2019-2020
Competition Information Session
for APPLICANTS

Harmonized
Canada Graduate Scholarships-Master's Program
Introduction

Graduate and Postdoctoral Studies – Graduate Funding
James Administration Building – rm.400

Contact us: graduatefunding.gps@mcgill.ca
Presentation Agenda

- Award Overview
  - Introduction of the CGS Master’s Program
  - Award Values and Duration
- Applicant Eligibility
- Program Eligibility
- Application Requirements
  - References
  - Transcripts
  - Consent forms
- Selection Criteria
- Timeline & Deadlines
- Walkthrough – Application & Canadian CCV
- Result Announcements
- Resources
Harmonized Tri-Council CGS-M Awards

Alexander Graham Bell (NSERC)
Frederick Banting and Charles Best (CIHR)
Joseph-Armand Bombardier (SSHRC)

Value: 17, 500$
Tenable at a Canadian university for 12 months
Non renewable
CGS Master’s Award - Harmonization

Streamlined the process
- Single student application
- Single online platform ("Research Portal" hosted by NSERC)
- Canadian Common CV adopted
- Common evaluation criteria and review mechanisms
- Common post-award policies and regulations
- Single deadline
- Eliminating administrative duplication

Website for all info: tri-agency CGS harmonization site
Applicant Eligibility Requirements

• be a Canadian citizen or a permanent resident of Canada

• be enrolled in, have applied for, or will apply for full-time admission* to an eligible graduate program at the master’s or doctoral level at a Canadian institution with a CGS M allocation. Note: Applicants who are not currently enrolled in their intended graduate program must submit an application for admission by the deadline set by the academic unit.

**Please check with the academic unit for admission deadline. For students applying for funding to CGSM an earlier admission deadline may be established by the unit.
Applicant Eligibility

• have completed, as of December 31 of the year of application, between zero and 12 months of full-time studies (or full-time equivalent) in:

  - the master’s program for which applicant is requesting funding; or

  - the doctoral program for which funding is requested if you were admitted into a doctoral program directly from your bachelor’s program (were never registered in a master’s program, or is registered in a combined Master’s-PhD program); or

  - a master’s program, but are requesting funding for a doctoral program (an example is a student who will be fast-tracked from a master’s to a doctoral program within 12 months of starting their Master’s and is seeking funding for the first 12 months of their doctoral program);
Applicant Eligibility

- not have previously held a CGS M from any of the Tri-Council;
- have achieved a first-class average, as determined by the host university, in the last two completed years of study (full-time equivalent) CGPA
  - CHIR CGPA 3.70
  - NSERC CGPA 3.70
  - SSHRC CGPA
    - Humanities 3.70, (includes History), Fine Arts (Music, Art History), Literature, Education
    - Social Studies 3.60, (Other than Education and Law)
    - Law 3.50 (BCL, LLB)
- submit a maximum of one CGS M application per year via the Research Portal. This allows the application to be submitted to up to THREE universities.
- Degree and program eligibility may be verified on the NSERC webpage
An eligible graduate program must have a **significant research component**.

• A **significant research component** is considered to be original, autonomous research that leads to the completion of a thesis, major research project, dissertation, scholarly publication, performance, recital and/or exhibit that is merit/expert reviewed at the institutional level as a requirement for completion of the program.

• Master’s programs that are based only on course work and **DO NOT** include a significant research component, are not eligible.
Non-traditional Programs of Study

• Joint programs with a professional degree (e.g. MD/PhD, DVM/PhD, JD/PhD, MBA/PhD, MA/MBA) are eligible if they have a demonstrated and significant research component as described above.

• Clinically-oriented programs of study, including clinical psychology are also eligible programs if they have a demonstrated and significant research component as described above.
Field of Research and Subject Matter Eligibility

• CIHR, NSERC and SSHRC support and promote high-quality research in a wide variety of disciplines and areas. This includes research that bridges two or more disciplines or that requires the skills of several disciplines.

