



## **Richard W. Kraemer Memorial Scholarship Award Information**

**Eligibility:** Awarded annually to a student enrolled full-time in the Masters of Arts in Biblical and Christian Studies graduate degree program. There are no restrictions on citizenship. The scholarship will be awarded on the basis of superior academic achievement and research potential. Preference will be given to a graduate student who is conducting research in the area of church history.

**Value:** \$1500

**Donor:** Friends and family of Dr. Richard Kraemer and Mount Calvary Lutheran Church.

### **Application Process:**

**Step 1:** The applicant arranges to submit the following documents to Concordia's Student & Enrolment Services Office (HA120):

- A. The completed Application Form.
- B. A Resume in the Canadian Common CV format.
- C. One Confidential Assessment Form. This assessment should be from past or current professors who can provide a thorough and detailed assessment of your abilities, achievements, and potential as a student and researcher.

### **Note:**

**The deadline for submission of all documents to Student & Enrolment Services is January 30th.**

**Step 2:** The Scholarship and Awards Committee adjudicates the applications, ranks them on a competitive basis, and chooses an award recipient.

**Step 3:** The Financial Aid and Awards Office notifies successful applicants in writing.

**Application Notes:**

1. This application is a PDF Fillable Form. The tab key may be used to move between fields in the form. Any fields requiring phone numbers or numerical amounts will accept only Arabic numerals - dollar signs, decimals, and dashes will be entered automatically.
2. Enter your full name in the field located on the top right-hand corner of each page.
3. All questions must be completed.
4. Print the completed form, sign and date the Declaration, and submit it to the Student and Enrolment Services Office (HA120).
5. Handwritten, incomplete, inaccurate, or late applications will not be considered.

**Part 1: Personal Information**

Surname	Given Names
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Current Mailing Address			Phone
City	Province	Postal Code	E-mail

Date of Birth	mm	dd	yy	Concordia ID	
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Citizenship Status:	<input type="checkbox"/> Canadian Citizen	<input type="checkbox"/> Permanent Resident	<input type="checkbox"/> International Student
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**Academic Program**

Degree for which Award is Sought:	Name of Supervisor (if known):
Program Start Date:	Expected Date of Completion
Topic of Research:	
Are you eligible for renewal of a Concordia University of Edmonton administered or external award (e.g., SSHRC, NSERC, or CIHR) currently held?      Yes      No  If yes, name the award:	
Have you applied or do you intend to apply to an agency outside of Concordia University of Edmonton (e.g., SSHRC, NSERC, or CIHR)?      Yes      No  If yes, please provide details:	

Applicant's Full Name: \_\_\_\_\_

## Part 2: Outline of Proposed Research

- Provide a description of your proposed research that could be published in a newspaper for a general audience - maximum 600 words typed. The description should include your general area of research and study, an explanation of how it fits within a broader context, and why it is important.

Applicant's Full Name: \_\_\_\_\_

## **Declaration**

This information is collected in accordance with the Personal Information Protection Act (Alberta) and the Taxation Act (Canada) and is required to determine your eligibility for this financial award. If you have any questions about the collection, use, or disclosure of this information please contact the Student & Enrolment Services Office at 780-479-9220 or toll-free at 1-866-479-5200.

I declare that:

- i. All statements made in connection with this application, and any supporting documents, are true and complete in all respects and that no requested information has been withheld;
- ii. I will provide any information or documents that may be requested by the Financial Aid and Awards Office to verify any statement made in this application;
- iii. I consent to the disclosure, exchange and use of my academic information and documents by and between the Financial Aid and Awards Office and the Registrar to verify my program of study, academic standing (including the release of my academic transcripts), and registration status to determine my eligibility for a financial award;
- iv. I acknowledge that referees submit Confidential Assessment Forms to the Financial Aid and Awards Office in confidence and that the information contained therein will not be disclosed to me;
- v. I consent to the publication of my name and photo and to the disclosure and exchange of my personal information by and between the Financial Aid and Awards Office and the donor(s) or their representative for any award in which I am selected as a recipient;
- vi. I will provide the Student Accounts Office my Social Insurance Number should I receive a financial award for the purpose of issuing a T4A (Canada Revenue Agency);
- vii. I will return any financial award if I withdraw from full-time study during the academic year in which the award was received.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# Confidential Assessment Form for Graduate Awards

**URGENT DEADLINE MATERIAL**  
Return to Student & Enrolment Services  
Concordia University of Edmonton 7128  
Ada Blvd. Edmonton AB T5B 4E4

Applicants should complete this section before submitting to referee.

