Waterloo Institute for Nanotechnology

Nanofellowship Program Guidelines

The Waterloo Institute for Nanotechnology is proud to announce the 2015 competition for Nanofellowships. The Nanofellowship competition is now open to accept applications.

APPLICATION DEADLINE: APRIL 30 2015

Value and Eligibility

The Nanofellowships are awarded to graduate students pursuing nanotechnology research at the University of Waterloo. These fellowships are valued at $10,000 CAD each and are awarded to top <u>Canadian and International graduate students</u> interested in pursuing their research in nanoscience and technology at the University of Waterloo. The fellowship funding is a supplement to the Research Assistantship support provided by the supervising faculty member. Nanofellowhips can be held simultaneously with other graduate awards[*]. These prestigious fellowships are open to new graduate applicants and current graduate students who must have **at least two terms** remaining in their program at the time of receiving the award (or at least 3 complete terms remained in their program at the time of application). Applicants must satisfy the general eligibility requirements for the University of Waterloo Graduate Scholarships (ie. you must register and maintain an active graduate student status during the award period of Sept 2015-April 2016).

Application Procedures

To be considered for WIN's Nanofellowships competition:

I. Applicants must complete the **Nanofellowship application form** (fillable PDF form which can be downloaded online at <u>nano.uwaterloo.ca/nanofellowships</u>). *Adobe Reader X* software is required to enable the full functionalities embedded in the application form (free download at <u>get.adobe.com/reader</u>).

II. Applicants must arrange for **two letters of reference** to be sent directly to the WIN office using the Reference Form provided online at <u>nano.uwaterloo.ca/nanofellowships</u>. Please fill in the "Applicant's Information" section and save the file as your "Last Name_Your First Name.pdf" before emailing it to your referees. Advise your referees to submit the completed form before the application deadline on **April 30 2015**.

Due to the high volume of applications, late applications will not be considered for the subsequent review process.

It is the applicant's sole responsibility to follow up with referees to ensure that two letters of reference are submitted prior to the indicated deadline. <u>If your reference requires extra time, please contact the WIN office as soon as possible to request for an extension</u>. You will receive a confirmation email stating the completeness of your application within 3 working days of receipt of the required documents by the WIN office.

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[*] *See page 4 to 5 for exclusions.*

Waterloo Institute for Nanotechnology

I. Nanofellowship Application Form

The Nanofellowships application form contains your personal information, program information, academic and research history and contact information for your two referees. A copy of your transcripts (including all programs attended) must be <u>inserted into the application form using the "**Attach File**" function</u> provided by the Adobe Reader software.

> *Instructions for the Insertion/Attachment function using Adobe Reader X*: click "Comment" at the top right hand corner and under "**Annotations**" select "**Attach File**" (paperclip icon)". Detailed instructions are also provided on page 9 of the application form.

Instructions to complete the Nanofellowship application form:

A. Personal Information

- Please provide your contact information for our office in case we need any additional documents for your application. Email is the primary form of communication for the WIN office so please ensure your email address entered is correctly.

- Telephone number. Please include the area code and country code if it is not in North America.

- If you do not have a UW 8 digit student ID# by the time of application, please put down "N/A". <u>NOTE</u>: you must be admitted to UW as a graduate student to meet the eligibility criteria for receiving the award.

B. Program Information

- Please provide your **Current Program** of study at the time of application. For departments not listed in the dropdown box, please "type" into the box provided.

- Please provide the **Proposed Program** of study at the University of Waterloo in Sept 2015. Only complete this section if your proposed program differs from the current program of study at the University of Waterloo.

C. Academic and Research History

1. **Academic background** – Provide degree(s) completed or in progress. For each degree, provide the education institution, start date, date of degree completion or expected date of completion, and cumulative average grade (please see **Cumulative Grade Average** section for calculation instructions). If the degree was obtained outside of Canada, please also list the country. You may also provide any relevant certificate programs/training completed.

2. **Awards and Scholarships** – List all awards with information on the level (eg: University, Regional, National) and the value, starting with the most recent. Please indicate the sponsored country of the award/scholarship received if not Canada. You may also include any declined awards.

3. **Academic Research and Relevant Work Experience –** Indicate if the experience gained was part of a program of study. Teaching and lecture experiences can be included but indicate if the experience was gained during your degree program.

