



**Canadian Federation of University Women**  
**Fédération canadienne des femmes diplômées des universités**

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**CANADIAN FEDERATION OF UNIVERSITY WOMEN (CFUW)**  
**FELLOWSHIPS AND AWARDS 2011-2012**  
**GUIDELINES FOR APPLICANTS**

**CFUW DR. MARGARET McWILLIAMS PRE-DOCTORAL FELLOWSHIP**

**value: \$11,000**

Established in 1952, to honour the first CFUW President (1919-1923), and awarded to a woman who has completed at least one calendar year in a full-time doctoral program and is enrolled in full-time studies in Canada or abroad at the time of application.

**CFUW MEMORIAL FELLOWSHIP**

**value: \$8,000**

Honours those for whom the CFUW Charitable Trust receives memorial donations. It supports masters studies in science, mathematics or engineering in Canada or abroad.

**CFUW DR. ALICE E. WILSON AWARDS (5)**

**value: \$5,000 each**

**Two (2) awards at the masters level and three (3) for doctoral level study.** Dr. Alice E. Wilson, CFUW member, Fellow of the Royal Society of Canada and the first woman to hold a professional position at the Geological Survey of Canada won the 1926 CFUW Travelling Fellowship. Awarded to mature students returning to graduate studies in any field, with special consideration given to those returning to study after at least three years.

**CFUW 1989 ÉCOLE POLYTECHNIQUE COMMEMORATIVE AWARD**

**value: \$7,000**

Commemorates the fourteen women students murdered at the École Polytechnique in Montreal. For graduate studies in any field. The applicant must justify the relevance of her work to women.

**CFUW BOURSE GEORGETTE LEMOYNE**

**value: \$5,000**

Georgette LeMoyné was one of the first women to receive a university degree in French Canada. She devoted her life to the promotion of education and employment for women. It is for graduate study in any field at a Canadian university. The candidate must be studying in French.

**CANADIAN HOME ECONOMICS ASSOCIATION (CHEA) FELLOWSHIP**

**value: \$6,000**

Awarded to a candidate studying in one or more aspects in the field of Home Economics/Human Ecology/Family and Consumer Sciences\*, at the masters or doctoral level. The applicant must be accepted or enrolled in a post-graduate program in Canada at the time of application.

**RUTH BINNIE FELLOWSHIP**

**value: \$6,000**

Honours a founding member of the Nova Scotia Home Economics Association who dedicated her professional life to home economics education. At the time of application, the applicant must be enrolled in masters studies that focus on one or more aspect(s) of the field of Home Economics/Human Ecology/Family and Consumer Sciences\*. She may be studying abroad.

*\*Home Economics/Human Ecology/Family and Consumer Sciences, a field of study that promotes quality home and family life includes human development, human ecology, financial and resource management, consumerism, food science, human nutrition, family relations, human sexuality, clothing and textiles, architecture, housing and shelter and aesthetics.*

**CFUW ELIZABETH MASSEY AWARD (funded by the Massey Family)**

**value: \$4,000**

Established in 2006, in memory of Elizabeth Massey, a young lawyer and member of CFUW whose life was greatly enriched by her love of the creative arts. For post-graduate studies in music, painting or sculpture in Canada or abroad.

**CFUW Fellowships and Awards Administered by the Canadian Federation of University Women**

**CFUW DR. MARION ELDER GRANT FELLOWSHIP (funded by CFUW Wolfville)**

**value: \$11,500**

Dr. Marion Elder Grant was the 11<sup>th</sup> CFUW President and the Dean of Women and Professor of Psychology at Acadia University. The applicant must be enrolled in a full-time course of studies at any level of a doctoral program at the time of application. All else being equal, preference is given to a graduate from Acadia University.

**CFUW MARGARET DALE PHILP AWARD (funded by CFUW Kitchener-Waterloo)**

**value: \$3,500**

Funded in memory of a former Club President, a teacher and Local Life Member, for graduate studies in the humanities or the social sciences. Special consideration is given to study in Canadian History only as a deciding factor, all else being equal. The applicant must reside in Canada.

**CFUW BEVERLEY JACKSON FELLOWSHIP (funded by UWC North York)**

**value: \$2,000**

Honours the dedication and valuable service of this former CFUW member. The applicant must be over the age of 35 at the time of application and enrolled in graduate studies at an Ontario university.

