



researchNS

November 29, 2021

Scotia Scholars
Award:
Undergraduate

Application Requirements | 2021-22

Contents

Submission Process	4
Introduction	4
About Jura	4
Jura Technical Support.....	4
Undergraduate Scotia Scholars Award Application Checklist.....	5
Applicant Information	6
Applicant Organization.....	6
Primary Contact	6
Applicant Institutional ID	6
Award Type.....	6
Program of Study.....	6
Program Start/Completion Date	6
Transcripts	6
Applicant Resume/CV.....	6
Supervisor Information.....	7
RNS Missions.....	7
RNS Mission Selection.....	7
RNS Mission Achievement Statement.....	7
About the Project	7
Project Title	7
Project Description/Research Overview.....	7
Materials	8
<i>Research Expertise and Potential</i>	8
Project Objectives	8
Key words	8
Application Submission	8
Application Summary.....	8
Submission.....	9
Application Support.....	9
Appendix A: Required Applicant Resumé/CV Format.....	10
Identification.....	10

Details of Academic Background	10
Work Experience	10
Distinctions/Awards/Credentials	10
Recent Funding	11
Contributions.....	11
<i>Publications</i>	11
<i>Patents and Intellectual Property Rights</i>	11
<i>Activities and Contributions</i>	11
<i>Interruptions and Delays</i>	12
Appendix B: Letters of Reference	13
Supervisor Letter of Reference.....	13
Leadership Letter of Reference	14
Appendix C: Review and Selection Process	15

Requirements are outlined below for the full application for the 2021-22 Research Nova Scotia (RNS) Scotia Scholars Award. For more information on this opportunity, including deadlines, eligibility, application processes, and review processes, please visit:

<https://researchns.ca/ssa/>

Submission Process

Introduction

It is the responsibility of the applicant to ensure that all information provided is correct and accurate. No proposal or proposal components can be accepted after the posted deadline. All proposal documentation and information, aside from reference letters, must be provided via the online submission form and will not be accepted via email, mail, or in person.

Applications will not be accepted beyond the deadline of **Thursday, February 10, 2022 at 1:00 p.m. (AST)**.

Reference letters will not be accepted beyond the deadline of **Thursday, February 10, 2022 at 1:00 p.m. (AST)**.

About Jura

All applications will be submitted via Research Nova Scotia's online portal, [Jura](#). To submit the application, the student must create a Jura account by clicking the 'Register' button found [here](#). All information collected in this system will be assessed for eligibility and those deemed eligible will be reviewed for funding consideration.

Once registered, the student will be able to view the application form for this opportunity via the '*Funding Opportunities*' section on their Jura homepage.

You will apply to opportunity titled '**Scotia Scholars – Your Institution**'

IMPORTANT: Information entered in Jura is NOT automatically saved. Click the blue 'Save Draft' button frequently to ensure that you do not lose any information.

Jura Technical Support

Technical issues related to application submission via Jura can be directed to:

RNS Jura Helpdesk
helpdesk@researchns.ca

Jura Helpdesk hours are 8am-4pm ADT Monday to Friday. Responses will be provided as soon as possible but please allow up to 24 hours for a response.

Undergraduate Scotia Scholars Award Application Checklist

To be considered for a Scotia Scholars Award, you will need to apply online via Research Nova Scotia's online portal, [Jura](#) by **February 10, 2022 at 1:00 p.m. (AST)** with the following items entered directly into Jura unless otherwise noted:

- Applicant Information**
 - Applicant Student Number
 - Award Type
 - Program of Study
 - Program Start/Completion Date
 - Transcripts (uploaded to Jura)
 - Applicant CV (uploaded to Jura)
 - Supervisor details
- RNS Missions**
 - RNS Mission Selection
 - RNS Mission Achievement Statement
- About the Project**
 - Project title
 - Project description (1000 words maximum)
 - Research Expertise and Potential (2 pages maximum; uploaded to Jura)
 - Project objectives
 - Six keywords

Students must also arrange for two letters of reference to be emailed directly to apply@researchns.ca by **February 10, 2022 at 1:00 p.m. (AST)**. Please see [Appendix B](#) for details on what needs to be included in each of these letters.

- Supervisor Letter of Reference***
- Leadership Letter of Reference***

All uploaded documents **must** adhere to the following format:

- Must be in PDF format.
 - Each section cannot exceed the page limits described.
 - 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.
 - 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.
-

Applicant Information

In this section, please provide the information requested regarding the primary applicant (the main contact for the submission).

Applicant Organization

This is the organization that you selected upon sign up to the Jura system, and should reflect the institution at which you are completing your studies. If your organization affiliation is incorrect, please contact helpdesk@researchns.ca.

Primary Contact

This field displays the contact information that you entered upon sign up. If this information is incorrect, please update your contact information using the 'Personal Profile' link on your Jura homepage.

Applicant Institutional ID

Enter your student number at your institution. If you do not have a current student ID at this institution, please enter 'N/A'.

Award Type

Select 'Undergraduate' from the dropdown menu.

Program of Study

Enter the degree program you are currently enrolled in at your institution. Please include both the program type and your focus or major (e.g. BSc Biology).

Program Start/Completion Date

Enter the day you began your current undergraduate level studies at your institution and your projected completion date.

Transcripts

Upload any unofficial transcripts from your current institution that show (1) that you are in good standing and (2) any details your academic status. Multiple uploads are allowable. Upload must be in **pdf format**.

Applicant Resume/CV

Maximum: 2 pages

Please upload an up-to-date resume/CV; ensure that your submitted CV is in PDF format and follows the Guidelines in [Appendix A](#).

Supervisor Information

Enter your supervisor's name, institution, and email. Please ensure that spelling is correct.

