GRADUATE STUDENTSHIP APPLICATION INSTRUCTIONS

The sections below correspond directly to sections of the
Graduate Studentship Online Application Form

GENERAL INSTRUCTIONS

- The deadline date for receipt of all Graduate Studentship applications for this competition is **September 7, 2018 at 4:00 pm. Please note that specific institutional internal deadline(s) may also apply, contact your institution regarding this matter.**

- It is the **applicant's** responsibility to ensure that the application is **complete** and submitted by the deadline date. No supplemental information may be provided after the deadline date. Incomplete applications (including those lacking any of the required signatures) will not be considered. **Failure to comply with the above instructions may deem a proposal as ineligible.**

- Applicants are required to use the space provided for each item of information. Attachments may be appended where indicated..

- Please consult the Program Guide for information on eligibility.

- Within the online application form, to see entered data and attach documents (where applicable), click **Save Draft.**

CREATING AN ACCOUNT

- To submit an application the applicant must first register at the AI online application portal.
- Once all fields are completed, an email will be sent to the applicant with their login information and instructions to access the portal.

CREATING AN APPLICATION

1) Personal Information

Personal information is populated from the applicant's profile that was used to register the account. Once the draft is saved, the primary contact field will populate with the applicant's information. To update any personal information, please click on your name at the top right-hand corner of the applicant homepage under *Personal Profile*.

2) Letters of Reference

Click to Add References and provide the name and contact information of your referees. Graduate Students are **required to have three letters of reference**. The proposed **primary research supervisor** may submit one of the three letters of reference. These letters of reference are submitted in a confidential manner to AI solely for the purpose of supporting the application for a competitive award. Therefore, they must be received by AI either: (a) by letter mail in a **sealed and signed envelope,** or (b) as a **signed letter in PDF format sent directly from the referee** to grants.health@albertainnovates.ca. Please note that we require a **signed copy** of each letter of reference**;** we will accept electronically scanned, facsimile or original signatures.

3) Mentorship Advisors

Each application must have a minimum of **3 mentorship advisors**: primary research supervisor, co-mentor and career advisor. If a co-supervisor is identified, he/she may also act as the co-mentor or career advisor. **This must be clearly identified on the application form** under *Mentorship Advisors > Add Mentorship Advisors*.

- A **signed** biographical sketch must be submitted for each mentorship advisor using the Biographical Sketch Information Form along with a maximum of four (4) appended pages in a combined PDF file. AI will accept electronically scanned, facsimile or original signatures.

4) Applicant Background

Transcripts: Transcripts of all university-level courses must be submitted. Transcripts must be up-to-date and official, or certified true copies of the official (an official transcript must include the university seal and registrar's signature). Copies may be certified by the proposed supervisor, department head, or a notary public. Uncertified photocopies and the "InfoNet" proof of registration will not be accepted. Foreign transcripts must be accompanied by a certified English translation and a formal explanation of the grading system.

It is the applicant's responsibility to ensure that all university level transcripts are attached; Alberta Innovates will not go back for missing transcripts.

5) Academic Details

Accomplishments: Contributions outlined in this section 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 (e.g. intended target audiences). Other research contributions including patents, and publications (research or technical reports, policy papers; clinical guidelines, etc.) may be included. Accomplishments may include, 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: Please include published or in-press research contributions only. In-press publications are those publications that have been made available online by the publisher and are citable using DOI, and which will be assigned a publication date and issue. Published or in-press publications do not include articles that are: in preparation, submitted, under revision, resubmitted, forthcoming, accepted with revisions or accepted without a DOI.

Publications are to be listed following the format and category guidelines listed below. Failure to comply with the application instructions may deem a proposal as ineligible.

Format:

- Full authorship order as it appears 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)

* Publication volume and page numbers: for in-press publications, please include DOI instead.

Categories:

- Published or in-press peer reviewed primary research articles
  - Knowledge dissemination of experimental results
- Published or in-press peer-reviewed review articles (including systematic reviews)
  - Analysis or discussion of research previously published by others
- Published or in-press books, monographs, book chapters or contributions to a collective work
- Oral presentations
  - Presentations as an invited guest speaker or contributed talks, excludes poster presentations
- Abstracts
  - Published or non-published abstracts from participation in peer activities such as, but not limited to, poster presentations at conferences and workshops, etc.
- Patents
  - Please specify if the patent was granted or is pending. The primary inventor name should appear first followed by the co-inventors, if any
- Reports
  - Research reports or reports produced for the government

For example, if you have the following research contributions:

- 1 published research article as second author (to be listed)
- 1 review article accepted with minor revisions for publication as first author (do not list)
- 2 poster presentations as first author, including 1 published abstract (to be listed)
- 1 patent as co-inventor (to be listed)

Based on the example provided, the publication list could be as follows:

Published or in-press peer reviewed primary research articles
Author1. Author2. Author3. Year. Title. Publication name and volume. First and last page numbers.
Role in publication (2 sentences maximum).

Abstracts
Author1. Author2. Year. Title. Name and or title of Conference. Place of Conference.
Role in publication (2 sentences maximum)

Author1. Author2. Author3. Year. Title. Publication name. Supplemental Information (Name and Title of Conference). First and last page numbers.
Role in publication (2 sentences maximum)

Patents
Inventor1. **Co-inventor.** Year issued or filled. Title. Country Patent number or Country application number. Date filled. Date issued or Patent pending.
Role in publication (2 sentences maximum).

6) Proposed Research Project

Ensure that the hypothesis/research question, objectives, methodological approach and expected outcomes are described in sufficient detail for the reviewers to be able to assess the feasibility and overall merit of the proposed research in terms of its suitability as a training opportunity. Applicants are expected to write the research proposal independently. The proposal should be written in general scientific language that is understandable by a broad audience. Only references related to the project description are to be listed on a separate page.

SUBMITTING AN APPLICATION

Once all required information is completed, click the submit button to submit your application. **Please note: Once the application is submitted, no further changes can be made to the application.** Clicking submit will send the application to AI where the information will be verified and then emailed back to the applicant for signature within two weeks of the competition deadline. Once the applicant signs the application, it will be emailed to the appropriate institutional Research Services Office for signature. **The application is only considered complete once all signatures have been received.**

The names of the successful applicants will be posted on the AI website.