



HEC MONTRÉAL
Programs for
doctoral
research
scholarships
2020-2021
Competition

APPLICATION GUIDELINES
Fall 2019

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Evaluation Criteria

Evaluation Criteria

For evaluation criteria, refer to the granting agency presentation or visit the organizations' websites:

- SSHRC
- NSERC
- Vanier

- FRQSC
- FRQNT

Evaluation criteria

FRQSC

Expertise (50 points)

- Academic excellence and recognition (25 pts)
- Relevant experience and achievements and capacity for engagement (in and outside of the academic environment) (20 pts)
- General presentation of application (5 pts)

Research project (50 points)

- Originality of the research problem and contribution to the advancement of knowledge (25 pts)
- Relevance of the theoretical and methodological approach and proposed time frame (25 pts)
- Bibliography (maximum 1 page)

Evaluation criteria

FRONT

Excellence of Academic Record: 30 pts

- Overall cumulative grades;
- Progression and duration of studies;
- Awards and distinctions.

Research skills and relevant research experience: 30 pts

- Reason for the application and research interests;
- Candidate's experience, accomplishments and leadership skills;

Scientific quality and interest of the research project: 20 pts

- Clarity of scientific objectives;
- Relevance of the methodology for the objectives sought;
- Project's originality and contribution to the advancement of knowledge;
- Adequation of the project to the research field of the supervisor.

Social commitment, leadership and communication skills: 20 pts

- Leadership, conferences and meetings organization; election to various positions;
- Volunteering, mentoring, supervising experience, project management, etc.;
- Ability to communicate scientific concepts;
- General presentation of the application.

Evaluation criteria

SSHRC / NSERC

Research ability and potential (50%)

- Quality of research proposal
- Relevant training
- Research experience and achievements
- Quality of contributions and their impacts
- Judgment and ability to think critically
- Responsible and ethical research conduct
- Enthusiasm for research, originality, initiative, autonomy, relevant community involvement and outreach
- The ability to communicate scientific concepts clearly and logically

Relevant experience and achievements obtained within and beyond academia (50%)

- Scholarships, awards and distinctions
- Academic record
- Professional, academic and extracurricular activities (teaching, mentoring, managing projects, participating in science or research promotion, community outreach, volunteer work...)

Evaluation criteria

Vanier CGS (SSHRC and NSERC):

Academic excellence

- Past academic results
- Progression of studies
- Awards and distinctions
- Applicant's sphere of influence on the research community and society in general

Research potential

- Academic training and relevant work experience
- Contribution to research and development – publications, patents, reports and posters
- Research proposal – feasibility, merit and significance (the potential benefit to Canadians)
- Critical thinking, application of knowledge, judgment, originality, initiative, autonomy and enthusiasm for research
- Mobility: Students are instructed to include a strong and compelling justification as to why they have chosen the nominating institution to undertake their PhD, even more so if it is the same university as of their M. Sc.

Leadership (potential and demonstrated ability): : **important criterion**

- Personal achievement
- Involvement in academic life
- Volunteerism / community outreach / civic engagement

Evaluation criteria

Trudeau Foundation

Program under review - To be validated at the opening of the competition in the fall of 2019

- Have a track record of **academic achievements** at the level of the highest standards of the world's most prestigious doctoral scholarship programs
- Possess **exceptional skills** that will enable the scholar to engage in lively exchange with other researchers
- Intend to **work in an area related to one or more of the Foundation's four themes** and have an **expressed desire to contribute to public dialogue**

See some winners' profile on the [Foundation's website](#)

The Application

FRQNT / FRQSC

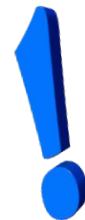
FRQnet

Complete and submit the FRQnet website of the Fonds de recherche du Québec



Quick access !

- *Your FRQ profile*
- *Creation of new forms*
- *Your application files*



Consult the video tutorials on the FRQnet webpage if you need help to create a new account.

