



SCOTIA SCHOLARS AWARD: DOCTORAL PROGRAM

Application Requirements | 2023-24

March 2023



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Requirements are outlined below for the full application for the 2023-24 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, April 20, 2023, at 1:00 p.m. (ADT)**.

Reference letters will not be accepted beyond the deadline of **Thursday, April 20, 2023, at 1:00 p.m. (ADT)**.

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.

Please be aware that all grants submitted to RNS must be accompanied by a completed EDIA self-declaration form. The step-by-step guide on how you may complete this declaration in our system can be found in [Appendix C](#).

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.



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 **April 20, 2023 at 1:00 p.m. (ADT)** with the following items:

- Eligibility Check**
 - Award Type
 - Eligibility Self-Declaration
- Applicant Information**
 - Applicant Student Number
 - Program of Study
 - Program Start/Completion Date
 - Transcripts
 - Applicant CV
 - Supervisor details
 - Signed Supervisor Agreement Form
 - The downloadable PDF version of the Supervisor Agreement can be found on the Scotia Scholars website or through Jura.*
- RNS Missions**
 - RNS Mission Selection
 - RNS Mission Achievement Statement
- About the Project**
 - Project title
 - Project description
 - Plain Language Summary
 - Research Expertise and Potential
 - Project objectives
 - Key Words

Students must also arrange for two letters of reference to be emailed directly to apply@researchnns.ca by **April 20, 2023 at 1:00 p.m. (ADT)**. Please see [Appendix B](#) for details on what needs to be included in each of these letters. **Letters must be received directly from the referee; letters from the applicant will not be accepted.**

- Supervisor Letter of Reference
- Leadership Letter of Reference



APPLICATION OVERVIEW

UPLOADED DOCUMENTS

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.

ELIGIBILITY SELF-DECLARATION

AWARD TYPE

Select 'Doctoral' from the dropdown menu.

ELIGIBILITY CRITERIA

Review the eligibility criteria listed for the award.

STUDIES COMPLETED

Select the appropriate level of studies completed to date.

AVERAGE/GPA

Enter your average (as a percentage) or Grade Point Average (per your institution's GPA scale) for the last two completed years of study (full-time equivalent)

GOOD STANDING

Declare whether you are in good standing for enrollment in the upcoming school year.

CURRENT SCOTIA SCHOLARS AWARD

Declare whether you have an existing Scotia Scholars Award. If so, please provide the current end date of your award.



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@researchhns.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'.

PROGRAM OF STUDY

Enter the degree program you are currently enrolled in at your institution.

PROGRAM START/COMPLETION DATE

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

TRANSCRIPTS

Applicants must upload 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.

APPLICANT CV

Please upload an up-to-date 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. If you have multiple supervisors, be sure to add each supervisor individually.

SIGNED SUPERVISOR AGREEMENT

The downloadable PDF version of the Supervisor Agreement can be found here under Application Requirements. If you have multiple supervisors, you must submit a signed agreement from each supervisor.

IMPORTANT: This agreement **must be signed** by the supervisor(s) identified in your application. If a signed version of this agreement is not received by RNS, your application will be deemed ineligible.

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.

PLAIN LANGUAGE SUMMARY

Maximum: 300 words

Please provide a clear and concise overview of the project written in language suitable for a non-scientific audience. If funded, RNS will use this summary for communication purposes. Wherever possible, avoid using jargon, abbreviations, and technical terms; if you must use them provide a clear explanation.

REFERENCES

While references are NOT a required piece of your application, applicants may upload up to five pages of references to accompany their application.

RESEARCH EXPERTISE AND POTENTIAL

Maximum: 1000 words

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

- Research instruments and techniques.
- Research discipline(s) and topic(s).
- Field of application.
- How past experiences have contributed to your interest in health research.
- How you have and/or will contribute to the field of health research.
- Future career plans.
- How applicant expects to be a leader in the health research community.

PROJECT OBJECTIVES

Please list up to ten objectives you want to achieve over the duration of the project. These objectives must be related to your research project and may not include objectives related to



academic or student activities. In addition, they should align with the *Project Description* section of your application. Enter only one objective per text box.

