

5/30/2017

Vanier Application Components – Templates Project Overview

The following components of the Vanier Application are completed by the Vanier Candidate.

Title of Research Proposal (max. 640 characters)

Completed by Vanier Applicant

- Used by the agency to identify the research project

Lay Title (max. 200 characters)

Completed by Vanier Applicant

- Shorten and simplify your research proposal title so it's understandable to the public.

Lay Abstract (max. 2,000 characters)

Completed by Vanier Applicant

- Write it in a way that can be used for promotional purposes outside the research community to inform the public about why your research is valuable and deserves to be publicly funded.
- Write in clear, non-technical plain language. Seek feedback from a variety of lay and multi-disciplinary people to make sure they can understand what you have written.
- Do not copy and paste any part of your research proposal.
- Provide a brief description of the work you will do.
- Explain why and for whom the research is important.
- Highlight anticipated outcomes.

Project Descriptors/Keywords

Completed by Vanier Applicant

- Describe your research project, the techniques and the methods employed, and the areas of interest

Research Proposal (max. 2 pages, including graphs and images)

Completed by Vanier Applicant

- Write a detailed and specific description of your research project for the period during which the award would be held
- Articulate how your research fits within the context of the current knowledge in the field
- Clearly state the objectives, hypothesis, research question
- Outline the experimental or theoretical approach to be taken
- Cite literature pertinent to the proposal
- State the methods and procedures to be used
- Explain how your project advances knowledge
- Describe *the incremental benefit conferred* by undertaking your PhD research at Western (e.g. supervisor/departmental specialization, lab facilities, funding opportunities, support structures offered/in-place).
- Write in non-technical terms avoiding jargon
- Write clearly
- Only use one citation style

Canadian Common CV

Completed by Vanier Applicant

- Create an account in the [CCCV](#) portal, if you do not already have one, and create a Vanier-Banting Academic CV.
- Follow these instructions for completing your CCCV http://www.vanier.gc.ca/en/completing_ccv.html
- You will eventually link this to your Vanier application in ResearchNet
- Free-form CVs are not accepted
- Provide a PDF copy of your CCCV for this draft application

Special Circumstance (max. 1 page)

Completed by Vanier Applicant

- If you are registered in a combined undergraduate and doctoral program (e.g., MD/PhD), provide a timeline of your combined undergraduate and doctoral program studies, broken down by semester/term.
- Your timeline must be consistent with your transcripts.

Personal Leadership Statement (2 pages)

Completed by Vanier Applicant

Consider the following points when crafting your leadership narrative:

- What led you to doctoral research? How have your relevant life experiences and personal circumstances (may include administrative responsibilities, maternity/parental leave, childrearing, illness, cultural or community responsibilities, socio-economic context, or health-related family responsibilities) shaped your academic, research, leadership choices, challenges, and successes?
- If you have experienced [career interruptions](#) in your university education, explain in your narrative how it is potentially beneficial to your career path
- How has your personal life driven you to share and disseminate your research?
- How have you created opportunities to make change, and how have you overcome obstacles to your vision?
- How have you fostered your ability to lead others, and how have you leveraged that skill?
- Why have you chosen to undertake your PhD at the nominating institution? How does your nominating institution provide an environment that nurtures both your academic and your leadership skills?
- Leadership can take many forms. When crafting this statement, be sure to outline not just your accomplishments for the committee, but how those accomplishments required you to leverage your leadership skills to achieve your goals.

Keep in mind:

- Be clear.
- Do not make statements that lack conviction e.g., I hope to or I might
- Strive to stand out among the pool of applicants.

5/30/2017

Four references are required within the Vanier Application:

- **Two are Academic References, one of which should be your Supervisor.**
- **Two are Leadership References, to be completed by someone who knows you in a non-academic capacity and can describe how you have demonstrated and will potentially continue to demonstrate leadership in your activities, whether volunteer or work, sport or art, and any other type of participation.**
 - This is normally not a faculty member.