FRQNT / FRQSC

FRQnet

Creating an account and a form

- Then click on “**Available competitions**” and choose the competition to which you wish to apply.

Activity details

- ▼As an applicant or holder
 - Available competitions**
 - My forms**
- As a co-investigator
 - Attach documents
 - Canadian Common CV

- Once started, the forms are found in the “**My Forms**” section. Click on the link in blue to access it.

Program	File	Project title	Deadline for submission	Your institution's deadline	Form status	Other statuses	Last update	Preview	Documents attached by the organization
Bourses de maîtrise en recherche	Application 287454	N/A	10/09/2019 16:00	Not applicable	In progress	View	09/17/2019 13:16		View
Bourses de doctorat en recherche	Application 287698	N/A	10/16/2019 16:00	Not applicable	In progress	View	09/12/2019 22:47		View

FQRSC/ FQRNT

FRQnet

Don't wait until the last day because, at that point, the system inevitably slows down

Fill the form

- Save your data and validate the page. If all what is required is included, a green circle will appear for this section. Otherwise, a message in red will tell you what you have to add.

Important: the message confirming that your file is complete doesn't take in consideration your status. So you must verify with the required documents list on the webpage of the contest (e.g. RAMQ card).

- FRQSC / FRQNT :
 - No recommendation letter required
 - No CCV required
- It is possible to access to your form as long has it not have been transmitted. After, **no modification is possible.**
- **Important** : Check if your application has the status "**Submitted to the Fonds**" before the closing date and time of the competition.

FQRSC/ FQRNT

Presentation standards

With the exception of the documents attached in the "Autres documents" section, all files attached to the application must meet the following presentation standards:

- Pages must be 8½" x 11" (216 mm x 279 mm) and converted to PDF format. The file must not be password protected;
- Pages must be single-spaced with no more than 6 lines per inch;
- All text must be in 12 pt Times New Roman font for Microsoft Office or Open Office users, or 12 pt Nimbus Roman font for LaTeX users;
- Narrow fonts are not permitted;
- Margins must be set at a minimum of 1.9 cm (¾");
- Identification of pages:
 - Top right corner: candidate's last name and first name;
 - Top left corner: TITLE OF THE ATTACHED DOCUMENT;
 - Bottom centre: page numbers (1, 2, ... , 10);
- The maximum number of pages varies according to document type and is specified in the form. No additional pages will be transmitted to the evaluation committee.

Forms may be completed in English or French. Candidates who submit the form in English must provide a French title for their project.

All transcripts must be legible and original (or certified). If the documents are submitted in a language other than French or English, an official certified translation must accompany the original.

NSERC – CGS and PGS

Online application process One application required for two competitions

1. Create an account on the [NSERC Online system](#).
2. Complete form 201 on the website (obtain a PIN)
3. Appendixes (free forms) must be appended to form 201.
4. The two recommendation letters (candidate's report) must be transmitted electronically. You must indicate the names of your evaluators on form 201. An email will be sent to them. They will then be able to complete their report.
5. Your transcripts must be submitted to NSERC with your application. It is your responsibility to ensure that your transcripts are complete and legible once uploaded by the designated person of the school.
 - In the section Grades transcripts - University, you must indicate Marie-France Courtemanche-Bell's name and email (marie-france.courtemanche-bell@hec.ca) as she is the designated person in charge. She will take care of appending your grades transcripts to your application.
 - Compulsory grades transcripts for studies in Canada and the USA (with rating system).
 - Certified copy for studies outside of Canada and the USA (with rating system).
6. **Create a single PDF file (PDF portfolio are NOT accepted) and email it to [Marie-France Courtemanche-Bell](#).**
7. **Submit all transcripts of your university grades (hard copies) to Marie-France Courtemanche-Bell (room 5,120, Decelles Building) [Octobre 9, 2019 at the latest](#).**

