



## **SUBMISSION GUIDELINES**

The application is to be submitted online through a portal located at: <http://grad-postdoc.med.ubc.ca/graduate-student-awards/>.

A large portion of the application is to be entered into an Application Form (templates of which are also located at the above URL) that is to be signed and dated by the applicant and the applicant's supervisor, and then uploaded into the online application. The form should be completed using a word processor, then saved and submitted as a PDF.

Please save this form with the following naming format:

*Student Number – GSA Application*

**NB:** Only those applicants who have had their Declaration of Intent approved may apply for the **Harry and Florence Dennison Fellowship in Medical Research** and **Mary Adele Norman Postgraduate Award in Medical Research**. No other Graduate Student Award requires a Declaration of Intent.

### **Transcripts**

Transcripts can be submitted in one of two ways (electronic copies are preferred):

1. Scanned and sent electronically as a PDF. If you are getting a copy of your transcript from your graduate program coordinator, please have her or him initial the copy, or request that s/he send the transcript directly (via Workspace). If you are providing your own copy, please have your current supervisor initial the copy.
2. Officially sealed transcripts or initialed paper copies of transcripts can be sent to the following address:

Research Education Facilitator  
Faculty of Medicine, Dean's Office  
317-2194 Health Sciences Mall  
Vancouver BC, V6T 1Z3

### **Sponsors' Letters**

Sponsors can send their letters electronically as a PDF to [med.research@ubc.ca](mailto:med.research@ubc.ca) from the sponsor's institutional/professional email address. Electronic signatures are accepted. Letters should be saved with the following naming format:

*Student Last Name, Student First Name – GSA LOS – Sponsor Last Name*

**To facilitate a blind review process, please ask your sponsors to not use your name, gender specific pronouns, or similar identifying characteristics in their letters. They should refer to you as "The Trainee" as needed. The document name will be anonymized by our office once it is received.**



## **FORMATTING GUIDELINES**

All sections of the application should be filled out using font size 12, Times New Roman (or equivalent), with 1.0 spacing. Please do not exceed or alter the allotted space. The page margins have been set to 0.5” on all sides.

### **Awards and Scholarships**

List your undergraduate and graduate awards or scholarships received or currently holding, starting with your most recent award. You may include declined awards.

### **Research Experience**

List your research or research-related experiences, starting with your most recent experience.

### **Research Project**

Provide a summary of your research project or proposed research project in plain language. Your outline should be readable by someone with no specialized knowledge in the particular field of research.

### **Publications**

List your publications and other contributions, beginning with your most recent publication. Use the following headings in the order indicated: a) Articles published or accepted in refereed journals b) Articles submitted to refereed journals c) Other refereed contributions d) Non-refereed contributions.

**In order to maintain blind reviews, replace all instances of your name with “The Trainee.”**

### **Use the following format:**

- Full authorship as it appears/will appear in the original publication
- Year
- Title
- Publication name and volume
- First and last page numbers

a. Articles published or accepted in refereed journals  
Li, H., **The Trainee**, and Kay, M. (1994) Protein-structure in cell membranes. *Journal of Biological Chemistry*. 269: 1120-1124 (PhD work).

### **Notes:**

- Publications submitted, accepted or in press: Indicate the date of submission/acceptance and the number of pages submitted.
- For publications with long author lists, you may shorten the list as long as you continue to indicate placement of your name in the list. Example: First Author Name, Second Author Name, **The**



**Trainee**, (8 more authors). Or, First Author Name (10 more authors), The Trainee, Twelfth Author Name, Thirteenth Author Name.

- Posters: Indicate the presenting author with an asterisk (\*). Example: The Trainee\*
- Conferences: Indicate whether institutional, regional, provincial, national or international. Make a distinction between oral and poster presentations.
- In all cases, indicate whether the publication resulted from work done in the process of completing your undergraduate, master's or doctoral degree, or from other relevant work experience.

### **Sponsors' Letters**

Letters of support from sponsors cannot exceed two pages in length with 1.0 spacing, size 12 Times New Roman font (or equivalent), and 0.5" margins, minimum. Other than those restrictions, there are no formatting requirements for the letters of support.

Letters submitted electronically should be named using the following format:

*Student Last Name, Student First Name – GSA LOS – Sponsor Last Name*

**To facilitate a blind review process, please ask your sponsors to not use your name, gender specific pronouns, or similar identifying characteristics in their letters. They should refer to you as "The Trainee" as needed.**

### **FREQUENTLY ASKED QUESTIONS**

1. Who is eligible to apply for the Graduate Student Awards?
2. How do I submit an application?
3. How do I submit my transcripts?
4. How do my sponsors submit their letters of support?
5. What should sponsors include in their letters of support?
6. What counts as research or research-related experience? How should I list this information?
7. Does the one-page limit for the Research Project summary include references?
8. I recently applied for the Roman M. Babicki Fellowship in Medical Research. Can I re-use the transcripts and letters of support submitted for that competition?
9. Are there any special instructions for the Richard A. Robertson Memorial Service Award?
10. How are award recipients selected?
11. Can I have feedback from the committee about my application?

