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**BEVERLEY PHILLIPS**

**GRADUATE SCHOLARSHIP APPLICATION INSTRUCTIONS**

All applications for the Beverley Phillips Graduate Scholarships and Postdoctoral Fellowships should be submitted to the Snyder Scholarships Program Director by email to snydered@ucalgary.ca no later than **4:00 pm on Monday, November 2, 2020** as indicated on the award terms of reference. It is the **applicant’s** responsibility to ensure that the **COMPLETE and signed** application and all supplemental information are received by the stipulated deadline date.

As a public body, the Snyder Institute of Chronic Diseases is regulated by the Freedom of Information and Protection of Privacy Act (FOIPP) of Alberta. As such, the information on the personal data page will be for internal use ONLY.

Applicants are asked to use the space provided on the form for each item of information. Additional pages should be attached only if it has been indicated that extra pages are allowed or preferred. The entire application (excluding references) should not exceed 10 MB and be submitted as a single .pdf file.

ELIGIBILITY – Please consult the on-line scholarship guidelines for the Beverley Phillips Graduate Scholarship and Postdoctoral Fellowships at <https://snyder.ucalgary.ca/education/scholarships-fellowships>.

TRANSCRIPTS – Transcripts of all university-level courses must be submitted. Copies may be certified by the proposed supervisor or university official and appended to the application form as PDF file attachments.

LETTERS OF REFERENCE – Three letters of reference are required. If the applicant has already been accepted by a supervisor who is a full member of the Snyder Institute (<http://www.snyder.ucalgary.ca/membership>), one of the references must be submitted by the proposed primary research supervisor. Letters of reference should highlight the applicant’s strengths as they relate to suitability and experience for the proposed work in this training environment (e.g., originality, technical ability, demonstrated skills, judgment, critical skills, etc.) and the benefit that the proposed experience would provide the applicant towards their career goals. All letters should be submitted by e-mail directly to snydered@ucalgary.ca by the stipulated deadline date.

The letter from the proposed supervisor must provide details and rationale for selecting and proposing the candidate for Snyder support.

*In general, the following sections mirror Alberta Innovates’ Graduate Scholarship Application requirements:*

APPLICANT’S ACCOMPLISHMENTS – (To be provided as an attachment to the award application.) Contributions described in this section may include academic, non-academic and research achievements. These contributions should describe the applicant’s role in the research activities; the relevance of the research conducted and the significance of the journals to the field (i.e., intended target audiences). Other research contributions including patents and publications (research or technical reports, policy papers, clinical guidelines, etc.) may be included. You may also provide background information on major scholarships or awards and their significance. Accomplishments may include both academic and non-academic achievements and relevant contributions, but are not limited to:

* Leadership roles
* Committee membership
* Supervisory experience (training of students)
* Development of graduate seminar programs
* Involvement in public, private or not-for-profit sector activities
* Presentations as a guest speaker (public or invited lectures)
* Knowledge translation activities (including technology transfer or commercialization)

PUBLICATION LIST – This is to be provided as an attachment to the application and may include research contributions in the following categories:

* Published or in-press refereed papers
* Published or in-press books and monographs
* Published or in-press contributions to a collective work and book chapters
* Presentations as an invited guest speaker
* Published or in-press abstracts
* Research reports or reports produced for the government

The publication list should follow the format (N.B. DO NOT attach PDF files of publications)

* Full authorship as it appears or will appear in the original publication (applicant’s name in bold)
* Year
* Title
* Publication name and volume
* First and last page numbers
* Role in publication (limit of 2 sentences)

PROPOSED RESEARCH PROJECT – If the applicant has already been accepted by a full member of the Snyder Institute, the applicant should provide details regarding the hypothesis/research question, objectives, methodological approach and expected outcomes in order to enable the reviewers to assess the feasibility and overall merit of the proposed research in terms of the its suitability as a training opportunity. The background information should provide the rationale and help to position the proposed research in the context of the current state of the field and the significance of the work being proposed. Applicants shall write the research proposal independently of their supervisor. The proposal should be written in general scientific language that is understandable by a broad audience. Do not provide preliminary data with the application.

If the applicant is applying for a graduate scholarship prior to identifying a supervisor, please provide details of research interests and how they would fit in with the mandate of the Snyder Institute of Chronic Diseases to promote graduate education in autoimmune, inflammatory, immunological and infectious disorders.

Information on the outcome of the application will be sent to the primary research supervisor (if identified) and the applicant. The names of the successful applicants may be posted on the Snyder website and advertised in other donor or community publications.

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| Questions should be addressed to the Snyder Scholarship Program Director:snydered@ucalgary.ca |