Surname	First and Middle Name(s)
Degree Program	Concordia Student ID

To Referee: The Scholarship and Awards Committee appreciates the time and effort required to complete an ap-praisal. The Committee attaches considerable weight to the statements made by the referees the applicant has selected. You will greatly assist the Committee and the applicant by providing a complete, detailed, and thought-ful analysis of the applicant's achievements, scholarly attributes, and quality of publication venues. They are required to evaluate the applicant for scholarship purposes. Reference letters are considered to be supplied in confidence and will be used only by individuals and committees who evaluate the applicant and will not be re-vealed to the applicant. Complete both pages of this form and return the appraisal to the address above.

**1. Knowledge of the Applicant:**

In what capacity have you known the applicant? (e.g. teacher, supervisor, employer)

I was the applicant's \_\_\_\_\_ for \_\_\_\_\_ years and/or \_\_\_\_\_ months between the years \_\_\_\_\_ and \_\_\_\_\_.

**2. Peer Group:**

Of the \_\_\_\_\_ (number) students in this category I have supervised/dealt with in the last five years, I would rank this student in the upper \_\_\_\_\_%.

**3. Specific Abilities: For each category, check the most appropriate box.**

	Outstanding (top 5%)	Superior (top 15%)	Good (top 25%)	Average (top 50%)	Marginal (lower 50%)	Inadequate opportunity to observe
Academic Achievement						
Scholarly Promise						
Research Ability						
Teaching Potential/ Promise						
Verbal Skills						
Writing Skills						
Industriousness						
Judgement						
Overall Rating						

**4. Please Rank the applicant as a scholarship candidate:**

☐ Highly Recommended      ☐ Recommended      ☐ Not Recommended      ☐ Unable to Judge

5. General Appraisal: Please provide a general appraisal of the student, including strengths, weaknesses, and any special factors which you feel should be taken into consideration (please use the space below or attach a separate sheet).

Notes to the Referee: After completing the Confidential Assessment Form, please place it in your normal stationery envelope (institutional or otherwise). Seal the envelope and sign across the sealed flap. To ensure confidentiality, please return or mail the assessment form directly to the address below.

Student & Enrolment Services Office  
Concordia University of Edmonton  
7128 Ada Boulevard  
Edmonton, Alberta T5B 4E4

Referee

Name of Referee (please print)	Academic Rank/Position	Department
Institution	Address and Postal Code	Telephone Number
E-mail Address	Date	Signature of Referee

### What is the Canadian Common CV Format?

The Canadian Common CV is a centralized repository of information about research activities and allows researchers to provide similar academic and career information when applying for funding. The Common CV format is provided below.

- Personal Information
- Contact Information
- Language Skills – define your reading, writing, oral and comprehension abilities in English, French and any other languages you understand.
- Academic Background – describe the degrees you have been awarded and the date you received each degree.
- Distinctions/Awards/Credentials – provide the scholarships, fellowships, licences or distinctions you have received including the organization that awarded it, the country and the date.
- Work Experience – include a resume of your working history with dates. Include academic and non-academic work experience.
- Expertise – list key words that best describe the expertise you possess in your research area. List and rank the disciplines and sub disciplines of your research area according to your research interests.
- Funding – list all funding you have received in the course of your career or over the last few years.
- Supervisory Experience
- Contributions – list and describe your contributions to research (patents, publications, presentations at conferences, literary/artistic works, etc).