

DEPARTMENT CHECKLIST  
**NSERC PGSD -2009-2010 COMPETITION**  
 SUBMISSION DEADLINE TO GPSO: TUE OCT 14, 2008

<b>Applicant Name</b>		<b>McGill ID</b>	
<b>Dept</b>			

- Eligible                       Complete                       Ineligible                       Incomplete

**1. FILE FOLDER FORMAT**

- File is labelled and collated according to Dept Guide: <http://www.mcgill.ca/gps/documents/fellowships/nserc/>
- File includes:
  - This checklist, completed and initialed
  - Original application with original signatures
  - 4 copies of the original application
- There are original documents missing. Copies or placeholders are included in this initial submission.**

**NB:** *It may be easiest to compile one complete one original application in the correct order and create 4 collated sets in a photocopier. **No staples, please.** Files not submitted in this format will not be accepted. Please ensure your applications and copies are properly collated and labelled.*

**2. ELIGIBILITY SECTION**

- Applicant is Canadian or Permanent Resident of Canada as of 15 November 2008 (**NSERC Cover Page**)
  - IN 2008 (Winter, Summer or Fall 2008):** registered in a degree program at McGill  
     **IF NOT** registered in 2008, **does not apply through McGill**  
     **IF ONLY** registered as a special student in 2008, consult Manager – GPSO Fellowships
  - GPA: **3.5 in each of the last 2 reference periods.**
    - \_\_\_\_/4.00 (Second last reference Period)
    - \_\_\_\_/4.00 (Last reference period)
  - Applicant's low GPA is justified on Appendix 2, addressing compelling circumstances
  - Have never held a PGSD/CGSD/IPS2/IIS Doctoral/SSHRC Doctoral or CIHR Doctoral – check the list of awards (**Page 3**)
- Number of Months: Check # of months in program for which requesting funding (include the Fall 2008 term until December 31, 2008) (**Page 2**)*
- Start date of the Doctorate (1<sup>st</sup> registration at PhD level):** \_\_\_\_\_
  - Number of months in program for which funding is requested by Dec 31, 2008**
    - Bachelor's to Doctorate: 4 to 36 months of Doctoral studies (**never registered in a Master's**)
      - If student has not yet registered at PhD level by Fall 2008, student must apply to PGSM.**
      - If student 1<sup>st</sup> registered at PhD level January 1, 2006 or later: Go to 3.**
      - If student 1<sup>st</sup> registered at PhD level before January 1, 2006: Complete Calculation tool.**
    - Master's to Doctorate: 0 to 24 months of Doctoral studies (**start from 1<sup>st</sup> registration in PhD**)
      - If student 1<sup>st</sup> registered at PhD level January 1, 2007 or later: Go to 3.**
      - If student 1<sup>st</sup> registered at PhD level before January 1, 2007: Complete Calculation tool.**

**CALCULATION TOOL**

**REMINDER:** 1 full-time term = 4 months / 1 half-time or part-time = 2 months

1. **Part-time** studies are equivalent to half full-time.
2. **Full-Time** = Full-time, Add. Session and Continuing status on McGill transcript
3. Do not count months when applicant was not registered or on leave (e.g.: Summers **when no registration shows on transcript in non-thesis only**).

Terms **Full-Time:** \_\_\_\_ X 4 months = \_\_\_\_ months  
 At December 31, 2008                      Terms **Part/Half-Time:** \_\_\_\_ X 2 months = \_\_\_\_ months  
**TOTAL** \_\_\_\_\_ months

### 3A. APPLICATION SECTION

THE COMPLETE APPLICATION SHOULD BE PRESENTED IN THE SAME ORDER AS LISTED BELOW:

- Form 200 **Cover Page**– Signature is original (1p)
- Application form – PART I
  - Pages 1-5
  - If page “Justification for location of tenure” (p.6) is provided, remove it
- Application form – PART II (free form)
  - Outline of Proposed research – **1 Page maximum**
  - Contributions, Most significant contributions, Applicant’s statement – **2 Pages maximum**

### 3B. ATTACHMENT SECTION

- GPA calculation sheet is attached and shows the weighted GPA of 3.5 or more for **EACH** of the last two reference periods:
  - IF** applicant has graduate grades from 2 semesters or more:
    - Last reference period** = graduate record to date
    - Second last reference period** = last 24 credits of undergraduate studies
  - IF** applicant does not have a graduate record:
    - Last reference period** = last 24 credits of undergraduate studies
    - Second last reference period** = second last 24 credits of undergraduate studies studies
- Justification of low GPA (if applicable) on Appendix 2
- All university level transcripts in chronological order, ending with most recent (Undergrad AND Graduate)
  - All transcripts are either originals or certified copies of original
  - Transcripts from host universities for transfer credits are provided
  - Transcript key/GPSO country guide is provided for all transcripts
- Appendix 1 – 2 referee reports
  - Report is on the correct form
  - Report is typed
  - Signature on the report is an original
- Appendix 2 – Department/University Evaluation
  - Part II: GPA is entered; ranking left blank (to be completed by GPSO)
  - Comments on the Applicant must be typed and more than one line
  - Signature on the report is original
- Appendix 3 – **Optional**
  - If provided and “Consent From The Applicant” section is completed - **it MUST be signed**
  - If Aboriginal box is checked, make a note on Master list
- NSERC List of supporting documents (if provided)
- Other supporting documents (if applicable)

### 4. COMMITTEE ASSIGNMENT SECTION

- Research subject code: should be in the right discipline for proposed research. GPD or Chair of Departmental Evaluation Committee should check and correct if required.

### COMMENTS

THANK YOU!

REVIEWER'S INITIALS: