

Please note revisions in this Checklist to allow more flexibility to the candidates on items 7, 8 and 11

CHECKLIST OF DOCUMENTS TO BE SUBMITTED BY CANDIDATES

IDRC Doctoral Research Awards Bourses du CRDI aux chercheurs candidats au doctorat	<input type="checkbox"/>
Canadian Window on International Development Awards Bourses Regard canadien sur le développement international	<input type="checkbox"/>
John G. Bene Fellowship in Community Forestry Bourse John G. Bene en foresterie communautaire	<input type="checkbox"/>
The Bentley Cropping Systems Fellowship Bourse de recherche Bentley sur les systèmes cultureaux	<input type="checkbox"/>

Please fill out this form electronically, then print and sign at the bottom.

Please check relevant award:

NAME OF CANDIDATE: _____

List of documents	Documents submitted		Comments
	YES	NO	
1) Checklist (complete this page, sign it and return it with your application package)	<input type="checkbox"/>	<input type="checkbox"/>	
2) Covering Letter [Letter of intent] including complete name, mailing and e-mail addresses. Re-applicants must, in addition, explain what changes have been made since the last application (if pertinent) and specify where to find the changes in the proposal.	<input type="checkbox"/>	<input type="checkbox"/>	
3) Research Proposal Approximately 15 to 20 pages, double-spaced, using a 12 pitch font, not inclusive of bibliography, addressing all of the following items: <ul style="list-style-type: none"> • The abstract of research proposal (max. 250 words) • The research question(s) • The research objective • The methodology • The tentative schedule of field activities • The ethical considerations • The gender implications • The expected results • The potential use of results • The possible beneficiaries of the research 	<input type="checkbox"/>	<input type="checkbox"/>	
4) Budget (in Canadian dollars only) <i>See Budget guidelines available in Application Form</i>	<input type="checkbox"/>	<input type="checkbox"/>	

<p>5) Application Form To download the application form, please refer to the competition announcement (Web page) under “Documents” and click on “Application Form”.</p> <p>Under Section C “Relevance of Research”, please indicate clearly the relevance of your research to only ONE IDRC RESEARCH PROGRAM To obtain the list of IDRC Research Programs, check our website at: www.idrc.ca and click on “Programming”</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>6) Curriculum vitae (Please list no more than 6 of your publications)</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>7) Two Original and Signed letters of reference on official letterhead, or two original and signed Reference Statements included in the application form, one from the research supervisor and one from another professor.</p> <p>When it is not possible to submit an original and signed document at the time of the application due to the absence of the referee(s), we will accept a PDF or Word version of the signed letter, on official university letterhead, sent by e-mail by the referee(s) at awards@idrc.ca. The original signed letter must be forwarded to IDRC before the announcement of the results.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>8a) One original and Signed Letter on official letterhead from an institution/organization confirming affiliation (hereinafter referred to as “Letter of Affiliation”). The affiliated institution/organization must be located in the country where the field research will take place. If the research is held in more than one country, the candidates must provide one letter per country. The affiliated institution can be academic (a university) or non academic (e.g. an NGO, a government department). The letter of affiliation must indicate the interest of the institution in the candidates’ research and how the institution is going to assist the candidates (e.g. by providing them an office, by giving them access to the library or to previous research, by introducing them to researchers in the same or similar fields, by providing them scientific guidance).</p> <p>OR</p> <p>In the event that 8a) cannot be complied with before the Deadline, then provide at the time of the application</p> <p>8b) an exchange of e-mails between the candidate and the institution/organization confirming affiliation and forward the original and signed letter before the announcement of the results.</p> <p>OR</p> <p>8c) a PDF or Word version of the letter on official letterhead, sent by e-mail at awards@idrc.ca, and forward the original and signed letter before the announcement of the results.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>9) Review of the research proposal by a qualified statistician (Bentley only)</p>	<input type="checkbox"/>	<input type="checkbox"/>	

