

August 3: Sent to Erin (ehuner@uwo.ca)

- Student CV
- Supervisor CV
- Brief description of proposed research (250wrds)
- Brief description of synergy with both the University and Supervisor/and/or Department

August 15:

- Successful candidates will be asked to go forward with a full application

September 20: sent to Erin

- Draft of application (with the following sections completed by the student):
 - proposal,
 - lay summary,
 - leadership contributions,
 - research contributions
 - career aspirations and choice of institution
- *Applicants send out request to references asking for a draft version of the letter to be sent, in confidence, to the Dean's office for October 20.

September 28: Sent to Erin

- Sections completed by the supervisor:
 - supervisor's statement
 - professional development
 - research environment

October 5: I return my review of the applications to applicant and supervisor

October 20: drafts of letters of reference sent in confidence to Dean's office for review

October 10: I send draft of the president's letter to supervisors for comment

OCTOBER 19: full applications sent to SGPS

OCTOBER 26: SGPS returns applications with signed President's letters

NOV1: [DEADLINE in researchnet.](#)

*I am in the process of preparing a form letter you can use to request letters from referees. I will provide examples of the type of information that should be included in the letters etc. We will also ask that you send the draft of your application to your referees so that they can adequately

comment on the project; your scholarly output; your leadership and the “synergy” between your project, your supervisor and UWO.