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#### **1. Who is eligible to apply for the Graduate Student Awards?**

Full-time graduate students who are registered in any UBC Faculty of Medicine graduate program, or full-time graduate students whose main supervisor has a primary appointment with the UBC Faculty of Medicine, are eligible to apply for the Graduate Student Awards.



All applicants must be in good academic standing with the University, and must be making satisfactory progress towards their degree as defined by the UBC Faculty of Graduate and Postdoctoral Studies: <https://www.grad.ubc.ca/current-students/managing-your-program/academic-progress-grading-practices-low-scholarship>

## 2. How do I submit an application?

Download and complete the PDF or Word version of the application forms, complete them, and then upload them onto the online application as a PDF. Both the application forms and online application can be accessed through <http://grad-postdoc.med.ubc.ca/graduate-student-awards/>.

**Note:** Only those applicants who have had their Declaration of Intent approved may apply for the Harry and Florence Dennison Fellowship in Medical Research and Mary Adele Norman Postgraduate Award in Medical Research. No other Graduate Student Award requires a Declaration of Intent.

## 3. How do I submit my transcripts?

Unofficial transcripts and copies of transcripts are accepted, but must be initialed by your current supervisor or emailed directly by your graduate program assistant. Unsealed transcripts from students will not be accepted. Transcripts can be submitted in one of two ways:

1. Electronically as a PDF to [med.research@ubc.ca](mailto:med.research@ubc.ca). If your graduate program assistant is submitting a copy of your transcript on your behalf, this copy does not need to be initialed. If you are providing your own copy, please have your current supervisor or graduate secretary initial the copy.
2. Officially sealed transcripts or paper copies of transcripts can be sent to the following address:  
Graduate & Postdoctoral Research Coordinator, Faculty of Medicine, Dean's Office, 317-2194 Health Sciences Mall, Vancouver, BC, V6T 1Z3.

## 4. How can my sponsors submit their letters of support?

Sponsors can send their letters electronically as a PDF to [med.research@ubc.ca](mailto:med.research@ubc.ca) from the sponsor's institutional/professional email address. Scanned letters and electronic signatures are accepted.

## 5. What should sponsors include in their letters of support?

Sponsors should be asked to comment on the candidate's research potential and achievements, interpersonal skills, academic abilities, and greatest strengths and weaknesses.

For students applying for the Richard A. Robertson Memorial Service Award in Medicine, the sponsors should also comment on the student's leadership experience and potential, as well as the student's extracurricular and community service activities.

**To facilitate a blind review process, please ask your sponsors to not use your name, gender specific pronouns, or similar identifying characteristics in their letters. They should refer to you as "The Trainee" as needed.**



**6. What counts as Research or Research-related experience?**

This may include positions as a graduate student, laboratory volunteer, directed-studies student, co-op student, research assistant, associate or technician, teaching assistant, or any research-related volunteer positions that you feel are relevant to this application. For each position, you should list the position title, dates of the experience, and one sentence that explains your role in this research experience.

**7. Does the one-page limit for the Research Project summary include references?**

No, you may list your references on a separate page.

**8. I applied for the Roman M. Babicki Fellowship in Medical Research, Elizabeth C. Watters Research Fellowship and/or the Laurel L. Watters Research Fellowship. Can I re-use the letters of support submitted for those competitions?**

Yes, if you submitted a complete application for either of the above competitions this year then you do not have to re-submit your letters of support. You may choose to replace one or both letters of support with new ones. **Please clearly indicate if you are choosing this option when you submit your other documents.**

**9. Are there any special instructions for the Richard A. Robertson Memorial Service Award?**

For students applying for the Richard A. Robertson Memorial Service Award in Medicine, please note that at least one of your sponsors should comment on your leadership experience and potential, as well as your extracurricular and community service activities.

**10. How are award recipients selected?**

An adjudication committee comprised of UBC Faculty of Medicine faculty will score candidates based on their academic record, research experience (commensurate with the stage of study), research project, and the quality and substance of the letters of support from sponsors. The amount of funding currently held by the candidate may be taken into consideration.

**11. Can I have feedback from the committee about my application?**

Unfortunately, feedback is not provided at this time. In view of the large number of applications, committee members are not asked to provide written comments of individual applications and a record is not kept regarding the strengths or weaknesses of individual applications.