4. **Publications and Presentations** – Provide the contribution in the order indicated: (a) articles published, in press, and/or accepted in refereed journals, (b) articles submitted to refereed journals with submission number, (c) refereed conference proceedings and abstracts, and invited communications, reports, and book chapters, (d) non-refereed contributions such as technical

reports, conference presentations, invited talks, posters, and patents. Provide full authorship (with applicants' name in bold), year, title, publication name and volume and page numbers for each contribution.

5. **Additional Achievements and/or Special Circumstances** – Please provide any honours, recognition, special academic or non-academic accomplishments, or any special circumstances of which you would like to inform the reviewers. This section is optional.

D. Transcripts

- Please provide transcripts of all degree programs you have obtained (BSc, MSc, PhD). If you are already in your proposed program of study at the time of application, you also need to include your most recent transcript regardless of the number of months completed in the program.

- For applicants who have not completed the bachelors degree at the time of application, you may need to provide a final transcript to the WIN office in July upon request.

- All transcripts must be scanned and combined into a single PDF file. For non-UW students, please include one copy of the legend on the back of your transcript, to help the reviewers understand the grading system at your university.

- You may be asked to provide the official, hard copy of these documents for verification purposes.

E. Description of Proposed Research (500 words maximum)

- Clearly and <u>concisely</u> describe the proposed research project that interests you and its relevance to nanotechnology. The originality and relevance of the proposed research will be an important element of the evaluation.

- If you have already been working on the proposed research project, please provide research background, hypothesis, methodologies, results you have accomplished to date, and the expected outcomes or significant breakthroughs.

F. Reference Contact Information

- Provide the professional contact information (work) of the two referees who will submit the letters of reference in support of your application

II. Letter of Reference

- Applicants are encouraged to consider the full range of potential referees who could provide relevant evidence, perspectives, and insight to support the review of your application. <u>It is the applicant's sole responsibility to follow up with referees to ensure that two letters of reference are submitted prior to the deadline on April 30 2015.</u> If your referee informs you that the reference letter cannot be submitted within the set deadlines, please contact the WIN office at <u>win@uwaterloo.ca</u> to arrange an approved late submission date or replace an alternate referee as soon as possible.

- Please contact your referees early and make sure they have agreed to provide you with the reference letters. DO NOT leave it to the last minute to talk to your potential references as many of them may need to write several letters of reference for students at this time of year.

- Please download the Reference Form provided online at nano.uwaterloo.ca/nanofellowships. Complete the "Applicant's information" section and save the letter as your "Last Name_Your First Name.pdf" before sending a copy to each of your referees. **You must send your referees this form in order for them to submit your reference letters.**

Cumulative Grade Average

ONLY refer to this section if your university doesn't provide you with a cumulative average.

Please include all of your completed courses when calculating your Cumulative Grade Average, or Cumulative Average. In order to calculate your Cumulative Average please use the formula given below.

$$Cumulative\ Average = \frac{\sum(Course\ Weight \times Marks)}{\sum(Course\ Weight)}$$

Course weights may be either a number of credits (eg: 4), the number of hours in the class (eg: 32), or a weight (eg: 0.5), depending on the educational institution, but the calculation technique is the same regardless.

Example:

All Courses	Mark		Course Weight		Total
Calculus I	90	×	4	=	450
Calculus II	87	×	4	=	348
Chemistry	95	×	5	=	475
Biochemistry	76	×	6	=	456
Biology	92	×	5	=	460
			24 (Bottom Sum)		2189 (Top Sum)

Cumulative Average = 2189/24 = 91

For the Ontario Graduate Scholarship (OGS) and Queen Elizabeth II Graduate Scholarship in Science and Technology (QEII-GSST) Recipients

The Ontario Graduate Scholarship (OGS) and Queen Elizabeth II Graduate Scholarship in Science and Technology (QEII-GST) recipients are subject to a regulation that states they cannot hold more than $10,000 in additional scholarship funding in the year they hold an OGS or QEII-GSST.

This maximum is pro-rated for students who only hold an OGS or QEII-GSST for two terms. This means that an OGS or QEII-GSST awardee cannot receive more than $3,333 in additional awards funding per term of the award. Additional awards funding in this case include UW Graduate Scholarships, GRS, and other departmental and faculty awards, etc. Graduate Experience Awards are not included as they are part of Teaching Assistantship payments.

Please discuss with your department Chair/program coordinator and supervisor if this applies to you since declining any awards may affect your prorated stipend and graduate student contract.

This regulation does not apply to NSERC or CIHR award recipients.

