

GRADUATE SCHOLARSHIP PROGRAM APPLICATION

REVISED: October 2022

This application should be filled out in full prior to submission. There is an application checklist provided at the end of this application to help you ensure that you have included all of the relevant documentation. Incomplete or late applications will be determined ineligible. Any personal information collected through this application is for the scholarship program purposes only and will not be shared with anyone other than the CESEF Graduate Scholarship Program Committee members. Aggregate information will be used for the purposes of evaluating the CESEF Graduate Scholarship Program.

Please submit your complete application to:

Dr. Steven Lam

Graduate Scholarship Program Chair, CESEF

Email: scholarship@cesef.ca

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|  Personal Information[[1]](#footnote-1)This information is for administrative purposes only and will only be shared with select CESEF Board members and the CESEF Scholarship selection committee for the purpose of carrying out relevant functions of the post graduate scholarship program.  |
| Family Name |  | Internal Code: |
| Given Name |  |
| Initials |  |
| Title |  |
| Date of Birth (yyyy/mm/dd) **optional** |  |
| Correspondence Language | □ English □ French |
| Permanent Mailing Address |  |
| City |  |
| Province/Territory |  |
| Postal Code |  |
| Primary Phone Number for contact | ( ) - ext. |
| Secondary Phone Number for contact | ( ) - ext. |
| Primary email address for contact |  |
| Citizenship: | □ Canadian □ Permanent Resident: please specify date (yy/mm/dd): □ Other, please specify country: \_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Employment Information |
| As an attachment to your application, please include a maximum 2-page CV of your previous employment in program evaluation and research. For each position, please include the organization and/or supervisor name, location, how long you held the position, and a brief description of the work you completed.  |
| Are you currently or have ever been employed in the field of evaluation? | □ Yes □ No |
| How long have you worked in the field of evaluation? | □ less than 1 year □ 1 year □ 2 or more years□ Not applicable  |
| I attest that I have verified that I am not in a conflict of interest related to any of my current or previous employer’s code of conduct (regardless if in the field of evaluation or not) | □ Yes □ No  |

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| Chosen Degree Information and Description of Financial NeedAt the time of application, applicants need not be assured admission to a particular university or to a degree program. However, they will need to provide confirmation of admission at the time of taking up the scholarship. |
| Name of degree sought through this scholarship application |  |
| Title of your research proposal (if applicable). |  |
| Will or did you seek ethics approval as part of your research?  | □ Yes □ No  |
| Level of degree sought through this application (If neither of these levels apply, applicant is ineligible) | □ PhD □ Masters □ combined Masters/PhD□ Graduate Diploma □ Graduate Certificate |
| Are your studies full time or part time? | □ Full time □ Part time |
| Name of institution to award the degree |  |
| Start date or expected start date of the program of study for which you seek support (yyyy/mm/dd) |  |
| Expected start date of this scholarship? (yyyy/mm/dd) |  |
| When you start your program for which you seek support, what year will you be entering? | □ 1st year □ 2nd year □ 3rd year or higher |
| Will this be your first degree received in program evaluation? | □ Yes □ No |
| As an attachment to your application, please include a maximum 2-page summary that describes the degree sought through this scholarship application. The summary should include the nature of program evaluation focus in your degree, relevant courses, research requirements, and a description of your research/project proposal. The summary should also be written in plain language (avoiding jargon) since the application will be evaluated by a multidisciplinary team. Part of this description should also include a brief explanation of financial need for the graduate award (e.g., ineligible for other major awards, balancing employment with studies, require funding for project, etc.) |

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| Previous Academic Information |
| List up to two **most relevant[[2]](#footnote-2)** degrees, in reverse chronological order (beginning with the most recent degree first, which can include the degree for which you are currently completing)  |
| Degree Type |  |
| Degree Name |  |
| Start date (yyyy/mm/dd) |  |
| End date (yyyy/mm/dd) |  |
| Discipline |  |
| Name institution/organization who awarded) the degree |  |
| Transcript for this degree appended to application | □ Yes □ No |
| Did CESEF support you financially to get this degree? (if yes, applicant is ineligible) | □ Yes □ No |
| Degree Type |  |
| Degree Name |  |
| Start date (yyyy/mm/dd) |  |
| End date (yyyy/mm/dd) |  |
| Discipline |  |
| Name of institution/organization who awarded) the degree |  |
| Transcript for this degree appended to application | □ Yes □ No |
| Did CESEF support you financially to get this degree? (if yes, applicant is ineligible) | □ Yes □ No |

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| Credentials |
| List up to 6 scholarships, fellowships, awards, and distinctions that you think would be relevant to this application |
| Type of credential | Name | Provided by | Duration (years/months) | Value/Year awarded |
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| Research Contributions |
| As an attachment to your application, a maximum one-page listing of any relevant conference posters, conference presentations, student papers or other forms of reports/publications (peer-reviewed and non-peer reviewed) that you have produced in the field of evaluation that would be relevant to this application. The list should be structured in such a way that it will be easy to read for the reviewer and follow APA reference practices.  |

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| Letters of Appraisal |
| As per the graduate scholarship program description, you are required to submit **two letters** of appraisal. A letter of appraisal should be filled out by someone who can attest to your:* Academic excellence;
* Career potential in evaluation;
* Communication skills; and
* Financial need for this award.