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 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 the 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:

Theresa Starratt
Graduate Studies Officer
Acadia Division of Research & Graduate
theresa.starratt@acadiu.ca

Dalhousie University:

Niki Power



Scholarships Liaison Officer
Dalhousie Faculty of Graduate Studies
fgs.slo@dal.ca

Mary Anne Dib
Funding and Awards Coordinator
Dalhousie Faculty of Graduate Studies
maryanne.dib@dal.ca

Saint Mary's University:

Heather Gray
Graduate Studies Officer
St. Mary's Faculty of Graduate Studies and Research
heather.gray@smu.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>	09/2020	05/2022	\$1,234	\$1,234

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 and the signed Supervisor Agreement are due by **Thursday, April 20, 2023 at 1:00 p.m. (ADT)**

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

HOW TO COMPLETE YOUR EQUITY, DIVERSITY, INCLUSION, AND ACCESSIBILITY (EDIA) DECLARATION IN JURA

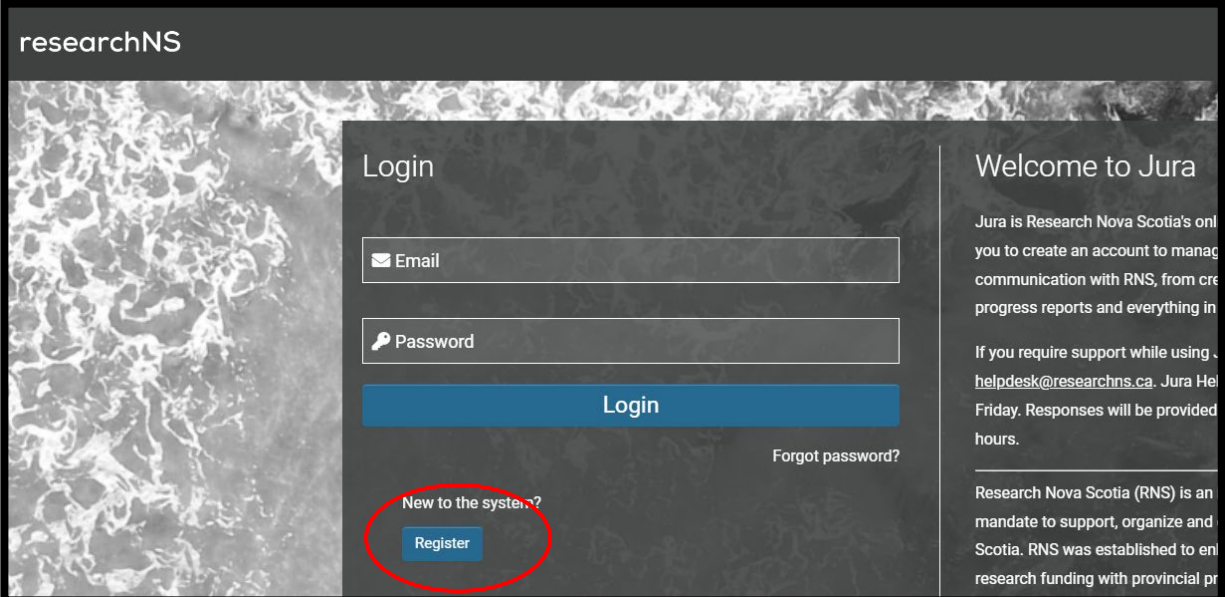
All submissions to Research Nova Scotia must be accompanied by an EDIA Declaration for the Primary Applicant. To complete your declaration, please follow the steps outlined below.

- New users will complete the declaration through [option one](#).
- Existing users will complete the declaration through [option two](#).

OPTION 1: COMPLETING THE DECLARATION AT SIGN-UP AS A NEW USER

Step 1. Navigate to the Jura system at <http://researchns.smartsimple.ca>

Step 2. Select the 'Register' button to create a new account.



The screenshot shows the researchNS login interface. On the left, there is a 'Login' section with input fields for 'Email' and 'Password', a blue 'Login' button, and a 'Forgot password?' link. Below the login section, there is a link 'New to the system?' and a blue 'Register' button, which is circled in red. On the right side, there is a 'Welcome to Jura' section with introductory text and contact information.

Step 3. Select your organization from the 'Organization Name' field. Please note that this field will auto-populate organizations that are already registered in the Jura system; be sure to select the organization from the drop-down menu.



Organization Information

i If your organization has previously registered, you can use the lookup field below and register your contact details to this organization.
If you are unable to search for your organization, you can [register as a new organization here](#).

