**Affiliated Fellowships Reference Form**

**For applicants for doctoral-level funding - Natural Sciences and Engineering**

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| **Submit to:** | **Graduate Program Name:** |       |
|  | Graduate program email address: |       |
| **By this deadline date:** | 13 September 2024 at 12:00 pm PT  |

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| --- | --- | --- |
| **Last name of applicant:**            | **First name of applicant:**       | **UBC student number:**       |
| **I have** [ ]  **read** [ ]  **not read the applicant’s research proposal.** |
| **I have known the applicant in my capacity as**       **for**       **years.** |
| **Name of referee**       | **Telephone number**       |
| **Subject field**       | **Academic rank**       |
| **Organization**       |
| **Department/Division**       |
| **Email address**       |
| **Date**       | **Signature**  |

**Report on the Applicant**

Refer to the [evaluation criteria](https://www.grad.ubc.ca/awards/affiliated-fellowships-doctoral-program) to complete your report. Rather than providing general comments, assess the applicant’s strengths and limitations for each criterion. Include examples of the applicant’s accomplishments and contributions to support your assessment.

(The field below will expand to allow a maximum of 2,900 characters, including spaces)

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**Completing the Affiliated Fellowships Reference Form**

**Affiliated Fellowship - Applicant Instructions**

Complete the following fields:

* Your graduate program email address – ask your graduate advisor or graduate secretary for the appropriate address to put in this section.
* By this deadline date – ask your graduate advisor or graduate secretary for the appropriate deadline date to put in this section. The default date is set as the UBC-wide Affiliated Fellowships application deadline.
* Your last name, first name and UBC student number

Provide this Affiliated Fellowships reference form to your referees for completion. Provide a copy of your Affiliated Fellowships application materials to your referees as well.

**Affiliated Fellowship - Referee Instructions**

Complete this reference form if you have agreed to evaluate an applicant for the Affiliated Fellowship competition. Once you have completed this reference form, the university adjudication committee will use it to review and assess the application for an award.

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 reference letter should comment on the applicant's research ability/potential and on the applicant's communication, interpersonal and leadership abilities. Please see the [selection criteria](https://www.grad.ubc.ca/awards/affiliated-fellowships-doctoral-program) for complete details. Rather than providing general comments, assess the applicant's strengths and limitations for each criterion. Include examples of the applicant's accomplishments and contributions to support your assessment while taking measures to mitigate implicit or unconscious bias, as described below.

**Important Notes:**

* Please complete and submit the reference form by the date specified on the form. The university adjudication committee will not consider the application without it.
* Do not exceed the space provided. Additional pages will be removed.
* The reference form **must be signed** by the referee.
	+ The form will be accepted by the graduate program as a hard-copy document (original, photocopy, or fax) or as a scanned document submitted by email.
	+ Unsigned forms and references submitted as unsigned e-mail messages are not acceptable.
* The applicant should not view the complete Reference Form.
* You must use the information provided by the applicant only to help you complete the Reference Form, and not for any other purposes.
* The information you provide on this form is collected pursuant to section 26 of the Freedom of Information and Protection of Privacy Act (<http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00>). It will be used only for adjudication purposes in accordance with section 32 of the Act. The Act permits reviewer comments to be disclosed to the candidates, subject to the exceptions in the Act. Generally, your identity as a referee will be protected. However, due to the nature of the application process, applicants are usually aware of who has completed their evaluation. As a result, you cannot expect privacy or anonymity.

**Best Practices and Guidelines to Limit Unconscious Bias**

With the Tri-Agencies (CIHR, NSERC, and SSHRC), UBC is committed to promoting diversity, equity and inclusion to ensure equitable access across its programs. The following best practices and considerations should be taken into account when drafting your letter of appraisal.

**Best Practices**

* Be accurate, fair, clear and balanced.
* Avoid being unduly personal.
* Support your points by providing specific examples of accomplishments where possible.
* Use superlative descriptors (e.g., excellent, outstanding) judiciously and support them with evidence.
* Include only information that is relevant to the selection criteria (e.g., do not include information related to ethnicity, age, hobbies, marital status, religion, disability status, financial need, etc.)
* Avoid sharing personal information about the applicant. Such information may be helpful only in explaining academic delays or interruptions and should be addressed with caution.

**Limiting Unconscious Bias**

* Referees are strongly encouraged to use inclusive language (e.g. “the applicant” or “they” instead of “he/she”). The letter of appraisal should be free from words or sentences that reflect prejudiced, stereotyped or discriminatory language of particular people or groups, or their institution.
* Use of inclusive language has been shown to decrease unconscious bias during the evaluation process. For more information, refer to the Canada Research Chairs guidelines for letter writers on [Limiting Unconscious Bias](http://www.chairs-chaires.gc.ca/program-programme/referees-repondants-eng.aspx#bias).
* Letter writers should also refer to the Tri-Agency [Bias in Peer Review](http://www.chairs-chaires.gc.ca/program-programme/equity-equite/bias/module-eng.aspx?pedisable=false) training module as a guide for preventing unconscious bias in merit review.