Administration of the Nanofellowship Awards

The results of the annual Nanofellowship competition will be announced in early September and all qualified applicants will receive a letter of notification. The awardees must sign and return the acceptance letter within the deadline provided on the acceptance letter. Upon receipt of the confirmation letter, you should expect the first half of the Nanofellowship installment of $5000 in late September and the second half of the Nanofellowship of $5000 in late January directly deposited into your bank account. In some cases, you may conditionally defer your award upon the approval by the Executive Director of WIN (see below for details). Acceptance of this payment arrangement is a condition of your award.

For all awardees, you must maintain active studentship for at least 2 terms at the time of receiving the fellowship to avoid automatic termination of the award. In the situation of less than one term remaining in the program, you are not eligible to receive a Nanofellowship. If you have at least one term left but less than two full terms, you may be allowed to receive half of the Nanofellowship (value of $5,000) for one term, presumably your last full term, upon the approval of the Executive Director of WIN.

If your student status has changed during the course of the award period, you must notify the WIN office as soon as possible or you may be legally liable to return the full value of the Nanofellowship.

Deferment of Award

You may defer your award for a maximum of one year at a time ONLY for reasons of maternity, child rearing, illness, or health-related family responsibilities. You may not defer your award in order to accept or hold another award, employment, or to pursue studies other than those for which you received funding.

You must complete the **Request for Deferment of Award** and send it to the WIN office as soon as possible but no later than one month after the scheduled start date of your award. Supporting documentation (e.g., birth, adoption or medical certificate) confirming the reason for deferment must also be included with the request.

To reinstate a deferred award, you must notify WIN in writing at least 4 weeks before the scheduled start date of your award.

For Prospective Students who have not yet applied to Graduate Studies at the University of Waterloo at the time of application:

The Nanofellowship application DOES NOT replace the regular admission procedure for Graduate Studies at the University of Waterloo. Please visit grad.uwaterloo.ca for general admission information. You are eligible to apply for the WIN Fellowship program without being a UW student at the time of application. However, if you have been nominated for the award in September, you must hold an active student status in order to receive the award payment. In the case of delayed acceptance to the proposed graduate program at the University of Waterloo, WIN may postpone the award for up to one term until your official acceptance (in the winter term 2016) upon the approval of the WIN Executive Director.

One of the missions of the Waterloo Institute for Nanotechnology (WIN) at the University of Waterloo is to attract and retain the best of the world's research talent to conduct frontier research in nanoscience and nanotechnology and their applications. Please contact our faculty members who conduct research in your area of

interest and may have potential research funding to support your research during your stay at the University of Waterloo. For a complete list of WIN faculty members and their interests, please refer to http://www.nano.uwaterloo.ca/people/members/.

For general admission information, please visit Graduate Studies at the University of Waterloo at http://www.grad.uwaterloo.ca/about/about_main.asp. Students admitted to a graduate program in one of the Departments listed below can pursue research in one of several theme areas of nanotechnology, under the supervision of a faculty member of WIN. For detailed program information, please follow the hyperlinks provided.

Faculty of Science

- Chemistry
- Physics & Astronomy
- Biology

Faculty of Engineering

- Chemical Engineering
- Electrical and Computer Engineering
- Mechanical and Mechatronics Engineering
- Systems Design Engineering

If you have any further questions on admission, please contact the Graduate Studies Office at the University of Waterloo:

Graduate Studies Office
Needles Hall, Room 2201
University of Waterloo
Waterloo, Ontario, Canada N2L 3G1
519 888 4567 ext. 35209, gsoffice@uwaterloo.ca

Application Overview

I. **Complete the Nanofellowship application form** (submit completed form as LastName_FirstName.pdf to nanofellowship@uwaterloo.ca with subject line: Nanofellowship Application)

    A. **Personal Information**
    B. **Program Information**
    C. **Academic and Research History**

        1. **Academic Background**
        2. **Awards and Scholarships**
        3. **Academic Research and Relevant Work Experience**
        4. **Publications and Presentations** (a, b, c, d)
        5. **Additional Achievements** (Optional)

    D. **Transcripts** (PDF)
    E. **Outline of Proposed Research** (500 words maximum)
    F. **Reference Contact Information**

II. **Arrange for two electronic letters of reference to be sent directly to the WIN office** (applicants sole responsibility, reference request form available at nano.uwaterloo.ca/nanofellowships)

Important Contact Information

General inquiry about WIN Nanofellowship application: win@uwaterloo.ca

Nanofellowship Application submission: nanofellowship@uwaterloo.ca

Nanofellowship Reference submission: nanoref@uwaterloo.ca

Waterloo Institute for Nanotechnology
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