**Canadian Wildlife Federation**

**Richard Leitch Memorial Graduate Student Research Bursary Guidelines**

**Purpose of the Bursary**

The purpose of the Richard Leitch Memorial Graduate Student Research Bursary is to provide financial assistance, based on financial need and academic performance, to graduate students who are Canadian citizens and permanent residents of Canada’s North and engaged in environmental research. The definition of “Canada’s North” is defined as the Yukon, the Northwest Territories and Nunavut.

**Amount of Bursary**

The value of the Richard Leitch Memorial Graduate Student Research Bursary is up to a maximum of $5,000, but may exceed this amount upon the discretion of the Canadian Wildlife Foundation. The final amount of the bursary will be determined by the Canadian Wildlife Foundation based on the relevance and merits of the proposed application and the amount of financial assistance available in a given year.

**Eligibility**

This bursary is offered to graduate students who are enrolled in an accredited Canadian college or university that is recognized by the Canadian Wildlife Foundation. Applicants must be Canadian citizens and permanent residents of Canada’s North and who are pursuing research at a Canadian college or university. Students conducting traditional knowledge studies as well as scientific studies are encouraged to apply.

Former recipients of the Richard Leitch Memorial Graduate Student Research Bursary are not eligible to re-apply.

**Selection**

In making the selection for the bursary, the selection committee will take into account:

* Individuals who reside in one of the communities in the North
* Students who are furthering their education in the fields of environmental research in science or social sciences
* Quality of the application
* Potential benefit of the research to the North
* Relevant experience and future aspirations
* Reports of the referees
* Academic performance

This bursary may be held in conjunction with other awards and financial support, except for those administered by the Canadian Wildlife Foundation.

**Application Process**

There are three parts to this bursary: the application form, the referee’s reports and the transcripts. All parts of the bursary must be completed and received by the Canadian Wildlife Foundation by May 25. Your application must be sent through the mail. Email applications may be accepted, provided that applications are scanned with a signature, with original copies sent by mail, and received, with an original signature, within three (3) working business days of the May 25 deadline.

Applicants are required to submit two (2) referees, one of which must be from a course instructor or the supervisor of the research project. Your selected referees must be familiar with your research and experience.

We recommend that you order your official transcripts well in advance of the application deadline as it may take several weeks to have these documents ordered and delivered. Please send all required official grade transcripts in a single package with your application to:

**Richard Leitch Memorial Graduate Student Research Bursary**

Canadian Wildlife Foundation

350 Michael Cowpland Drive

Kanata, ON

K2M 2W1

All applications will be reviewed by a multi-disciplinary committee so please keep technical language to a minimum. Your application should be easily understood by any committee members.

**Application Form**

Please read the all the Richard Leitch Memorial Graduate Student Research Bursary Guidelines before completing this application form.

**General Information**

**1. Name**

Last name, first name

**2. Address**

Address

City/town

Province/Territory

Postal Code

Telephone

Email address(es)

**3. Are you a Canadian Citizen**

Yes

No

**4. Are you a permanent resident of Canada’s North?**

Yes

No

**5**. **Program of Study**

a) University or college:

b) Program or field of study:

c) Degree sought:

d) Year in program:

e) Start date of degree:

f) Anticipated completion (year/month)

g) If you have experienced any interruptions in your program, please explain your circumstances:

6. **Instructor or Project Supervisor and Referees**

a) Indicate the name and contact information for your instructor or project supervisor

Name & Title:

Address:

Telephone:

Email:

b) Indicate the name and contact information for your second referee

Name & Title:

Address:

Telephone:

Email:

7. **Academic Background**

List on separate lines, in the order of the most current to your earliest diplomas and/or degrees:

8. **Proposed Research Project**

a) Title of Your Proposed Research Project:

b) If applicable, your field work locations:

c) Describe your proposed research. Why is your research important? What is your main goal in conducting this research? How do you plan to gather information or data? Where will you be conducting your research? Explain how your research will contribute to an understanding of Canada’s North? How is your research relevant to an understanding of Canada’s North?

d) Scientific and traditional knowledge studies of wildlife, wildlife habitat, conservation, the environment or education can increase understanding of Canada’s North. Please explain how your research may be applied to such an understanding.

e) Is your research part of a team project?