NSERC: Text sections

Free format documents that must be added to Form 201

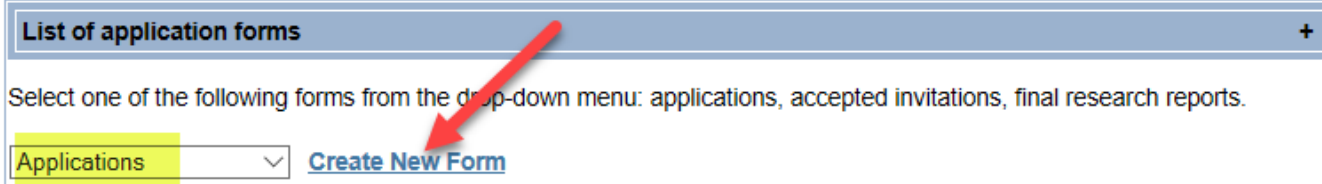
1. Summary of proposed research (2 pages)
2. Bibliography (*5 pages maximum for CGS D applications and optional for PGS D applications*)
3. Justification for eligibility of proposed research, if required (1 page)
4. Contributions and statements (2 pages)
 - Part I : Contribution to research and development : submitted and published papers.
 - Part II : Most significant contributions to research and development : give details on maximum three contributions of part I.
 - Part III : Applicant's statement (Research experiences; Relevant activities; Particular circumstances).

Respect presentation requirements!

SSHRC – CGS and PGS

Online Application Process (preselection) One application for CGS and PGS competitions

1. Create an account on the [SSHRC Online system](#).
2. Complete your profile by filling the "Self-identify" section.
3. In the "Portfolio" section, complete the "Curriculum vitae" section and click on "Verify".
4. Create the appropriate application form (*Doctoral Scholarship Program*)




List of application forms +

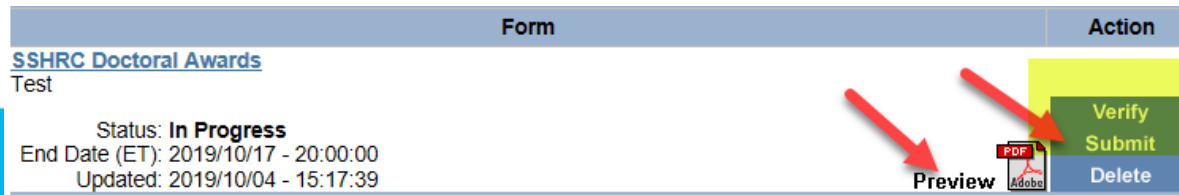
Select one of the following forms from the drop-down menu: applications, accepted invitations, final research reports.

Applications ▼ [Create New Form](#)

5. Write your answers in a texts software and save them on your computer to keep a copy. Then copy them to the appropriate sections of the form.
6. See the "Instructions" section to understand what is required.
7. Save and then check each page. This will give you a list of items to finalize.
8. To be able to submit an application, the form must be complete, and the required documents must all be attached, which includes the two letters of recommendation.
9. Verify and preview your application. Register a copy before submitting it.

Form	Action
SSHRC Doctoral Awards Test Status: In Progress End Date (ET): 2019/10/17 - 20:00:00 Updated: 2019/10/04 - 15:17:39	Verify Submit Delete

[Preview](#) 



SSHRC – Hints and tips

1. The **language of the form and the annexes** must be the same. Only transcripts and letters from respondents can be in either official language.
2. In the "Respondents" section, enter a date prior to the preselection deadline. This will allow you to follow up with your respondents. *Remember to inform your respondents beforehand of your intention.*
3. Respondents will be able to consult your online application form. They will see the form as it is at the time of the consultation. **It is recommended to send additional documents to your respondents if your application is not complete.** Note that the box allowing your respondents to include their comments is **30 lines**.
4. Provide university transcript even for international exchange program that have been credited.
 - Exchange through HEC Montréal: Contact the BAEI (Geneviève Benoit or Carmen Brodeur)
 - Certified true copies accepted
5. Document Certification Service offered by the **Student Services** and the **Registrar's Office**.
 - Provide the original documents and a copy of the documents to be certified