## 1. ELIGIBILITY TO APPLY

- 1.1 The CFUW Fellowships and Awards program is an affirmative action program as provided for in the Constitution of Canada. Eligibility for CFUW Fellowships and Awards is restricted to women.
- 1.2 An applicant for any CFUW Fellowship or Award must have:
- At least a bachelor degree or equivalent from a recognized university;
  - Acceptance or current enrolment in her proposed program and place of study for academic year 2011-2012; and
  - Citizenship or permanent residence in Canada.

## 2. INSTRUCTIONS FOR APPLYING

**Eligible applications** for the CFUW Fellowships and Awards require:

- **Completed** application form for academic year 2011-2012;
- **Completed** filing fee payment form;
- Two (2) sections of required information: Section I – Statement of Intent and Section II – Questions 1-4;
- Confirmation of enrolment in a graduate program from the host institution; or
- Letter of Acceptance into the program of proposed study from the host institution, if not enrolled at the time of application; and
- Three (3) letters of reference; and
- Personal Information Consent.

### 2.1 Instructions regarding the application form

- 2.1.1 Applicants may apply for one 2011-2012 CFUW Fellowship or Award per application and fee.
- 2.1.2 For each additional application, the applicant must submit a separate application form and filing fee payment form. If applying for additional CFUW Fellowships or Awards the applicant may photocopy only the forms prepared for the initial application. Separate letters of reference must accompany each application.
- 2.1.3 The application form must clearly indicate the CFUW Fellowship or Award for which the applicant is applying.
- 2.1.4 The application form, available from the website ([www.cfuw.org](http://www.cfuw.org)) must be completed in Arial, 9 pt font, in triplicate and each copy must be signed.

### 2.2 Instructions regarding the two sections of required information

2.2.1 **Section I – Statement of Intent – ONE** page only, single-spaced, margins .75 inches (1.9 cm), Arial 12 pt font; original plus two copies. Please use the following **\*Headings** in your Statement of Intent:

\* Title of thesis or a project plan for the non-thesis applicant -

Terms that are easily understood to a non-technical reader -

Description of your research topic or project plan including clear objectives -

Quantitative and/or qualitative methodology or a project plan for the non-thesis applicant -

Projected application of your research topic or project plan -

Personal motivation for embarking on your research or study -

Research and professional goals following completion of your research or study -

**2.2.2 Section II – Point form answers to questions numbered 1 through 4 inclusive;** single-spaced, margins .75 inches (1.9 cm), Arial 12 pt font, original plus two copies.

1. Summary of education: academic, technical, professional, and special study; provide:
    - names of universities attended with dates
    - degrees and diplomas
    - title of thesis
  2. Scholarships, awards, distinctions, etc. previously and/or currently held; provide:
    - name and monetary value of awards(s)
    - sponsor and place of award(s)
    - date(s) of award(s)
    - period of tenure
  3. Work Experience related to your current research or topic of study. This may include relevant volunteer experience.
  4. Publications: Indicate if publication is in press and include a letter of confirmation. For each of the following, use the standard bibliographical format:
    - a) Academic papers indicating i) Refereed or ii) Non-refereed
    - b) Books
    - c) Conference and poster presentations
    - d) Juried and gallery showings, concerts, musical compositions, etc.
- 2.2.3** Confirmation of enrolment in a graduate program from the host institution (ONE copy for each separate application).
- 2.2.4** Letter of Acceptance into the program of proposed study from the host institution (ONE copy for each separate application), if not enrolled at the time of application.

### **2.3 Instructions regarding the Letters of Reference**

- 2.3.1** There must be three (3) letters of reference. Each letter must be sent in triplicate for each separate application.
- 2.3.2** Letters of reference are NOT to be given to the applicant for mailing.
- 2.3.3** The applicant must include a note of explanation, if she cannot provide at least one academic reference.
- 2.3.4** **The *Guidelines for Referees*** form available from the website has instructions for completing reference letters.

## **3. FEES AND PAYMENTS**

### **3.1 Instructions regarding the filing fee payment form**

**3.3.1 Complete the CFUW Fellowship or Award Filing Fee Payment Form** available from the website.

Clearly indicate the CFUW Fellowship or Award for which you are applying. You must submit a separate filing fee payment for each of your applications. There are three payment options:

1. Money order or cheque for \$60 Canadian, per application.
2. Money order or cheque for \$60 US, per application.
3. Visa, MasterCard or American Express: \$60 per application.