RNS Missions

RNS Mission Selection

All submissions considered for funding must reflect the health pillar of Research Nova Scotia's mission-oriented strategy, which uses research to support a healthy population and strong health care system.

Select the health mission(s) that you feel best fits with your proposal.

RNS Mission Achievement Statement

Maximum: 525 words

Please demonstrate how the project will contribute to achieving one or more of the Research Nova Scotia health missions:

- Advance disease detection, diagnosis, treatment, and prevention
 - Strengthen our health care delivery system
 - Care for vulnerable populations
 - Promote better opportunities for future health and wellbeing
-

About the Project

Project Title

Provide a title for the project you will complete with your supervisor. This title will be used for communication purposes.

Project Description/Research Overview

Maximum: 1000 words

Provide a clear and concise description of the proposed project that includes:

- A description of the issue/topic to be researched, the research objectives, and methodology.
- The potential impact these activities will have on the field of health research and the health of Nova Scotians.

Materials

Upload the following documents as a PDF to Jura.

Research Expertise and Potential

Maximum: Two pages

A short description/essay describing why you would like to be considered for this research position, including the following:

- Why are you interested in the research project?
- How will your courses (and/or your other experience) provide you with some background to work in the area(s) you have selected?

Project Objectives

List the primary research objectives you would like to achieve over the duration of the project. These objectives must include the overall research objectives and capture the achievements expected if project is funded. In addition, they should align with the Project Description section of your application.

Enter only one objective per text box. A maximum of ten objectives may be listed on the application form. Funded applicants will be required to report on all progress related to the listed objectives on an annual basis.

Project objectives must be related to the project work, and should not include personal statements such as:

- Intent to do well in course work
- Intent to graduate by a certain date

Key words

Please list six key words that describe your research project. This information is for administrative purposes only.

Application Submission

Application Summary

For an overview of how your submission will appear for consideration by the review committee, select the '*Application Summary*' button in the left corner of the submission form. You will be provided with a PDF overview and list all attachments connected to your submission.

It is strongly recommended that you **review this carefully before submission** to ensure information provided is accurate and appears correctly.

Submission

When your proposal is ready for submission select the blue **'Submit'** button at the bottom of your form. You will receive a confirmation email and the submission will be viewable under **submitted applications** in your Jura main profile.

Application Support

Inquiries regarding potential opportunities, and application creation should be directed to:

Acadia University:

Ms. Donna Dillman, Research Office Administer
Acadia Division of Research & Graduate
donna.dillman@acadiau.ca

Cape Breton University:

Dr. Jared Walters, Research Administration Officer
CBU Office of Research and Graduate Studies
jared_walters@cbu.ca

Université Sainte-Anne:

Ms. Valérie Lalonde, Directrice des Services de la Recherche
Bureau de la recherche, Université Sainte-Anne
valerie.lalonde@usainteanne.ca

Technical issues related to application submission via Jura can be directed to:

RNS Jura Helpdesk
helpdesk@researchns.ca

Jura Helpdesk Hours are 8am-4pm ADT Monday to Friday. Responses will be provided as soon as possible but please allow up to 24 hours for a response.

Appendix A: Required Applicant Resumé/CV Format

Resumes/CVs must include the following sections and associated information:

Identification

Provide your name, student identification number, mailing address, phone number, and 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)
<i>Sample text</i>	<i>Sample text</i>	<i>Sample text</i>	<i>Sample text</i>	09/2020	05/2022

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)
<i>Sample text</i>	<i>Sample text</i>	<i>Sample text</i>	09/2020	05/2022

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 (\$)
<i>Sample text</i>	<i>Sample text</i>	09/2020	05/2022	<i>Sample text</i>	\$1,234

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 (\$)
<i>Sample text</i>	<i>Sample text</i>	<i>09/2020</i>	<i>05/2022</i>	<i>\$1,234</i>	<i>\$1,234</i>

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 B: Letters of Reference

Applicants must arrange for two (2) letters of reference (one from a supervisor and one leadership) to be emailed directly to Research Nova Scotia. 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 email address prior to the application deadline: apply@researchns.ca

Reference Letters are due by **Tuesday, February 1, 2022 at 1:00 p.m. (AST)**

Supervisor Letter of Reference

This letter should come from the applicant's supervisor or potential 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. The letter should specifically 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.

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.

Appendix C: Review and Selection Process

1. Your institution will assess applications to determine whether they are complete and meet the eligibility criteria.
2. Complete and eligible applications will be reviewed by your institution in accordance with their review practices and the assessment criteria outlined below.
3. Your institution will submit a list of applicants recommended for funding and a list of alternates, if applicable, to Research Nova Scotia.
4. Research Nova Scotia will notify applicants of funding decisions and implement the process for award acceptance and payment for successful applicants.

Criteria	Indicators of Research Ability and Potential	Weight
Academic Excellence	<ul style="list-style-type: none"> • Strength of academic record • Quality of academic abilities outlined in academic reference letter • Funding, duration and prestige of received scholarships and awards 	60%
Leadership Qualities	<ul style="list-style-type: none"> • Extent to which past and current employment, volunteer, extracurricular experiences, and research contributions demonstrate leadership skills • Quality and potential impact of leadership abilities outlined in leadership reference letter • Relevance of future plans to health research 	20%
Research Potential and Interest	<ul style="list-style-type: none"> • Relevance of academic training and work experience to research activity • Funding, duration, and prestige of received scholarships and awards • Quality and extent of contribution to research activity described • Quality and potential impact of research abilities outlined in academic reference letter • Relevance of research activity to the Research Nova Scotia health mission and potential impact • Applicants interest in the project and research activity 	20%