

**Research Awards**  
*(Formerly known as the IDRC Internship Awards)*

**Checklist**

Deadline to apply: September 12

**Please note: Only electronic applications will be accepted**

**HOW TO APPLY**

**ALL** documents must be submitted electronically to [awards@idrc.ca](mailto:awards@idrc.ca), by midnight EST the day of the deadline. Incomplete and late applications will **NOT** be considered.

The subject of your email must clearly indicate the name of the **award** you are applying for, the **month and year of the competition deadline**, as well as your **name** (e.g., Research Awards, September 2011, candidate's last + first name).

Documents # 1, 4 and 5 (see list below) must be sent as Word attachments. The remaining documents must be sent as Word or PDF. Name the documents according to the list (e.g., "Checklist," "Learning objectives," "Research and training proposal," etc...).

**Title of the proposed research:**

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**IDRC's Programming Unit**  
 Candidates may apply to only **one** programming unit (program/group/division) corresponding to their research proposal.  
**Please indicate it here:**

Candidate's Personal Information:

Ms. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Mr. <input type="checkbox"/>
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<b>Surname</b>		<b>Given names in full</b>	
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Candidate's Academic Information:  
 List chronologically all degrees, diplomas or certificates held or expected, beginning with your current degree program.

Institution	Department	Degree/Diploma/ Certificate	Field of Study	Specialization	Date Awarded/ Expected

List of documents to be submitted:

List of documents	Documents submitted		Reasons/Comments
	YES	NO	
<b>1) Checklist</b> Complete this form and return it with your application package.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2) Learning objectives</b> Give a detailed list of your personal learning objectives, on a separate page.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3) Research and training proposal</b> Proposals must be approximately 10 pages, double-spaced, in 12 point font, not inclusive of bibliography and address <b>ALL</b> of the following items, presented in separate headings: <ul style="list-style-type: none"> <li>• Research topic</li> <li>• Research objectives</li> <li>• Methodology</li> <li>• Ethical considerations</li> <li>• Tentative schedule of field activities</li> <li>• Your contribution to the specific Programming unit</li> <li>• How you will benefit from participating in this research award</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4) Budget</b> Download the Budget Form from the Competitions page. The budget should only cover the research part of the research award.			
<b>5) Curriculum vitae</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>6) Two Letters of Reference</b> They must be signed by two university professors, and on official university letterhead (either sent directly by the professors or the candidate).	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7) Official Transcripts</b> a) Original or notarized/certified transcripts from your most recent completed degree <b>AND</b> of your current program, even if not completed. <b>OR</b> If you are a citizen of a developing country and cannot send the requested documents, please provide: b) a signed letter on official letterhead from the university confirming the degree and the marks obtained.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>8) Confirmation of registration in the graduate program</b> This is applicable to students only. It must be signed and on official university letterhead.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>9) Proof of Citizenship/Permanent Residency</b> 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 also applying for another IDRC award?

YES  NO

If YES:

1- Which award?

2- Are you submitting the same research proposal?

YES  NO

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

**I confirm that I have submitted the requested documents, unless indicated otherwise in the comments section, and replied to the above questions.**

**Type your name here:**

**Date:**

**Successful candidates**

Successful candidates will be contacted by email. They then must provide the original paper documents for items 6, 7 and 8. The contract will not be prepared until these documents are received.

To send your original documents:

***By regular mail, Canada Post Priority Post, or XPRESSPOST:***

International Development Research Centre (IDRC)

Fellowships and Awards

P.O. Box 8500

Ottawa, Ontario K1G 3H9 Canada

***By courier:***

International Development Research Centre (IDRC)

Fellowships and Awards

150 Kent Street, Mailroom Suite 990

Ottawa, Ontario K1P 0B2 Canada

Telephone: (613) 236-6163, ext. 2098