**3.3.2 Personal Information Consent** – Provide your signature and date in this section of the payment form.

**3.3.3 Notes Regarding the Filing Fees.** Filing fees are non-refundable. There is a \$50 bank charge for NSF cheques and reprocessing.

## **4. THE APPLICANTS**

### **4.1 Responsibility**

Applications will be considered incomplete unless they fulfill all instructions in **1. ELIGIBILITY TO APPLY** and **2. INSTRUCTIONS FOR APPLYING** and are **POSTMARKED ON OR BEFORE NOVEMBER 1, 2010**. Any application package considered incomplete will not be considered by the CFUW Fellowships Committee.

- 4.1.1 Letters of Reference.** Applicants must ensure that these documents have been mailed directly to CFUW National Office on or before the November 1, 2010 deadline.

## 5. THE CFUW FELLOWSHIPS COMMITTEE

### 5.1 Responsibility

The CFUW Fellowships Committee is not responsible for making inquiries about any application. All documentation except letters of reference (2.2) must be included in the application package.

- 5.1.1 Applications and supporting documents are not returned to the applicant.** They become the sole property of CFUW. All application files are destroyed with the exception of winners' files. These are deposited in the CFUW archives at Library and Archives Canada.
- 5.1.2 Confidentiality.** Evaluations of each application are strictly confidential. Applicants will not be given the evaluations of their applications.
- 5.1.3 Confirmation of Application sent after February 1, 2011.** If an applicant wishes to receive a letter of confirmation of the receipt of application(s) at CFUW National Office, she must include **ONE** self-addressed, stamped (post paid) envelope with the completed applications(s).
- 5.1.4 Notification to Awardees.** The Chair of the CFUW Fellowships Committee will contact only those applicants selected as winners **by April 15, 2011**. The results of the Competition are posted on the CFUW website at [www.cfuw.org](http://www.cfuw.org) on or before May 31, 2011.

### 5.2 Reporting by Awardees

The recipients of the CFUW McWilliams, Grant, and Memorial Fellowships 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.

### 5.3 Value and Tenure

- 5.3.1** 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.
- 5.3.2** A CFUW Fellowship or Award is not divisible.
- 5.3.3** The proposed place and plan of study must be acceptable to the CFUW Fellowships Committee.
- 5.3.4** 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.
- 5.3.5** CFUW Fellowships and Awards are non-renewable. A successful recipient will not be awarded the same fellowship or award in consecutive years.
- 5.3.6** The CFUW McWilliams, Grant, and Memorial Fellowships are payable 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 January report. All other fellowships and awards are payable September 1.

### 5.4 Acceptance of a CFUW Fellowship or Award

- 5.4.1** 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, 2011. All recipients are required to submit a letter of acceptance by mail within two weeks of receiving official notification.

### 5.5 Acknowledgements

- 5.5.1** 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.

### 5.6 Correspondence

- 5.6.1** All correspondence pertaining to CFUW Fellowships and Awards should be sent to:  
Chair, CFUW Fellowships Committee  
CFUW National Office  
251 Bank Street, Suite 305, Ottawa, ON, Canada, K2P 1X3

**Check List: To ensure your application is complete and correct, all of the following items must be included in your application package(s) for each CFUW Fellowship or Award.**

- Application form for academic year 2011-2012, completed and all three (3) copies signed and dated.
- Filing fee payment form (ONE for each separate application) signed and completed.
- Section I. Statement of Intent; one page only, single-spaced, margins .75 inches (1.9 cm), Arial 12 pt font; original plus two copies.
- Section II. Questions 1 to 4; original plus two copies; single-spaced, .75 inch (1.9 cm) margins; Arial 12 pt font.
- Confirmation of enrolment in a graduate program from the host institution (ONE copy for each application).
- Letter of Acceptance into the proposed program of study from the host institution (ONE copy for each application), if not enrolled at the time of application.
- Letters of acceptance for any publication not yet published but cited in Section II, Question 4; original plus two copies.

**To ensure your application process is completed correctly, you must have the following sent directly to CFUW National Office on or before the postmark date of November 1, 2010.**

- Three (3) Letters of Reference in triplicate for each application.