* Organization Name
dalhou

Name: Dalhousie University
Street Address: 6299 South Street, 2nd Floor, Suite 231
City: Halifax

* First Name

If your organization does not appear in the search, you must **register a new organization** by following the steps outlined below:

1. Click on the 'register a new organization here' link in the page instructions

Organization Information

i If your organization has previously registered, you can use the lookup field below and register your contact details to this organization.
If you are unable to search for your organization, you can [register as a new organization here](#).

2. Complete all information marked with an asterisk "*" to register your new organization. Once complete, hit the blue 'Submit' button to register your organization.
3. Click on the Research Nova Scotia Logo to return to the Jura homepage.
4. Click on the blue 'Register' button; the organization you just entered will now be available in the drop-down list under 'Organization Name'

Step 4. Enter your contact information; note that any questions marked with an asterisk "*" are mandatory.

Note: Your email address will be used as your Jura username

Step 5. Complete the self-declaration for Equity, Diversity, Inclusion, and Accessibility.

If you do not want to self-identify, you have the option to choose "**Prefer not to say**" for each question. You must select this option and save your responses for your questionnaire to be marked as complete. Doing so fulfills the mandatory requirement for completing the EDIA self-declaration.

You may change your answers to these questions at any time by following the instructions outlined in '[Option 2](#).'

Step 6. Click the blue 'Submit' button to create your account.

Step 7. Shortly after submitting, you will receive an email from noreply@smartsimple.com, including a link to set your password. Click the link to be redirected to the following page:




Account Activation

New Password:

Confirm Password:

Policy:

- ✘ Password must have at least 8 characters
- ✘ Password must have at least one lowercase letter
- ✘ Password must have at least one uppercase letter
- ✘ Password must have at least one number
- ✘ Password must have at least one special character

I'm not a robot  reCAPTCHA
Privacy · Terms

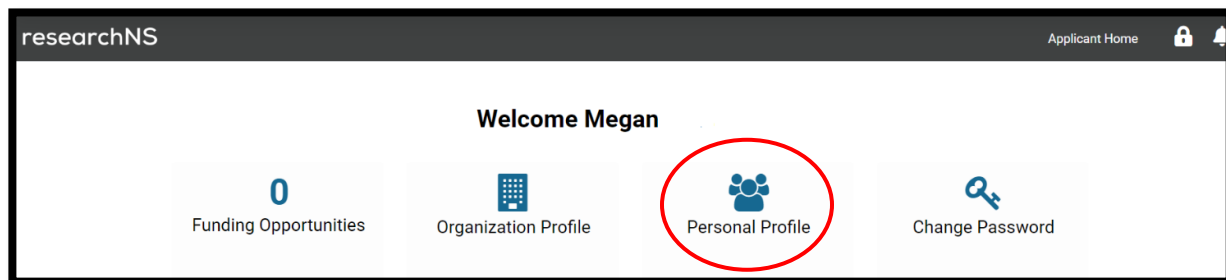
- Step 8.** Use the provided prompts to create a strong a secure password. When all password requirements have been met, click the ‘Submit’ button to proceed. You will receive another email from noreply@smartsimple.com letting you know that your password has been successfully updated.
- Step 9.** You will be automatically redirected to the Jura Privacy Policy and Terms of Use page after creating your account password. Review the details of this policy and select the ‘Accept’ button to access the system.
- Step 10.** Should you have any questions, please contact Megan Bellefontaine (Manager, Research Support) at Megan.Bellefontaine@researchns.ca



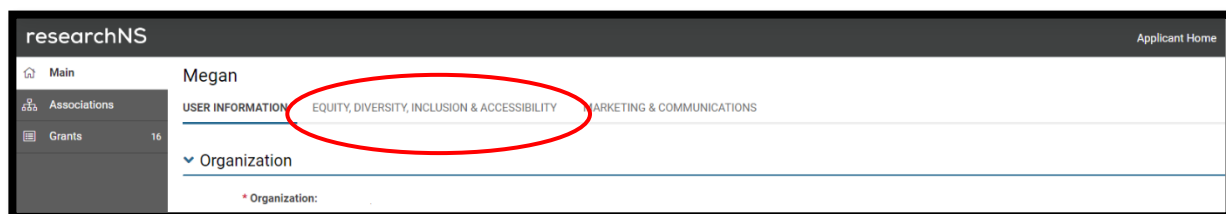
OPTION 2: COMPLETING THE DECLARATION THROUGH YOUR PERSONAL PROFILE AS AN EXISTING USER

