



Guidelines for Completing the Letter of Appraisal

When writing your comments, bear in mind that applications are reviewed by a multidisciplinary selection committee, some members of which may not be familiar with the field or sub-field in which the candidate proposes to study.

Your Letter of Appraisal should inform the selection committee about the following:

- the candidate's background preparation, originality, judgement, written and oral skills, and skill at research;
- the proposal's theoretical framework, its relation to the field, and its methodology;
- the merits and shortcomings of both the candidate and the program of study;
- the importance to the discipline of the journals in which the candidate has published and/or the candidate's prospects for publication;
- the appropriateness of the institution that will award the degree; and,
- if applicable, the candidate's proficiency in the foreign language(s) necessary to pursue the program of study.

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

For Doctoral Awards

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 <i>Privacy Act</i> 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. **PROTECTED B (WHEN COMPLETED)** Doctoral Award (PDF 2012)



Social Sciences and Humanities
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