• Applicants are asked in the CGS M application to categorize their proposed “field of research”- i.e., health (CIHR), natural sciences and engineering (NSERC), social sciences and humanities (SSHRC). However, the universities are responsible for approving this categorization, and may override it if appropriate. This distinction is important because a university can only award these scholarships according to the agency-specific CGS M allocations they receive.
Program of Study-Eligibility

Field of Research and Subject Matter Eligibility

• Applicants must ensure that they are submitting their application to a university that has an allocation for the field of research they wish to pursue.

• Applications deemed by a host university to have been labeled incorrectly will be re-labeled. Universities must ensure that agency-specific scholarships are awarded to applications eligible under each agency’s research subject matter guidelines (refer to Selecting the Appropriate Federal Granting Agency).

• Applicants should contact the graduate studies office of the Academic Unit where they intend to apply for admission, or where they are currently, or will be, registered in an eligible program of study for further guidance on subject matter eligibility.

Every application package must contain the following:

• Full application form the Research Portal that must include / indicate:
  - Field of Research is appropriate for Agency/program of study
  - McGill **MUST** be indicated as one of the Proposed Host Organizations with correct Faculty and Department/Division/School/Institute name

• Outline of Proposed Research & Bibliography uploaded by applicant
  - Proposal **(max ONE page)**
  - Citations/bibliography **(max ONE page)**
Complete application package

(Cont’d.)

• Two references (**Reference cannot be completed by a proposed supervisor unless they’ve supervised applicant previously**)

• **ALL OFFICIAL** university level transcripts (uploaded by applicant)

• Canadian Common CV – validated for the correct funding agency.

• **Consent to Disclosure—Mandatory** - In accordance with the *Tri-Agency Framework: Responsible Conduct of Research*
Details on the use and disclosure of this information by the agencies are described by

- **CIHR** in [Info Source – Sources of Federal Government and Employee Information](#),
- **NSERC** in the [Use and Disclosure of Personal Information Provided to NSERC](#),
- **SSHRC** in the [Collection, Use and Disclosure of Personal Information](#),

Each agency may publish the names and other limited award information of award holders on their websites in accordance with the agencies’ policies on disclosure under the Access to Information Act and their Privacy Act policies and guidelines related to the collection, use, retention and disposal of personal information.

For more information, consult the [Access to Information Act](#) and the [Privacy Act](#).

In addition, for SSHRC funded scholarships, SSHRC will provide to the Fonds de recherche du Québec-Société et culture (FRQSC) the same information as the one above in advance of the public announcement of awards, for its administrative purposes and in accordance with the memorandum of understanding between SSHRC and FRQSC.
Reference Tips

• Ask potential referees of their willingness to support your application well in advance of deadline
  - Pad your deadline (tell referee you need it a few days earlier than your own deadline)

• Confirm

• Send tools to aid the writing of reference to make your application flow and be cohesive
  - a copy of your application (even if not 100% complete)
  - Send a copy of the selection criteria
  - CV, your proposal, and include the LINK to Award program webpage.
Transcripts

• Applicants are responsible for uploading their own transcripts.

• Be diligent; ensure all transcripts from all universities are listed in the CCV, present, and official.
  - Make sure Transfer credits, Exchanges etc are supported by official transcripts

• If applicant has just begun at University this Fall, this FALL 2019 transcripts are required even though no grades appear;
Transcripts

WITHOUT EXCEPTION –

• **ALL** university level transcripts are required and must be **OFFICIAL**, e.g. Transfer credits, Exchange etc.

• Applications received by GPS and deemed incomplete will not be considered.