10) A personal statement (not exceeding one page in length) on Community Forestry and what you would gain from receiving the Community Forestry: Trees and People - John G. Bene Fellowship (Bene only)	<input type="checkbox"/>	<input type="checkbox"/>	
11) Original letter of approval on university letterhead, signed by research supervisor (if applicable) indicating: i) approval of the final version of the research proposal by the research supervisor; ii) list of courses completed and to be completed in the program; iii) confirmation that all course work will be completed and comprehensive/oral exams passed before the commencement of the award. For an example of a letter of approval, please refer to the competition announcement (Web page) under "Documents" and click on "Template of letter of approval by research supervisor". When it is not possible to submit an original and signed document at the time of the application due to the absence of the research supervisor, we will accept a PDF or Word version of the signed letter of approval, on official university letterhead, sent by e-mail by the research supervisor at awards@idrc.ca . The original and signed letter must be forwarded to IDRC before the announcement of the results.	<input type="checkbox"/>	<input type="checkbox"/>	
12a) Official transcripts (original or notarized/certified copies) of most recent completed degree program and of current program, even if not completed. They may or may not be sealed. OR For citizens of developing countries, in the event that 12a) cannot be complied with before the Deadline, then provide 12b) an original letter on university letterhead of the university from which you graduated, confirming the degree and the marks obtained.	<input type="checkbox"/>	<input type="checkbox"/>	
13) Proof of citizenship/permanent residency (photocopies of the following documents are accepted: current passport, birth certificate and Canadian Permanent Resident Card)	<input type="checkbox"/>	<input type="checkbox"/>	

Please reply to the following questions:

Are you applying, at the same time, to another IDRC awards competition?

YES NO

If you have answered YES:

1- To which awards competition? _____

2- Are you submitting the same research proposal?

YES NO

If you have answered NO, please indicate the title of the other research proposal:

Have you applied in the past for an IDRC competition?

YES NO

If you have answered YES, please indicate the name of the awards competitions for which you have applied, as well as the period and year of application (example Fall 2006):

- 1) _____ Year: _____
- 2) _____ Year: _____
- 3) _____ Year: _____

Have you received an IDRC award in the past?

YES NO

If the answer is YES, please indicate which award(s) you received and when:

- 1) _____
- 2) _____
- 3) _____

Are you involved directly or indirectly with any current IDRC project?

YES NO

If you have answered YES, please indicate:

- 1) the name of the project and project leader _____
- 2) the name of the IDRC Program Officer _____

Are you receiving funding from other organizations towards this research?

YES NO

If you have answered YES, please indicate from which one(s) and for what amount:

- 1) _____
- 2) _____
- 3) _____

Very Important Information for Re-Applicants

a) Unsuccessful applicants who wish to reapply a second time MUST contact by e-mail at awards@idrc.ca before re-applying.

b) In the re-application covering letter, they must explain the changes made to the research proposal since the first application and specify where the changes are made in the research proposal.

I confirm that I have submitted the requested documents, unless indicated differently in the comments section, and replied to the above-cited questions. I understand that I must provide to IDRC hard copies of the original documents listed in items 7, 8 and 11 before the announcement of the results.

Signature: _____

Date:

**All documents must be received by the deadline.
Incomplete applications will NOT be considered.**

Our strong preference is to receive all documents in one single and complete package. However, when it is not possible to include the original signed letters requested in items 7, 8 and 11 of the Checklist, we will accept PDF or Word versions by e-mail of these documents ONLY, by the deadline. These original signed letters must be received at IDRC before the announcement of the results.

Please send all the above documents with the signed and dated checklist to:

By regular mail, Canada Post Priority Post or XPRESSPOST:

Fellowships and Awards
International Development Research Centre (IDRC)
P.O. Box 8500
Ottawa, Ontario K1G 3H9 – Canada

By courier services:

Fellowships and Awards
International Development Research Centre (IDRC)
150 Kent Street, Mailroom Suite 990
Ottawa, Ontario K1P 0B2 - Canada
Telephone: (613) 236-6163, ext. 2098

Only for items 7, 8 and 11 of the Checklist:

By e-mail: awards@idrc.ca

For internal review:

--	--