SSHRC – CGS and DS

6. In the section “Program Information” select option A “You are currently registered in a degree program at a Canadian institution with a quota” or Option B if that is the case.
7. You must then indicate “HEC Montréal” as the organization and the department to which you are attached.
8. We suggest you start the pagination of the appendices as follows:
 - Research Proposal: start with page 4
 - Bibliography: page 5 or 6 depending on the number of pages for the proposal
 - Eligible attachments: following the bibliography
 - Justification of the request is found after the transcripts; therefore you must adjust the pagination according to the number of pages
 - Contributions are presented in the last two pages of the application

Note that it is also possible to paginate each appendix individually.
9. Indicate your full name in the right side of each page of your appendices and the name of the appendix on the left.

APPENDIXES

SSHRC – Research Proposal (max. 2 pages)

If you are an MSc student, or if you begin your PhD this Fall:

- Clearly state your current level of study;
- Give the title and a brief description of your master's thesis or research project (½ page max.);
- Identify the degree program that you will pursue, including any relevant courses, and provide an explanation for your choice of university and supervisor (important – be specific);
- Provide an outline of your doctoral thesis or research project, including the research question(s), context, objectives, methodology and significance and expected contribution to the advancement of knowledge. You can also provide information regarding its potential for practical applications;
- Present also your special interests in the proposed area of research.

If you are at the PhD level since more than a term:

- Clearly state your current level of graduate study;
- Indicate at what stage you are in your thesis/research project;
- Provide the name of your supervisor of doctoral studies, if known;
- Provide an outline of your thesis or research project, including, for example, the research question(s), context, conceptual framework, objectives, methodology and significance and expected contribution to the advancement of knowledge. You can also provide information regarding its potential for practical applications (minimum one page and a half);
- Describe what you hope to accomplish during the award tenure and what will remain to be done before you obtain your degree (calendar).

SSHRC – Bibliography (5 pages maximum)

- All the **references used in your project description** (Appendix 1) : section 1
- Other relevant references : section 2
- References must be complete and presented in a standard way. To get help for the preparation of your bibliography, contact the librarians at the [HEC Montréal library](#).

SSHRC - Research contribution (max. 2 pages)

This is a space for adding publications and other contributions of your own :

Part 1 – Research Contributions

- Refereed publications
- Other refereed contributions– conference papers, etc.
- Other non-refereed contributions
- Publications submitted or with other status

Part 2 – Applicant’s Statement

- Relevant experience in research (*you must absolutely indicate something*)
- Relevant activities

SSHRC – Allowable Inclusions (1 page)

This section allows you to explain delays, if any, met during your studies. For example, if you do not have a publication or scholarship on file, explain why.

NB : to be used cautiously.

NSERC: Summary of proposed research (1 page)

- Explain how your research project is linked with NSERC's mandate.
- Explain the future possibilities of the proposed research.
- Write your summary in a clear ordinary language, one page maximum including references.
- Do not repeat information provided in the section *Dissertation completed or in progress*.
- Give a brief description of the proposed research project during the period covered by the grant : objectives, experimental or theoretical approach, proposed methodology and procedures.
- In the case of dissertation prolongation, clearly indicate the differences between dissertation work and proposed research activities.

NSERC: Contributions and statements (2 pages)

Contribution to research and development (Part I)

- One contribution per line starting with the most recent one.
- Only the papers submitted or published before the candidacy deadline for which you are a contributing author.
- Abide to presentation norms for the publication of papers.
- Indicate if the publications are the result, or not, of work done within a study program or as a relevant work experience.

Main contributions to research and development (Part II)

- Choose a maximum of 3 contributions among those cited in section 1
- Comment on the importance of these works for your research field.
- For each contribution, briefly describe your role in the research, explain the reasons behind your choice of a journal and mention all collaborations with other researchers.

