Institution/Organization and Country	Start Date (MM/YYYY)	End Date (MM/YYYY)	Specialty	Total Amount (\$)
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Recent Funding

List all sources of support applied for in the last 12 months (both funded and unfunded). Include the funding source, program name, total amount requested and received (in Canadian dollars), and the period of support.

Funding Source	Program Name	Start Date (MM/YYYY)	End Date (MM/YYYY)	Total Amount Requested (\$)	Total Amount Received (\$)
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Contributions

Provide details regarding your key contributions (publications, patents/intellectual property rights, other activities or administrative, professional and social contributions).

Provide this information under the 3 headings outlined below. If you have no pertinent information for a specific heading, indicate "N/A".

Publications (*no page limit*)

Using discipline-appropriate formatting, list your principal publications and other research and creation contributions for the past 5 years, according to the categories below.

- Peer reviewed publications
- Books and Chapters
- Abstracts
- Research Reports
- E-Journals
- Posters

Patents and Intellectual Property Rights (*maximum: one page*)

List descriptions of patents/copyrights for technology transfer, products and/or services. Include the title, patent/copyright number and date, country(ies) of issue, as well as the relevance or impact of this item and any inventor name(s) pertaining to it.

Activities and Contributions (*maximum: one page*)

Include both academic and non-academic achievements relevant to the award application and their impacts. Examples of entries are outlined below. (This is not necessarily a complete list, and is intended to provide guidance only.)

- Career development (e.g., evidence of leadership)
- Committee membership
- Consulting/contract activities
- Research development
- Research or technical reports
- Technology transfers (specify the nature of the activity and the target audience)
- Involvement in public, private or non-profit sector activities
- Policy papers
- Presentations as guest speaker (public or invited lectures)
- Editorships (specify if editor-in-chief or member of the editorial team)
- Evaluation of articles for scientific, literary or artistic journals (specify title of journal and number of articles evaluated)
- Knowledge translation/dissemination activities
- Development of graduate seminar program, journal club or similar activity.

Interruptions and Delays (*maximum: ½ page*)

Outline any factors that have resulted in a delay or interruption in your academic studies or training, career, research activities, dissemination of results etc. Common examples of an interruption/delay are a bereavement period following the death of a loved one, maternity/parental leave, a change in field of study or relocation of your research environment. Your description might include the start and end dates, the impact areas, and a brief explanation of the reasons for and nature of the absence.

Appendix 2: Scotia Scholars Award Application Checklist

More information about all steps in this checklist can be found on the [NSHRF website](#).

- Confirm you meet the eligibility criteria of the award level for which you are applying.
- Confirm your institution is offering the award level for which you are eligible to apply.
- Carefully review the Application Requirements and note the application deadline.
- Contact your institution to confirm any internal processes and/or assistance available for completing your application.
- Arrange copies of all academic transcripts from your past and current institutions.
- Confirm appropriate referees to write your academic and leadership letters of reference. Be sure they have the institutional contact details for submitting the letters, and are aware of the letter requirements and application deadline. (Sending them a reminder a week in advance is always a good idea!)
- Create an account in GMS.
- Confirm whether your supervisor already has a GMS account. If not, ensure that they create an account before the deadline, so that you may name them on your application.
- Complete application in GMS prior to the application deadline.

Good luck!