

Nomination letters

NEW - Nomination letters – to be completed/signed by the Department Head nominating the candidate

Institutions must provide a nomination letter, along with the application form, for each student nominated for a Vanier CGS.

This nomination letter must be completed and signed by the **Department Head** nominating the candidate (equivalent or designate) and **must be on the institution's letterhead**. If signed by someone other than the Department Head, it should be clearly indicated in the letter that the signee has authority to nominate candidates to the Vanier CGS program.

The nomination letter should be a **maximum of two pages** in length and address the following points:

1. Rationale for the choice of candidate: **(recommended length of 3 paragraphs)**
 - Highlight the factors used to determine why the student is deserving of a Vanier CGS. Clearly articulate the excellence of the candidate according to the three selection criteria: academic excellence, research potential and leadership (potential and demonstrated ability). Ensure that the letters focus on leadership potential and demonstrated abilities.
2. Research training environment: **(recommended length of 1 paragraph)**
 - Elaborate on the appropriateness of the supervisor in terms of resources, funding, publications, their research and training environment. Examples may include (but not limited to) funding, facilities/resources and personnel that will be available to support the candidate as they carry out their proposed research and develop their leadership potential.
 - Discuss how the research interests/background of the student and supervisor align with the institution's priorities (Ensure that claim about uniqueness of the research environment are accurate.)
 - Provide details that suggest that the Candidate has selected the appropriate supervisor and research environment. Discuss how the supervisor's commitment will be available to support the candidate in furthering their professional and leadership development.
 - If known, comment on the research group and/or faculty with whom the candidate will interact and how the Canadian institution will support the development of the candidate's leadership potential.
 - If unknown, please address the reasons behind why the candidate has not selected a supervisor and research environment.

3. Potential benefits to the Canadian institution of recruiting the candidate: **(recommended length of 1 paragraph)**
 - Clearly justify the institution's nomination of the candidate in light of the institution's research environment and articulate how the applicant will benefit from being awarded a Vanier CGS. If known, also elaborate on the benefit the candidate will bring to the Canadian institution. (e.g., role model, networking, etc.)
4. Recruitment and student mobility: **(recommended length of 1 paragraph)**
 - Comment on how the institution's nomination of the candidate promotes the recruitment of new foreign or Canadian candidates to Canadian institutions.
 - If the candidate has completed a previous degree within your institution, provide justification for the lack of mobility and an explanation as to why it is in the candidate's best interest to stay at the same institution (i.e. research/paid institution (or its affiliate), supervisor or co-supervisor, availability of specialized equipment).

Presentation standards for attached documents

Formatting instructions:

- Pages must be 8 ½" x 11" (216 mm x 279 mm)
- Insert a minimum margin of 2 cm (¾ inch) around the page (top, bottom and sides)
- Use a font that will be easily readable by committee members: minimum font size of 10 Arial, or the equivalent.
- No condensed type or spacing (single- or double-spaced are acceptable)
- **For documents prepared by the institution:** These must all be on institutional letterhead
- Keep the heading for each paragraph
- For multi-page attachments, number the pages sequentially