NSERC: Contributions and statements (2 pages)

Candidate's statement (Part III)

- **Research experience** : Describe the scientific skills you have acquired via your research experience.
- **Relevant activities** : Describe the professional and extracurricular activities that exemplify your capacity to communicate, your interpersonal skills and your leadership.
- **Specific circumstances** : Indicate any special factor bearing on your achievements or your productivity; mention any special factors having caused delays in the diffusion of your results ; explain any interruption in the chronology of your experience.

Other competitions

Other competitions

Vanier Canada Graduate Scholarships SSHRC and NSERC Preselection by university

Quotas assigned to HEC Montréal for the 2019 to 2021 contests

- CRSH scholarships: one applicant by year + one floating applicant for three years
- CRSNG scholarships: one floating applicant for three years

The complete application must be submitted on line at the welcoming university

- One common CV (CVC) must be completed on line
- One application form must be completed on line through RechercheNet
- The backup documents and the letters of recommendation must be attached to the online form (pay attention to the required presentation)
- HEC Montréal requests : You must submit your official academic transcripts (**with the rating system**) of all your university studies (certified copies accepted for studies completed outside Canada and the U.S.) to Marie-France Courtemanche-Bell (office 5.120, Decelles Campus).

Important note: For Vanier competition only one request can be sent per student per year. However, it is possible to submit simultaneously to the Vanier scholarships and to SSRHC or NSERC CGS/DS (two different applications)

Other competitions

Vanier Canada Graduate Scholarships SSHRC and NSERC

Preselection by university (continuation)

- The preselection decisions will be posted on RechercheNet
- HEC Montréal will prepare a nomination letter for the recommended applicants.
- The recommended applications will be sent to CRSH and to CRSNG by **November 6, 2019** through RechercheNet.

Other competitions

FRQNT and FRQSC Re-entering the research community scholarships (A2)

- Same deadline and process as for doctoral research grants (B2).
- People having obtained a bachelor's or master's degree since 5 years or more on the application deadline.
- If you are already enrolled in the PhD program, you are eligible only as of your first term (A18).
- Simultaneous applications for research reintegration scholarships and doctoral grants is not allowed (B2).

Other competitions

Réal-Décoste – Ouranos Scholarships Program

- Same process as that for doctoral research scholarships (B2)
- Research project must bear on a theme related to climate changes and their incidence (all specializations)
- Eligible through the whole course of the program
- Combined with NSERC and SSHRC doctoral scholarships
- Simultaneous applications to Réal-Décoste AND doctoral scholarships (B2) OR research reintegration (A2) is allowed. One must apply to each separately

Other competitions

Trudeau Foundation Doctoral Scholarships

Changes to the upcoming program in October-November 2019

Two steps for the preselection

Step 1 : Preselection by HEC Montréal

Deadline: *to come up*

Quota : 1 applicant per year (*subject to change*)

The application must be completed and submitted through the new portal available on the Foundation's website. It will be available in early October for the start of the contest.

A nomination letter will be prepared by HEC Montréal for the recommended applicant.

Step 2 : Preselection by Université de Montréal

Deadline: *to come up*

Quota : 8 applicants per year for all combined faculties. (*subject to change*)

HEC Montréal will submit to the Université de Montréal selection committee the recommended application through the Foundation internet portal.

The recommended applications selected by Université de Montréal will be submitted to the Foundation through the portal by (*to come up*).

Available Help

- ✿ FRQSC : boursesd-sc@frq.gouv.qc.ca
- ✿ FRQNT : bourses.nt@frq.gouv.qc.ca
- ✿ SSHRC : bourses@sshrc-crsh.gc.ca
- ✿ NSERC : schol@nserc-crsng.gc.ca
ou 613-996-0264
- ✿ Vanier : vanier@irsc-cihr.gc.ca

...and myself, analyste.bourses@hec.ca!

Examples of projects are available for on the Tools web page for the preparation of a scholarship application.