

Nanofellowship Program Guidelines – For Existing Graduate Students

The Waterloo Institute for Nanotechnology is proud to announce the 2019 competition for Nanofellowships. The Nanofellowship competition is now open to accept applications.

APPLICATION DEADLINE: February 1st 2019

Value and Eligibility

WIN 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 Canadian and International graduate students at the University of Waterloo. The fellowship funding is a supplement to the Research Studentship support provided by the supervising faculty member. Nanofellowships 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 three complete terms remaining in their program at the time of application). A student may be awarded **a maximum of two** Nanofellowships valued at \$10,000 for the duration of their graduate career at UW. 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 September 2019-April 2020). A student must be in good academic standing in their program to be eligible.

Application Procedures

To be considered for WIN's Nanofellowship competition:

- I. Applicants must complete the Nanofellowship application form for **existing graduate students** (fillable PDF form which can be downloaded online at nano.uwaterloo.ca/nanofellowships).
- II. Applicants must arrange for two letters of reference to be sent directly to the WIN office using the Reference Form provided online at nano.uwaterloo.ca/nanofellowships. 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 **February 1st 2019**.

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. If your reference requires extra time, please contact the WIN office as soon as possible to request an extension.

I. Nanofellowship Application Form

The Nanofellowship application form contains your personal information, program information, academic and research history and the contact information for your two referees. A copy of your transcripts (including all programs attended) must be attached to your application file.

Instructions to complete the Nanofellowship application form:

(Use 12-point font or larger for all entries.)

A. *Personal Information*

- Please provide your contact information for our office in case additional documents for your application are required. 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.

B. *Program Information*

- Provide your Degree Program of study for which you will be registered at the time of Nanofellowship payment (if awarded).

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. If the degree was obtained outside of Canada, also list the country. You may also provide any relevant certificate programs/training completed.
2. Awards and Scholarships – List all awards with information regarding 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. Please do not include regular UW graduate student stipends and training grants in this section.
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 (such as maternity or family leave) of which you would like to inform the reviewers. This section is optional.

D. *Transcripts*

- Provide transcripts of all degree programs you have obtained (BSc/BASc, MSc/MASc, 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.

- 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 concisely describe your research project and its relevance to nanotechnology. The originality and relevance of the proposed research will be an important element of the evaluation.
- Provide research background, hypothesis, methodologies, results you have accomplished to date, and the expected outcomes or significant breakthroughs.

E2: Alignment with Nanotechnology Thematic Research Areas (200 words maximum)

Please describe how your research aligns with at least one of the four key research theme areas of nanotechnology, including: Smart & Functional Materials; Connected Devices; Next Generation Energy Systems; and Therapeutics & Theranostics. Please see descriptions of nanotechnology research theme areas at:

<https://uwaterloo.ca/institute-nanotechnology/research-waterloo-institute-nanotechnology>.

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. Letters 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. It is the applicant's sole responsibility to follow up with referees to ensure that letters of reference are submitted prior to the posted deadline. If your referee informs you that the reference letter cannot be submitted within the set deadlines, please contact the WIN office at win@uwaterloo.ca to arrange an approved later submission date. You may also want to consider identifying 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_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. – procedure to be reviewed and corrected with new reference forms.

Administration of the Nanofellowship Awards

The results of the annual Nanofellowship competition will be announced before the end of the Spring term and all qualified applicants will receive a letter of notification. The awardees must sign and return the acceptance letter within the deadline provided. Upon receipt of the confirmation letter, you should expect the payment of the award in two installments of \$5000 to be directly deposited into your bank account over two successive academic terms. In some cases, you may conditionally defer your award upon the approval by the WIN Nanofellowship Committee (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 two 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 WIN Nanofellowship Committee.

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 parental leave, 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.

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 (applicant's 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



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