Academic Reference (1 of 4 Reference Letters)

Normally Completed by the Vanier Applicant's PhD Supervisor

- Address 3-components
 1. **Academic Excellence**
 - Draw on past academic results, transcripts, awards and distinctions to demonstrate academic excellence.
 - Refer to the norms and expectations of the student's discipline.
 - Provide concrete examples wherever possible.
 2. **Research Potential**
 - Describe the student's research history, interest in discovery, proposed research.
 - Demonstrate the student's potential contribution to the advancement of knowledge in the field.
 - Mention specific anticipated outcomes as relevant.
 - Provide concrete examples wherever possible.
 3. **Leadership**
 - Assess demonstrated and potential leadership.
 - Elaborate on how the candidate has gone above and beyond the opportunities presented to him/her to achieve a goal, contribute to their community, or how they have taken on responsibility for others.
 - High achievement does not necessarily constitute Leadership.
 - Provide context that illuminates how the candidate's participation in activities, (e.g. volunteer, work, sport or art etc.) goes above and beyond active participation by influencing others and creating change in a positive light.

Academic Reference (2 of 4 Reference Letters)

Completed by a professor who is aware of your strengths

- Address 3-components
 1. **Academic Excellence**
 - Draw on past academic results, transcripts, awards and distinctions to demonstrate academic excellence.
 - Refer to the norms and expectations of the student's discipline.
 - Provide concrete examples wherever possible.
 2. **Research Potential**
 - Describe the student's research history, interest in discovery, proposed research.
 - Demonstrate the student's potential contribution to the advancement of knowledge in the field.
 - Mention specific anticipated outcomes as relevant.
 - Provide concrete examples wherever possible.
 3. **Leadership**
 - Assess demonstrated and potential leadership.
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Leadership Reference Letter (3 of 4 Reference Letters) (max. 2 pages)

Completed by someone who knows you in a Non-Academic, leadership context

- Describe how applicant has demonstrated and will continue to demonstrate leadership in relevant activities.
- Draw on concrete examples that explain how the applicant leadership shows initiative, integrity, focus, passion, inspiration, patience, etc.
- Demonstrate how applicant went above and beyond in his/her role to accomplish more than others (e.g., achieves a goal, contribute to community, or take on responsibility for others).

Leadership Reference Letter (4 of 4 Reference Letters) (max. 2 pages)

Completed by someone who knows you in a Non-Academic, leadership context

- Describe how applicant has demonstrated and will continue to demonstrate leadership in relevant activities.
- Draw on concrete examples that explain how the applicant leadership shows initiative, integrity, focus, passion, inspiration, patience, etc.
- Demonstrate how applicant went above and beyond in his/her role to accomplish more than others (e.g., achieves a goal, contribute to community, or take on responsibility for others).

Graduate Chair Nomination Letter (max. 2 pages, signed by the Department Chair)

Completed by the Graduate Chair once the official application is ready to be submitted in ResearchNet (no later than August 15)

- Read all components of the candidate's application, including all three reference letters, before writing the letter
- Address the following points and provide supporting evidence for the:
 - Rationale for your choice of the candidate
 - Highlight the factors you used to determine he/she is deserving of a Vanier CGS
 - Articulate clearly the excellence of the candidate according to the three selection criteria, 1) academic excellence, 2) research potential and 3) leadership
 - Emphasize as much as possible leadership potential and demonstrated ability
 - Research training environment for the candidate
 - Elaborate on any commitments that your department or Western will provide the candidate
 - Recruitment and mobility of the candidate
 - Comment on how Western's nomination of the candidate promotes the recruitment endeavours of Western.
 - If the candidate has completed a previous degree at Western, provide a compelling justification for the lack of mobility by explaining why it is in the candidate's best interest to stay at Western (i.e. research/paid institution (or its affiliate), supervisor or co-supervisor, availability of specialized equipment).
- Demonstrate where possible evidence of the candidate's strengths in critical thinking, application of knowledge, judgment, originality, initiative, autonomy and enthusiasm for research.
- Have your Department Chair sign the final letterhead version of the letter