

PROGRAM POLICY GUIDELINES

1. THE APPLICANTS

1.1 Responsibility

CFUW Fellowship(s) and Award(s) applications will be considered incomplete unless they fulfill all of the eligibility requirements and online instructions and are received online by the **APPLICATION DEADLINE: JANUARY 18, 2021, 11:59 P.M. EST.** An online application which is incomplete will not be considered by the CFUW Fellowships Committee.

1.1.1 The online application system has a list of the CFUW Fellowships and Awards in "Programs". When the student accesses "Programs", the onus is on the student to determine her suitability for a particular fellowship or award that she is interested in applying for, based on the established criteria of eligibility for the particular fellowship or award. Click here [ELIGIBILITY REQUIREMENTS FOR CFUW FELLOWSHIPS AND AWARDS](#) for details.

1.1.2 Online Application Form and Personal Information Consent (page 2 of the application form)

- An applicant must provide her signature and date in both sections of the form.

1.1.3 Referee Assessment Form – is available online from the Survey Monkey Apply portal.

- An applicant must ensure that her application is supported by three (3) referees' assessments.
- Local CFUW Clubs cannot stand as referees for applicants.
- The online application system has an email template for the applicant to complete to request a recommendation from a referee. The email has an embedded link for the referee to access the Referee Assessment and complete the form.
- The applicant will be able to check online when the referee completes the task however the content of the reference is confidential. Access to the content of the Referee Assessment is restricted to the referee, the CFUW Fellowships Committee, and the CFUW Fellowships Program Manager.

2. THE CFUW FELLOWSHIPS COMMITTEE

2.1 Responsibility

The CFUW Fellowships Committee is not responsible for making inquiries about any application. All required documentation must be included in the application online.

2.1.1 Applications and supporting documents are not returned to the applicant. All application files are archived in the CFUW repository. Documentation received from the winners is filed in the CFUW permanent collection.

2.1.2 Confidentiality. Evaluations of each application are strictly confidential. Applicants will not be given the evaluations of their applications.

2.1.3 Thank You for Submitting your Application. An applicant receives this notification as an email message from the CFUW online system which is confirmation of application when she

completes the online application and filing fee payment.

2.1.4 Notification to Awardees. The Chair of the CFUW Fellowships Committee will contact only those applicants selected as winners **by April 15, 2021.**

2.1.5 CFUW Announcement of the Results of the Competition – are posted on the CFUW Charitable Trust website (www.cfuwcharitabletrust.ca) and the CFUW public website (www.cfuw.org) on or before May 31, 2021.

2.2 Reporting by Awardees The recipients of the CFUW Dr. Margaret McWilliams Pre-Doctoral Fellowship, CFUW Memorial Fellowship, and the CFUW Aboriginal Women's Award (AWA) shall send to the Chair two (2) reports of their work, the first ON OR BEFORE JANUARY 15, and the second at the end of their tenure. Each report is to be accompanied by a statement of progress and quality of the student's work from the supervisor or relevant academic advisor.

2.3 Value and Tenure

2.3.1 No candidate will be granted more than one CFUW Fellowship or Award in a given year. If the same applicant wins more than one award, she will receive the award of greatest monetary value.

2.3.2 A single candidate may win a maximum of three (3) CFUW Fellowships and/or Awards during a lifetime and no more than two (2) for the same academic degree.

2.3.3 A CFUW Fellowship or Award is not divisible.

2.3.4 The proposed place and plan of study must be acceptable to the CFUW Fellowships Committee.

2.3.5 The CFUW Fellowship or Award will be based on the applicant's academic accomplishments and/or performance, future potential, and capacity to be a leader in her chosen field of study.

2.3.6 CFUW Fellowships and Awards for the academic year 2021-2022 are non-renewable. **There is one exception, the CFUW AWA.**

2.3.7 A successful recipient will not be awarded the same fellowship or award in consecutive years.

2.3.8 The CFUW Dr. Margaret McWilliams Pre-Doctoral Fellowship, CFUW Memorial Fellowship, and the CFUW Aboriginal Women's Award (AWA) are payable by the CFUW Charitable Trust in two equal instalments. The first instalment is payable September 1. The second instalment is payable February 1 upon receipt by the Chair of the CFUW Fellowships Committee of a satisfactory Progress Report in January. All other fellowships and awards funded by the Trust are payable September 1.

2.4 Acceptance of a CFUW Fellowship or Award

2.4.1 The acceptance of a CFUW Fellowship or Award implies the recipient's commitment to devote herself to the research or study outlined in her application. Any proposed changes must be submitted to the Chair of the CFUW Fellowships Committee for approval by the Committee, no later than May 15, 2021. All recipients are required to submit a letter of acceptance online within two weeks of receiving official notification.

2.5 Acknowledgements

2.5.1 The Canadian Federation of University Women (CFUW) asks that it be recognized in the acknowledgements of any publications resulting from work accomplished during the tenure of an award.

2.6 Correspondence

2.6.1 All written correspondence pertaining to CFUW Fellowships and Awards should be sent to:

Chair, CFUW Fellowships Committee

Canadian Federation of University Women (CFUW)

331 Cooper Street, Suite 502, Ottawa, ON, Canada, K2P 0G5