• McGill PDF versions of **OFFICIAL** e-transcripts are acceptable (have “copy” all over it)
The merit review of CGS M applications will be carried out by universities with an allocation, and will be based on the following evaluation criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Excellence</strong></td>
<td>As demonstrated by past academic results, transcripts, awards and distinctions. <strong>Indicators of Academic Excellence:</strong> Academic record (first class average), Scholarships and awards held, Duration of previous studies, Type of program and courses pursued, Course load, Relative standing (if available)</td>
</tr>
<tr>
<td><strong>50%</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Research Potential</strong></td>
<td>As demonstrated by the applicant’s research history, his/her interest in discovery, the proposed research, its potential contribution to the advancement of knowledge in the field, and any anticipated outcomes. <strong>Indicators of Research Potential:</strong> Quality and originality of contributions to research and development, Relevance of work experience and academic training to field of proposed research, Significance, feasibility, and merit of proposed research, Judgment and ability to think critically, Ability to apply skills and knowledge, Initiative, autonomy and independence, Research experience and achievements relative to expectations of someone with the candidate’s academic experience</td>
</tr>
<tr>
<td><strong>30%</strong></td>
<td></td>
</tr>
</tbody>
</table>
## Selection Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Characteristics and Interpersonal Skills</strong></td>
<td>As demonstrated by the applicant’s past professional and relevant extracurricular interactions and collaborations.</td>
</tr>
</tbody>
</table>

**Indicators of Personal Characteristics and Interpersonal Skills:**

- Work experience, Leadership experience, Project management including organizing conferences and meetings
- The ability or potential to communicate theoretical, technical and/or scientific concepts clearly and logically in written and oral formats
- Involvement in academic life
- Volunteerism/community outreach
Department of National Defence Mobilizing Insights in Defence and Security (MINDS) Scholarship Initiative

This joint initiative between the Department of National Defence and SSHRC offers two streams of funding for CGS M applicants who select the “social sciences and/or humanities” field of research in their application form:

• **MINDS Master’s Scholarships for Indigenous Students**
  - are one-year, non-renewable awards valued at $17,500.

• **MINDS Scholarship Initiative Supplements**
  - are one-time supplements valued at $10,000.

• Eligible candidates may apply to both streams of funding.

• For additional information, consult the description of the [MINDS Scholarship Initiative on the SSHRC website](#).

**Note**: to be offered a MINDS Master’s Scholarship for Indigenous Students or a MINDS Scholarship Initiative Supplement, candidates must first be successful in the CGS M Program competition.
Canada Graduate Scholarships – Master’s Program Resources

For applicants and references

- Canada Graduate Scholarships-Master’s Program
- Canada Graduate Scholarships-Master's Program – Instructions for completing an application
- Canada Graduate Scholarships-Master’s Program – Instructions for completing a Canadian Common CV
- Canada Graduate Scholarships-Master’s Program – Instructions for completing the reference assessment form
- Canada Graduate Scholarships–Master’s Program – Instructions for completing the reference assessment form (tutorial video)
7 AVOIDABLE reasons for a Failing Funding Application

1. Who needs instructions?!
2. Missed the DEADLINE!!!!
3. Submitted to the wrong place!
4. Omission of required documents
5. Incorrect format of required documents
6. Sloppy grammar, spelling, dates etc.
7. Lack of Planning
Increase your Chances of Success

1. **Read all available information and instructions**
2. Create a **plan** and use a checklist and know your **DEADLINE**
3. Know where you submit your application package. Again know the **DEADLINE**
4. List all required documents and figure out how to get them
5. Contact persons you want to write a reference. Give them a **DEADLINE** well before your **deadline**
6. Order your **transcripts** – must be up to date!
7. Draft your proposal and any other free form documents you may require (ie. Personal statement)
8. Be sure you understand the formatting requirements. **(ie. How many pages)**
9. **Proofread**- you, your professor, supervisor, anybody else. A 12yr old should be able to understand
10. Use your **PLAN** and **Checklist**!
The Application

Walkthrough
## Create Application

<table>
<thead>
<tr>
<th>Funding Opportunity</th>
<th>Start Date</th>
<th>End Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canada Graduate Scholarships-Master’s Program</td>
<td>2017-08-30</td>
<td>2017-12-01</td>
<td>Create</td>
</tr>
<tr>
<td>Discovery Grants Program - Individual</td>
<td>2017-08-09</td>
<td>2017-11-01</td>
<td>Create</td>
</tr>
<tr>
<td>Research Tools and Instruments</td>
<td>2017-08-09</td>
<td>2017-10-25</td>
<td>Create</td>
</tr>
<tr>
<td>Subatomic Physics Envelope - Individual</td>
<td>2017-08-09</td>
<td>2017-11-01</td>
<td>Create</td>
</tr>
<tr>
<td>Subatomic Physics Envelope - Project</td>
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<td>2017-11-01</td>
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<tr>
<td>Subatomic Physics Envelope - Research Tools and Instruments Cat. 1</td>
<td>2017-08-09</td>
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## Applications

