



## APPLICATION SUBMISSION

In addition to completing the application form and **supplying a 50-word citation** describing the research in lay terms, the following material will also be supplied by the applicant:

- **Two Page Research plan**
- **Official UBC CV format required with research output from previous 3 years highlighted**

**In addition to completing the application form for the FCCS Research Fellowship, applicants are required to contact an arms-length referee for a supporting letter. The referee must submit their letter directly to the Associate Dean of Research and Graduate Studies.**

The completed application should be compiled as one PDF containing the application form, Research Plan and CV documents via email to: [greg.garrard@ubc.ca](mailto:greg.garrard@ubc.ca)

## LETTER OF SUPPORT

- The letter of support is critical to the selection process and should focus on the applicant's research. It must be from an individual who is objectively able to assess the work to be carried out. Given that applicants represent varied disciplines each of which may have different expectations about kinds and quantities of scholarly output, it would aid the selection process should the letter of support place the applicant's record in the context of their field.
- The letter should preferably be from an individual from outside UBC and at arm's length – this may not include your thesis or dissertation supervisor(s), anyone you have supervised, or anyone with whom you have collaborated (as co-author or co-investigator) within the past 24 months.
- As well as supporting the selection process, this requirement is intended to help prepare for a campus-wide award application. The Sam Black Award and the KFRF require three letters of support.
- **Please note: It is the responsibility of the applicant to contact the referee for a supporting letter, but the referee must submit their signed letter directly to the Associate Dean of Research and Graduate Studies.**

## FORMAT – LETTER OF SUPPORT:

- The referee may send their signed letter (PDF format) **by email** to the attention of [greg.garrard@ubc.ca](mailto:greg.garrard@ubc.ca). **The letter must be signed.**
- The referee may also submit their signed letters **by mail**, but the referee letter **must be date-stamped by the February 15 deadline.**