Guidelines for Completing the Letter of Appraisal

When writing your appraisal, bear in mind that some members of the multidisciplinary selection committee that reviews applications may not have an intimate knowledge of the field or sub-field in which the candidate proposes to study.

In your Letter of Appraisal you should comment on the following:

- **Academic Excellence** - As demonstrated by academic transcripts, awards and distinctions.
- **Research Potential** - Quality of analytical skills, ability to think critically, ability to apply skills and knowledge, judgement, originality, initiative and autonomy, determination and ability to complete projects within an appropriate period of time–as demonstrated in the description of program of study and by work experience, research contributions.
- **Communication Skills** - As demonstrated in the description of the program of study and by work experience, community involvement and other extracurricular activities (if relevant), and the quality of presentation of the application.

Type your Letter of Appraisal using a **12-point font** and do not exceed the space provided. **Additional pages will not be submitted to the selection committee.**

Once you have completed the Letter of Appraisal, seal the envelope, sign over the seal and return the envelope to the applicant.

Note: If you are the Head of a department and are also completing a Letter of Appraisal on behalf of a candidate, please ensure that another faculty member completes the Departmental Appraisal.

Important

You cannot save a form-fillable PDF file using Adobe Reader (a software available free from the Internet). If you are using Adobe Reader, **you can type your information directly into the form; however, once you close your document, your data is lost.**

We recommend that you compile your information in a word processor document. Once completed, you can then copy and paste this information into the PDF appraisal form. Your data will print only when you exit the field you have just completed. Print and sign the form.

Note: You may purchase Adobe Writer which will let you save your data to a directory.

Help

If you are having problems with your appraisal form, please consult the Frequently Asked Questions or contact the SSHRC Helpdesk by telephone at 613-995-4273 or by E-mail at webgrant@sshrc-crsh.gc.ca.

Letter of Appraisal

J.A. Bombardier CGS Master's

URGENT - DEADLINE MATERIAL MUST BE RETURNED TO THE APPLICANT IN A SEALED ENVELOPE BY:

Note: Also available as a form-fillable PDF file at www.sshrc-crsh.gc.ca.

Name of applicant	Telephone
Address Line 1:	Line 2:
Line 3:	Line 4:
City/Municipality: Prov/State:	Postal/Zip: Country:

The information you provide is for adjudication purposes only. It is retained in the applicant's file and is protected by the federal *Privacy Act* or by corresponding provincial legislation. Federal legislation permits reviewer comments to be disclosed to the candidates, except for references to other persons and their identities, and except for the name and personal information of the reviewer. Provincial legislation may vary.

I have ○ read ○ not read the applicant's program of study.

Comments

I have known the applicant in my capacity as _____ for _____ years.

Name of referee (print)	
Subject field	Department/Division
Academic rank	Organization
E-mail	

Telephone number	Date	Signature

Personal information will be stored in the Personal Information Bank for the appropriate program.

Social Sciences and Humanities Research Council of Canada
Conseil de recherches en sciences humaines du Canada
Canada