Step 1. The Primary Applicant must log in to the Jura system at <http://researchns.smartsimple.ca>
If you do not remember your login credentials, please email: helpdesk@researchns.ca

Step 2. Click on the 'Personal Profile' link



Step 3. Select the 'EQUITY, DIVERSITY, INCLUSION & ACCESSIBILITY' tab

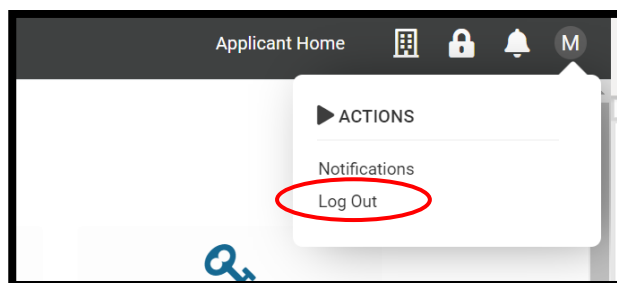


Step 4. Select an answer for all six questions: Indigenous Identity, Members of Racialized Minority Groups, Disability, Gender Identity, Language, and Age.

If you do not want to self-identify, you have the option to choose “Prefer not to say” for each question. You must select this option and save your responses for your questionnaire to be marked as complete. Doing so fulfills the mandatory requirement for completing the EDIA self-declaration.

Step 5. Select 'Save' to complete the EDI declaration. You may change your answers to these questions at any time.

Step 6. Log out of the Jura system by clicking on the letter icon in the upper right-hand corner and selecting 'Log Out'.



Step 7. Should you have any questions, please contact Megan Bellefontaine (Manager, Research Support) at Megan.Bellefontaine@researchns.ca



APPENDIX D

REVIEW AND SELECTION PROCESS

1. Research Nova Scotia will assess applications to determine whether they are complete and meet the eligibility criteria prior to sending the applications to the institutions. Applications that do not meet basic administrative eligibility criteria will be marked 'ineligible' and not provided to the institution for consideration.
2. Eligible applications will be reviewed by each institution in accordance with their scholarship review practices and the assessment criteria outlined for this award.
3. Institutions will submit to RNS a list of applicants recommended for funding, alternate candidates (if applicable) and applicants ineligible for funding.
4. Research Nova Scotia will notify successful applicants of all funding decisions and implement the process for award acceptance and payment.

The following criteria will be used by each institution to assess Scotia Scholars Award Doctoral applications:

Criteria	Indicators	Weight
Research Ability and Potential	<ul style="list-style-type: none">• Quality of research proposal<ul style="list-style-type: none">○ specific, focused, and feasible research question(s) and objective(s)○ clear description of the proposed methodology○ significance and expected contributions to research in a provincial health research priority area• Relevant training, such as academic training, lived experience and traditional teachings• Research experience and achievements relative to the applicant's stage of study, lived experience and knowledge systems• Quality of contributions and extent to which they advance the field of research. Contributions may include reports, posters, presentations, creative outputs, knowledge translation outputs, community products etc.• Demonstration of sound judgment and ability to think critically• Demonstration of responsible and ethical research conduct, including honest and thoughtful inquiry, rigorous analysis, commitment to safety and to the dissemination of research results and adherence to the use of professional standards	50%



Relevant experience and achievements obtained within and beyond academia	<ul style="list-style-type: none"> • Scholarships, awards, and distinctions (amount, duration and prestige) • Academic record: <ul style="list-style-type: none"> ○ Transcripts ○ Duration of previous studies ○ Program requirements and courses pursued ○ Course load ○ Relative standing in program (if available) • Professional, academic, and extracurricular activities as well as collaborations with supervisors, colleagues, peers, students and members of the community, such as: <ul style="list-style-type: none"> ○ managing projects ○ participating in science and/or research promotion ○ community outreach, volunteer work and/or civic engagement ○ participating in departmental or institutional organizations, associations, societies and/or clubs • Program requirements and courses pursued <ul style="list-style-type: none"> ○ Course load ○ Relative standing in program (if available) 	50%
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