Yes

No

f) If yes, please explain the significance of your unique contribution to the research.

9. **Information about You**

a) Tell us about activities in which you have been involved in Canada’s North, such as your voluntary work. We are interested in knowing that you have an interest and commitment to Canada’s North and/or the community in which you live.

b) We recognize that graduate students may have work experience that led to an interest in conducting research into a specific area. Tell us about any work in which you have been involved that is relevant and that shows your interest and commitment to Canada’s North and/or the community in which you live.

c) We are interested in knowing about your future aspirations and how your aspirations, through your research, will benefit the future of Canada’s North.

d) List recent awards or financial support you currently receive:

Indicate the name, granting institution, date, and if applicable, the monetary value:

e) Academic Transcripts

I have made arrangements to provide relevant transcripts of my academic performance from the following institutions:

**10. Signed Application**

I certify that the information provided in this application, and the accompanying documentation, is true, accurate and complete. I have read and understood the Richard Leitch Memorial Graduate Student Research Bursary Guidelines. If my application is successful, I authorize the publication of my name, photograph and post-secondary institution on the Canadian Wildlife Federation and Canadian Wildlife Foundation website, annual report, newsletters, bulletins, and any other publicity or public relations publicity or information materials.

Agreed:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Guidelines for Letters from Referees**

**Personal Evaluation Form**

**Evaluator Instructions**

The person whose name appears above is applying for the Richard Leitch Memorial Graduate Student Research Bursary. This bursary will be considered by a multi- disciplinary committee, based on the student’s financial need and academic performance.

An applicant’s research must contribute to the understanding of the North, with an emphasis on wildlife, conservation or education. In making the selection for the bursary, the selection committee will take into account:

* Individuals who permanently reside in one of the communities in the North
* Students who are furthering their education in the fields of wildlife species, wildlife habitat, wildlife conservation, the environment or education
* Quality of the application
* Potential benefit of the research to the North
* Relevant experience and future aspirations
* Reports of the referees
* Academic performance

Your candid assessment of the applicant will assist the committee of the Canadian Wildlife Foundation in its evaluation. We are aware that we are asking for consideration time and effort on your part in completing an evaluation. We want to assure you that your assistance in giving this candid appraisal is appreciated.

Please complete the information requested on this form.

Your comments will be held in complete confidence and will not be shown to the applicant.

1) **Name, Title and Contact Information of the Referee**

Name

Title

Address

Telephone number

Email address

2) **Name of Applicant**

Last name

First name

3) **How long and in what capacity have your known the applicant?**

4**) Please give us your appraisal of the applicant in terms of the qualities listed below. Rate the applicant in comparison with other graduate students whom you have supervised or with women and men in his or her peer group.**

Exceptional Outstanding Excellent Good Average Below Average Don’t Know

(Top 2%) (Top5%) (Top 15%) (Top third) (Mid third) (Bottom third)

Commitment to

Canada’s North

Research capacity

Motivation

Ability to complete

Research

**5) What do you consider the applicants strengths and weaknesses?**

**6) In your opinion, how would the applicant benefit from this bursary?**

**7) In your opinion, how would the applicant’s research make a contribution of an understanding of Canada’s North?**

**8) In your opinion, what activities of the applicant, if any, do you think would show an interest and commitment to Canada’s North or the community in which the applicant lives?**

**9) Please provide any further information you believe is relevant to this application.**

**11) I certify that the information provided in this reference form is true, accurate and complete. I have read and understood the Richard Leitch Memorial Graduate Student Research Bursary Guidelines.**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_