



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.

## 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. This is now an online application process.

### Instructions to complete the Nanofellowship application form:

#### After clicking the form, sign in with your Microsoft account through your UWaterloo email

#### *Personal Information (Questions 1 to 13)*

Q1 to 2: Please provide your contact and personal information as requested by each prompt.

Q3: Telephone number: Please include the area code and country code if it is not in North America.

Q4: Email is the primary form of communication for the WIN office so please ensure your email address entered is correctly. UWaterloo email is preferred.

Q5 to 11: Fill in accordingly to your contact and personal information.

Q12 to 13: Citizenship: Provide your country of citizenship and current immigration status in Canada (Permanent Resident, Student Visa, etc).

#### *Existing Students (Questions 14 to 23)*

Q14: Degree Program: The program for which you will be registered at the start of the Fall term

Q15: Faculty: A drop-down menu will appear to select which Faculty at UWaterloo your degree is in

Q16: Department: Enter your home department

Q17: Supervisor: Enter the full name of your graduate supervisor

Q18: Supervisor's Email: Enter the email address most commonly used by the supervisor at the University of Waterloo

Q19: Start Date: Enter the date when you started your current graduate program at UWaterloo in mm-dd-yyyy format

Q20: Anticipated Completion Date: Enter the date you expect to complete your current graduate program in mm-dd-yyyy format

Q21: Have you won a Nanofellowship Award in the past: Yes/no

Q22: If yes list the number of awards previously won

Q23: As well as the years you won the previous award(s)

#### *Transcripts (Question 24)*

Q24: 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 legends 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

*Letters of Reference (Questions 25 to 42)*

Applicants are encouraged to consider the full range of potential referees who could provide relevant evidence, perspectives, and insight into your research abilities and potential to support the review of your application. Someone who has acted as your direct supervisor are the best choices and will be highly regarded for their opinion. TA supervisors, post-doctoral colleagues with whom you shared research responsibilities, family member, friends, and high-school teachers or group leaders **are not considered appropriate referees** of your research and technical abilities

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Q25: Name of First Reference: Enter the full name of your reference

Q26: Title/Salutation: Enter the title of your reference (Dr, Professor, etc)

Q27: Email of First Reference: Please enter a valid email address for your reference

Q28: Affiliation (Institution/Company/Organization): Enter the name of the institution with which your reference is affiliated (Company, university, government agency, etc.)

Q29: Department/Unit: Enter the department or unit within the institution your referee is affiliated

Q30: Address: Enter the address of the affiliated institution of your referee

Q31: City: Enter the city where the institution is located

Q32: Province/State: Enter the state of the Institution

Q33: Country: Enter the country of the Institution

Q34 to 42: Repeat the above steps for second reference

*Education History (Questions 43 to 55)*

Q43: Is your undergraduate degree from Canada? Please select "Yes" or "No"

Q44: If "No", from which country? Enter the country where you earned your Undergraduate degree

Q45: From which university did you attain your undergraduate degree? Enter the full name of the university

Q46: What was your overall average in undergraduate studies? Enter a percentage. If you were given a GPA, please convert to a percentage

Q47: Please indicate the rank of your university based on the national ranking system of the country: Each country has a national ranking system for universities, please enter where the university where you completed

your undergraduate degree ranks nationally compared to other schools. You can search online for a list of best schools in the country of your schooling

Q48: Please provide the source on which the above ranking is based: Provide the URL where the ranking was obtained

Q49: Have you completed a Master's degree? Please select "Yes" or "No"

Q50: If yes, is your Master's degree from Canada? If you are currently in your Master's program at UWaterloo, please select "Yes"

Q51: If your Master's degree is not from a Canadian university, please indicate from which country the university is located

Q52: Please provide the full name of the university where you completed your Master's degree

Q53: What was your average in your Master's program? Enter a percentage. If you were given a GPA, please convert to a percentage

Q54: Please indicate the rank of your university based on the national ranking system of the country: Each country has a national ranking system for universities, please enter where the university where you completed your Master's degree ranks nationally compared to other schools

Q55: Please provide the source on which the above ranking is based: Provide the URL where the ranking was obtained

*Academic & Research Background and Supplemental Information (Questions 56 to 58)*

Q56: Academic background – Provide degree(s) completed or in progress. Provide degree(s) completed or in progress in chronological order. Indicate anticipated completion date for degrees in progress.

