QEII-GSST Application Instructions
How to complete and submit an application

APPLICATION FORM
QEII-GSST Application Form (PDF fillable format)

- Fill out all required fields
- You can add a page to list all of your previous studies

SCHOLARSHIPS Section
- Fill out the section “Scholarships” on the QEII-GSST Application Form
- You may wish to attach a page or pages with a complete list of your scholarships/awards, prizes, and distinctions

RESEARCH STATEMENT
- You are limited to 2 pages with 2 cm margins and 12pt font.
- Applicants must be pursuing a research based program with a thesis or major research paper and are required to provide a solid outline of their research proposal.
- For example, how will you answer your research question(s) (your approach/methodology)? What are your guiding research questions? What are the objectives of your research project? How will the literature help you answer your research question(s)? What is your contribution to knowledge? Contextualize your research to fit your program and/or your supervisor’s research. Provide a work plan that sketches how and when you will pursue each major phase of your research.
- Bibliographies and references (if any) can be included on one (1) additional page.

RESEARCH CONTRIBUTIONS
- Please list all research contributions (your historical).
- Research contributions could be: books, monographs, book chapters, articles, conference proceedings, papers presented at scholarly meetings or conferences, articles in professional or trade journals, book reviews, published reviews of your work, research reports, policy papers, public lectures, patents, abstracts, posters, broadcast and text interviews, creative works, creative or artistic works (such as novels, videos, films, visual art works, sound recordings, exhibition catalogues), etc.
- Group contributions by category, list most recent contributions first. Categories should be divided with refereed contributions, non-refereed contributions, forthcoming contributions, submitted contributions and literary and artistic works. Please provide complete bibliographic details when applicable.
- Do not cluster a poster, a conference presentation and a journal article all relating to the same topic, list them separately

LETTERS OF RECOMMENDATION (you are required to have 2 letters of recommendation)
Choose referees who are able to assess your skills in an academic setting, such as acquired knowledge, originality, ability at research, research potential, industriousness, judgement and oral and written skills. Ideally, your supervisor should be one of your referees.
- Ensure that your referees will give you an excellent recommendation.
- Provide them with your CV, your research statement, your transcripts, a sample of your writing (i.e. a well-received essay), a list of your accomplishments worthy of mention in their letter, etc.

ACADEMIC ACCOMPLISHMENTS OF SIGNIFICANCE AND SPECIAL CONSIDERATION
You may wish to add the following if pertinent:
- Significant Accomplishments could include teaching/research assistantships and other evidence of scholarly activities, involvement in the community or student organizations, volunteer work, demonstration of leadership roles, etc.
- Please use margins of 2 cm and 12pt font
- You may provide a short description of exceptional circumstances deemed to have had an effect on performance or productivity, including any delays in completing a degree, an absence from studies, etc.
- You are limited to 100 words to describe your special consideration.

TRANSCRIPTS
Up-to-date official and complete transcripts of ALL undergraduate and graduate studies must be included
- Official transcripts are defined as transcripts issued by the Registrar’s Office.
- Complete transcripts are defined as transcripts dated or issued during the session you are applying for the funding
- For University of Ottawa transcripts only, you may submit a PDF copy of your UO transcript available via uoZone.
- If your transcript is in a language other than English or French, you must submit a certified translated version.
- The grading scale must be included for all transcripts (the grading is often found on the back of transcripts).
- The grading scales are not required for Canadian transcripts.
- You must include all undergraduate and graduate transcripts (including those from the Winter 2017 and Spring/Summer 2017, if available).
- Even if only one course appears is on the transcript, even if no mark is yet indicated.
- If you went on an exchange or took a course at another university or universities and the marks appear on the transcript of your home university, you must also submit the transcript from the university where the course or courses were taken.
- If you are registered at the time you are submitting an application, your transcript will not show the marks for the current session. However, you must submit this transcript.

Note: If one of the transcripts is not legible, your QEII-GSST application will be considered incomplete and will not be considered for an award

NOTICE OF COLLECTION, APPLICANT’S CONSENT AND APPLICANT’S DECLARATION
Please click here to download the form

- Read carefully
- If you agree Check “I Agree”
- Sign and date the form

*If you do not agree, your QEII-GSST application will be rendered incomplete and will not be considered for a QEII-GSST*

Your QEII-GSST application with all supporting documents must be submitted to the Graduate Office of the faculty of the proposed studies you have indicated on your application form. Please consult our website to find out the deadline to apply for this scholarship.

**Mandatory documents:**
- QEII-GSST Application Form
- Research Statement (2 pages maximum)
- Complete transcripts (grading scales required for non-Canadian universities)
- 2 letters of recommendation
- Letter from the business, organization or individual who will be providing one third of the funds
- Signed Notice of Collection, applicant’s consent and applicant’s declaration

**Optional documents:**
- Bibliography and references (1 page maximum)
- Research Contributions
- Accomplishments
- Special Circumstances (100 words maximum)

**The deadline is firm. If there is one of the mandatory documents or part of a mandatory document missing by the deadline, your application will be rendered incomplete and will not be considered for a QEII-GSST.**

If you have any questions, please contact the Graduate Awards Office at the Faculty of Graduate and Postdoctoral Studies by email at grad.awards@uottawa.ca.