Research Nova Scotia
Scotia Scholars Award Master's
2020-21

Application Requirements

researchNS

This document outlines the application requirements for the 2020-21 RNS Scotia Scholars Award Master's Level. For more information on the award, including deadlines, eligibility, assessment criteria, and review process, please visit the Research Nova Scotia (RNS) website www.researchns.ca/SSA.

Letters of Reference

Applicants must arrange for two (2) letters of reference (one reference from a supervisor and one leadership) to be emailed directly from the referee to Research Nova Scotia (RNS). Assessments should be completed by individuals that are familiar enough with your research and other abilities so that they can provide a meaningful commentary. You must contact your proposed references to ensure they are willing to complete an assessment for you in time for the application deadline. Referees must send letters directly to the following contact prior to the application deadline:

Trish Cormier, RNS, trish.cormier@researchns.ca

Please note: Letters provided directly via the applicant or by the referee after the deadline/time posted will not be accepted.

Each letter is limited to a maximum of <u>two pages</u>. It is the applicant's responsibility to ensure the referees are aware of the requirements and the application deadline.

Supervisor 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. Enthusiasm for research.
- Research ability - a natural talent or acquired proficiency for scientific investigation
- Communication skills - effective interpersonal and verbal and written communication skills. The ability or potential to communicate theoretical, technical and/or scientific concepts clearly and logically in written and oral formats

Please note: if applicant has not met the requirement for first class standing, supervisor should justify why student should be considered for award.

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, for example, athletic, artistic, cultural, entrepreneurial, volunteerism, civic engagement, community outreach 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

Grants Management System

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

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

All uploaded documents and 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
- 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, please review the GMS User Guide. Each application requirement is described in detail in the following sections.

Project Details

Award Type

Applicants must select the award level for which they are applying: Master's or Doctoral.

Resume or CV

You will be prompted to upload your resume/CV in this section. Resumes/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.

Key Words

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

RNS Provincial Health Research Priorities

Applicants must select the most applicable/predominant provincial health research priority that most closely aligns with your research.

Institution Administering Funds

Applicants must indicate the name of the institution that will administer the award funds.

Principal Investigator

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

University ID

Please enter your university ID here. If you have not yet been accepted into the program, you may leave this section blank.

Degree Program

Please enter the name of your degree program. If you have applied, but not yet been accepted into the program, please list the program for which you have applied.

Degree Start Date

Please enter the expected or actual start date of your degree program

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 provincial health research priorities
- 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 health research
- How you have and/or will contribute to the field of health research specific to the provincial health research priority identified
- 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 unofficial 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. Use discipline-appropriate formatting.

Contact Information

Grants Management System (GMS) Support

If additional support is required using the online Grants Management System (GMS) please contact the GMS helpdesk:

>GMS Helpdesk, Research Nova Scotia
>(902) 902-424-3054
>helpdesk@researchns.ca

Application Questions or Support

For questions related to eligibility or application content please contact your institutional contact below:

Scotia Scholars Award (Undergraduate) Institutional Contacts	
Acadia University	Theresa Starratt Graduate Studies Officer 902.585.1914 theresa.starratt@acadiau.ca
Cape Breton University	Nicole MacDougall Graduate Scholarships and Student Research Awards Liaison 902.563.1107 Nicole_MacDougall@cbu.ca
Dalhousie University	Niki Power Scholarships Liaison Officer 902.494.6246 fgs.slo@dal.ca
Mount Saint Vincent University	Cathy Lantos Administrative Assistant to the Dean of Graduate Studies 902.457.6129 Cathy.lantos@msvu.ca
Nova Scotia College of Art and Design	Christina Warren Manager, Financial Aid and Student Counselling 902.494.8130 cwarren@nscad.ca
Saint Mary's University	Heather Gray Graduate Studies Officer 902.420.5069 heather.gray@smu.ca
Université Ste-Anne	Dr. Kenneth Deveau Vice-President, Teaching and Research 902.769.2114, ext. 7307 vrer@usainteanne.ca

Appendix 1: Applicant Resume/CV Format

Resumes/CVs 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)

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)

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 ($)

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 ($)	Total Amount Received ($)

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.