

Graduate students being considered for nomination to the Faculty of Graduate & Postdoctoral Studies (GPS) by their department are required to complete the [Inter-Departmental Awards Application Form](#) for GPS review and final adjudication. Below are some tips and suggested presentation standards to help you with your application form. This tip sheet provides only general guidance on how to prepare a successful scholarship application. Please thoroughly read the competition information of the [Inter-Departmental award\(s\)](#) you intend to apply for, as your department may have additional internal application requirements, processes, and deadlines.

Research Proposals:

- Research proposals should demonstrate evidence of solid and wide knowledge of the discipline and must be written by the student, not the supervisor.
- The most effective proposals are coherent, concise, and demonstrate a clear, focused approach. Write in plain language.
- When describing your methodology, avoid jargon and overly technical language. Having someone from outside your field proofread your application is a good way to identify this issue. Proposals should be clear not only to people within the field, but also to a very general audience.
- Your statement should describe your general area of research or study and explain how it fits within a broader context.
- Clearly indicate what you hope to accomplish during the period of the award and also how you plan to accomplish it.
- Be sure to explain how your graduate research will advance theory or make an original contribution to knowledge in your field.

Special Circumstances:

- FGSR asks its adjudication committees to take into consideration special circumstances that may have affected applicants' research, professional career, record of academic or research achievement, or completion of degrees.
- Relevant circumstances might include administrative responsibilities, maternity/parental leave, child-rearing, illness, disability, cultural or community responsibilities, socio-economic context, or health-related family responsibilities.
- Please specify the dates for any delays or interruptions and briefly describe them.

Student CV:

Refereed Contributions, Commissioned, Juried and/or Invited Exhibitions:

- Provide complete bibliographic details as they appear in the original publication (including co-authors, title, publisher, journal, volume, date of publication, number of pages, etc.).
- Asterisk (*) each entry that has been generated while registered in your graduate program at the University of Alberta.

Non Refereed Contributions:

- Provide complete bibliographic details as they appear in the original publication (including co-authors, title, publisher, journal, volume, date of publication, number of pages, etc.).
- Asterisk (*) each entry that has been generated while registered in your graduate program at the University of Alberta.

Other Evidence of Scholarly and Creative Achievement, & Research/Work Experience:

- List activities-such as volunteering, mentoring, community involvement, public speaking, etc-which show your scholarly and creative achievement.
- List positions you are holding or have held, including research and teaching assistantships, relevant academic and non-academic work experience, and relevant administrative appointments.