The information provided by the appraisers is for adjudication purposes only and will not be shared beyond the work or the adjudication process. The guidelines for the letters are as follows:* The appraisers should bear in mind that some members of the Scholarship Selection Committee may not have an intimate knowledge of the field or sub-field which the candidates proposes to study
* The letters should comment on the extent to which the appraiser has observed the applicant’s skills and abilities (providing clear and concise examples) in each of the following areas:

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| Academic Excellence: 15% | Academic excellence – as demonstrated by academic transcripts, awards, distinctions, and/or focus of degree program on evaluation. |
| Application of study program to evaluation: 55%  | Quality of skills and abilities to apply CES Competency domains (Reflective, Technical, Situational Management, and Interpersonal Practices), originality, initiative, autonomy, determination, and ability to complete projects within an appropriate period of time. Description of thesis/dissertation, evaluation project proposal, and/or evaluation contributions (for Masters and PhD students). Description of research contributions such as peer reviewed publications, conference posters, conference presentations, and/or grey literature contributions (for PhD students). |
| Coherence of Application: 10%  | As demonstrated by the quality of presentation of the application and letters of appraisal |
| Financial Need: 20% | As demonstrated with brief explanation of financial need within the 2-page written summary of degree sought through scholarship (e.g., ineligible for other major awards, balancing employment with studies, require funding for project, etc.) |

* In the letter, the appraiser should also identify whether he/she has read the applicant’s CESEF graduate scholarship application **and** acknowledge an understanding that as per the Privacy and Access to Information legislation, the content of the letters may be disclosed to the applicant, with the exception of any identifiers.
* Letters should be typed in a word processing document using a 12 point font and should **not exceed 750 words**. Additional pages will not be submitted to the Scholarship Committee.
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| Name and Contact Information of Appraisers |
| This section will help CESEF monitor receipt of letters of appraisal, as well as confirm appraisers. |
| **1st Appraiser** | Family Name:Given Name:Initial(s):Full Organization Name:Department/Division: |
| **2nd Appraiser** | Family Name:Given Name:Initial(s):Full Organization Name:Department/Division: |

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| Declaration |
| I affirm that this application and the attached documents are accurate and complete and that should some of the information not be included in this application, my application may be refused. I will notify the CESEF of any contact information changes, as applicable. I agree to comply with the terms and conditions set out in the CESEF Graduate Scholarship Program description; the instructions provided with this application form; and any conditions applicable to an award pursuant to this application. I understand that CESEF reserves the right to: determine the eligibility of applications based on the information provided herein, and interpret the program regulations set out in its published materials. I understand that the award of scholarships is subject to available funding within CESEF. Should I be awarded the scholarship, I also agree to submit a final report as required by CESEF as well as provide my Social Insurance Number for the purposes of processing the T4A form. I understand that in order to follow the evaluation process that CESEF is undertaking, this application will be shared (in whole or in part) with other CESEF members and/or the Postgraduate Scholarship Committee Review Committee for assessment purposes.I understand that any personal information collected through this application is for the scholarship program purposes only and will not be shared with anyone other than the CESEF Graduate Scholarship Program Committee members and that aggregate information will be used for the purposes of evaluating the CESEF Graduate Scholarship Program. |
| **Signature:** |  |
| **Printed name:** |  |
| **Date application signed:** |  |

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| Application Checklist |
| The following checklist will help the applicant ensure that the application and associated attachments are completed in full. This sheet should be submitted with your application as it will be submitted to the Scholarship Review Committee. * Completed and signed copy of the application form
* Official letter to confirm part-time study and/or leave of absence (if applicable) (max. 1 page)
* Summary of your degree, project, and explanation of financial need (max 2 pages - see instructions)
* Transcripts for each of your two most relevant degrees
* Research contributions (max. 1 page – see earlier instructions)
* CV focusing on evaluation and research experience (max. 2 pages – see instructions above)
* Two completed letters of appraisal – submitted with package or sent separately
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1. CESEF is subject to the applicable Privacy and Access to Information legislation, and therefore, all application information will be stored accordingly and used for administrative purposes only. [↑](#footnote-ref-1)
2. Relevant degrees are defined in the second bullet under the *Eligibility to Apply* section of the Graduate Scholarship Description document. [↑](#footnote-ref-2)