

Nomination letter **(maximum 2 pages)**

(must follow the specifications found in the instructions provided in the [Presentation standards for documents](#) section)

Nomination letter – 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.

The nomination is the Institution's opportunity to highlight what makes the nominee unique. This is the primary purpose of

the letter. It should be **emphasized** in the letter. It should give the requirements – outline how the nominee is exceptional and how the student (e.g., what kind of benefits or advantages the nomination offers) – are emphasized in the letter. It should give the following points:

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- 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.
- Highlight the candidate's achievements
- 2. Research training environment:
 - Elaborate on the appropriateness of the supervisor in terms of resources, funding, publications and other research outputs, their research and training environment. Elaborate on the funding, facilities/resources and personnel that will be made 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 claims about the uniqueness of the research environment are accurate.)
 - Elaborate on your institution's resources regarding any established research-related policies and protocols (e.g., OCAP® for First Nations or any established protocols by Inuit and Métis Peoples of Canada; approvals for research involving the use of humans, animals or biohazards).
 - In the case of applications in which the proposed research respectfully involves and engages Indigenous communities, describe how relationships are being developed with relevant Indigenous communities to engage their collaboration in the proposed research and to promote reciprocity in terms of the benefits derived from the research process and outcomes. Describe any support provided to facilitate collaborations between the applicant, the host institution and Indigenous communities/partners.

The following key concepts should be substantiated in the supervisor's statement:

- Indigenous or traditional knowledge

- Reciprocity
- Community
- Respect, relevance, and contributions

For more information, see our [EDI page](#).

- 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, address the reasons behind why the candidate has not selected a supervisor and research environment.
3. Rationale of recruiting the candidate:
- Outline how the institution's research environment will foster the student's research interest and leadership skills.
 - Elaborate on the commitment from the department or university as to what kind of benefits they will offer the potential scholar.
4. Recruitment:
- 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 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).
5. Equity, Diversity, and Inclusion:
- Nominating institutions are encouraged to consider diversity on multiple levels (e.g., research discipline, official language, cultural background, citizenship) when considering which applicants to nominate for the Vanier Canada Graduate Scholarships (Vanier CGS) program.
 - Equity and diversity must be considered at all levels of the selection/recruitment, endorsement/nomination, and review processes of a Vanier CGS application. The Vanier-Banting Secretariat is actively engaged in promoting equity and diversity, as well as increasing awareness of unconscious bias with everyone involved in the selection of a