<u>Instructions for submitting for PhD Completion Scholarship at Toronto Metropolitan University (TMU)</u>

<u>General Information:</u>

The submission deadline is **October 17th, 2025, by 5:00pm EST**

<u>Conditions of Scholarship</u>

- Submission deadline is final, final outcome and payment cannot be extended and compensation does not waver under any circumstances
- All other scholarships, funding has been exhausted, this is only for applicants who have no other funding sources to support their completion
- Students must have completed at least 9 terms of study in order to apply.
- This scholarship is open to all domestic and international students, provided they are registered in a PhD program at Toronto Metropolitan University

Letter of Intent (LOI) packages must be submitted by interested applicants via CERC HECW PhD Completion Scholarship Form.

Information on the Fellowship and LOI phase can be found on the CERC HECW Opportunities Page under the scholarships tab.

Submission packages must include four PDF documents:

1. **Letter of Intent**

a) *<u>Area of Research and Alignment with CERC HECW Mandate</u>*
   Provide a half-page summary describing your area of research and how it supports the *CERC Health Equity and Community Wellbeing* (HECW) mandate.
b) *<u>Statement on Financial Barriers (Max 250 words)</u>*
   Describe any financial barriers that are currently hindering the timely completion of your thesis. Be specific about how these challenges impact your academic progress.
c) *<u>Timeline of Research Activities</u>*
   Include a detailed Gantt chart outlining your timeline for completing thesis-related activities. Ensure the following are clearly indicated:
   - ☐ Key research activities
   - ☐ Major milestones
   - ☐ Thesis submission and examination timeline. This plan should demonstrate that your thesis will be completed within the timeframe allowed by the grant.

2. **Curriculum Vitae (CV)-** to demonstrate research excellence outlining strengths in relation to CERC HECW and aligns with scholarship criteria (2 pages max)
3. **Letter of support** (~ 1 page) from primary supervisor indicating feasibility of completing the manuscript within the first four months of the award
4. **YSGPS Graduate Student Budget Form**

All four documents must be submitted individually in PDF format through the application form found on our website. They must be titled in the following format (Title of document attached_First Name_Last Name). All four documents of submission are **mandatory** for all applicants who wish to hold their scholarship. The University's internal committee will review and identify the strongest applications, and selected candidates will be notified by **late September**.

The full application details and eligibility criteria are available on the [CERC HECW website.](#)

Instructions

Note that incomplete submissions or those that do not follow the formatting rules will not be accepted. Submission includes 4 documents: LOI, CV, YSGPS Budget Form.

If you have supporting documents written in a language other than English, you are required to submit a certified translation of these documents.

Formatting instructions to prepare your documents:

- Pages must be 8 ½" x 11" (216mm x 279mm)
- Insert a minimum margin of 2cm (3/4 inch) around the page (top, bottom and sides)
- Texts can be either single- or double-spaced.
- Use a minimum font size of 12-point, black type. Maximum of six lines per inch. Do not use condensed/narrow font sizes, type density, or line spacing. Smaller text in tables, charts, figures, and graphs is acceptable, as long as it is legible when the page is viewed at 100%.
- Photo-reduce the supporting documents if the originals are larger than 21.25 x 27.5 cm / 8.5" x 11".
- At the top of each page, indicate your name and the title of the document
- For multi-page attachments, number the pages sequentially

Once all four documents have been prepared and finalized, submit them through the portal by - **October 17th, 2025 at 5:00 pm EST.**