You must include the following:

- Degree
- Department
- Institution
- Country
- Academic Average
- Start and Completion Dates (mm/yy to mm/yy)

You may also provide any relevant certificate programs/training completed.

Please follow this example:

B.Sc. - Department of Chemical Engineering - University of Waterloo - Canada - 86% - 09/20 to 06/22

Q57: Awards and Scholarships – List all awards with information regarding level (e.g., 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.

You must include the following:

- Date (mm/yy to mm/yy)
- Name of Award or Scholarship
- Country
- Value
- Level (eg: University, Regional, National)

Please follow this example:  
12/22 to 12/23 - WIN Nanofellowship Award - Canada - \$2,000 - Regional

Q58: 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.

### *Publications and Presentations (Questions 60 to 63)*

Q59: List all articles published, in press, and/or accepted in refereed journals with [DOI link](#), and articles submitted to refereed journals with [submission number](#).

Q60: List all refereed conference proceedings and abstracts, and invited communications, reports, and book chapters.

Q61: List all non-refereed contributions such as technical reports, conference presentations, invited talks, posters, and patents.

Q62: Leadership, Volunteering, Extracurricular activities, and other Relevant Experience – Describe any relevant volunteer or leadership experience. Specify the time period over which you did these tasks.

Q63: Special Circumstances (Optional) – Describe any special circumstances (such as maternity or family leave) of which you would like to inform the reviewers.

### *Description of Proposed Research, Relevance to Nanotechnology, and Alignment with the United Nations Sustainable Development Goals (UNSDG) (Questions 64 to 67)*

Q64: Select one or more of the KEY THEME AREAS of nanotechnology: (1) smart & functional materials; (2) connected devices; (3) next generation energy systems; (4) therapeutics & theranostics that is described through your research.

Q65: Select the UNSDGs that align with your project.

Q66: Project title: Enter the title of your project.

Q67: Within 800 words, 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.
- Include how your research aligns with at least one of the four key research theme areas of nanotechnology: Smart & Functional Materials; Connected Devices; Next Generation Energy Systems; and Therapeutics & Theranostics. You must also describe how your research aligns with one or more United Nations Sustainable Development Goals (UNSDG), including how your project takes into consideration the theme of equality, diversity and inclusion (EDI) as outlined in UNSDG #10 – Reduced Inequality. Please see descriptions of nanotechnology research theme areas at [WIN Research Thematic Areas](#) and the UNSDGs at [THE 17 GOALS | Sustainable Development \(un.org\)](#).

It is the responsibility of applicants to ensure the application is complete, including letters of reference submitted by referees. The WIN Nanofellowship Team will not contact students to notify of application completeness.

## 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 \$5,000 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.

***ALL DECISIONS ON NANOFELLOWSHIPS ARE FINAL.*** Once Nanofellowship winners are announced, the WIN Nanofellowship Committee will not consider challenges or requests for reconsideration from applicants.

## Requirements of Nanofellowship Winners

### *Mandatory Attendance of the Annual WIN Nanofellowship Awards Ceremony*

Each year WIN hosts a research celebration for all Nanofellowship awardees, to showcase their research projects and findings to the WIN community, as requested by the WIN Nanofellowship Endowment donor. Participation in this event is **mandatory**. If you cannot attend (only under very exceptional circumstances), you must notify the WIN office at least 2 weeks prior to the ceremony and be prepared to provide your project summary documentation.

### *Mandatory Attendance of WIN Seminars and Distinguished Lecture Series*

Each Nanofellowship winner is also required to attend a total of nine (9) advertised WIN Seminar Series (including Joint Seminars), three (3) Distinguished Lecture Series for that academic year and attend at least one (1) Pitches & Demos Event. Attendance by WIN Nanofellows will be monitored by WIN staff at each seminar or via signed attendance forms submitted to the WIN Office.

**Failure to meet these requirements may result in forfeiture of the WIN 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 to accept or hold another award, employment or to pursue studies other than those for which you received funding. For students on co-tutelle or other programs requiring travel, the Nanofellowship payments will follow those guidelines recommended by the University of Waterloo.

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.

## Contact Information

- General inquiry about WIN Nanofellowship application: [win-office@uwaterloo.ca](mailto:win-office@uwaterloo.ca)