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<tr>
<th>Application Title</th>
<th>Funding Opportunity</th>
<th>Stage</th>
<th>Status</th>
<th>Role</th>
<th>Last Updated</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mock Fall 2017</td>
<td>Canada Graduate Scholarships-Master’s Program</td>
<td>Application</td>
<td>In Progress</td>
<td>Applicant</td>
<td>2017-09-19 11:45:30</td>
<td>Open</td>
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</table>
Application Status

Application Overview

53 days 10 hours 24 minutes until the funding agency deadline date; please consult your institution regarding internal deadlines, if applicable.

Deadline Date: December 02, 2019 20:00 (eastern)

Legend

- **Received by Administrator**: The completed application has been successfully submitted to the institution by the applicant.
- **Offered**: An offer has been made to the applicant by the institution.
- **Alternate**: The application has been deemed meritorious in the institution's competition; however, due to its ranking, falls below the allocation cut-off. The applicant is therefore on the alternate list. Should an award become available due to a decline, an applicant on the alternate list may receive an offer.
- **Not Offered**: The application has been deemed non meritorious in the institution’s competition. Subsequent offers may NOT be made to the applicant.
- **Ineligible**: The application has been deemed ineligible based on the eligibility criteria outlined in the funding opportunity description.
- **Accepted**: The offer has been accepted by the applicant.
- **Declined**: (a) the offer from the institution has been declined by the applicant; or (b) an offer from an institution has been accepted by the applicant; therefore, all other pending offers are automatically set to “Declined”; or (c) an offer that has not been accepted within 21 days from the date of offer.
- **Deferred**: Before commencing an award, the applicant may defer an award for up to three years, for a maximum of one year at a time, but only for reasons of maternity, child rearing, illness, or health-related family responsibilities.
- **Acceptance Withdrawn**: The acceptance of the offer has been withdrawn at the applicant’s request.
## Application

<table>
<thead>
<tr>
<th>Status</th>
<th>Title</th>
<th>Funding Opportunity</th>
<th>Stage</th>
<th>Updated</th>
<th>Action</th>
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<tr>
<td>✔</td>
<td>MOCK 2019 CGSM</td>
<td>Canada Graduate Scholarships-Master’s Program</td>
<td>Application</td>
<td>2019-09-26 15:55:35</td>
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**Module Status**

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<th>Status</th>
<th>Module Name</th>
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<tbody>
<tr>
<td>✔</td>
<td>Identification</td>
</tr>
<tr>
<td>✔</td>
<td>Summary of Proposal</td>
</tr>
<tr>
<td>✔</td>
<td>Activity Details</td>
</tr>
</tbody>
</table>

## Attachments

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<th>Title</th>
<th>Document Type</th>
<th>Updated</th>
<th>Action</th>
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<tbody>
<tr>
<td>✔</td>
<td>Mock Proposal</td>
<td>Outline of Proposed Research</td>
<td>2019-10-10 14:03:02</td>
<td>Edit</td>
</tr>
<tr>
<td>✔</td>
<td>CGSM-Transcripts</td>
<td>Transcripts</td>
<td>2019-10-10 14:04:01</td>
<td>Edit</td>
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**Canadian Common CVs Attached**

<table>
<thead>
<tr>
<th>Status</th>
<th>Title</th>
<th>Role</th>
<th>Updated</th>
<th>Action</th>
</tr>
</thead>
</table>
REMINDER - Outline of Proposed Research & Bibliography

Proposal (max ONE page)

Citations/bibliography (max ONE page)

Uploaded by applicant
See the instructions on how to use the Canadian Common CV (CCV) for information on completing and attaching your CCV.

**Note:** To successfully upload your CCV, the first name and family name used to create your CCV site account must be identical to those used to create your Research Portal account. As well, the email address used to create your Research Portal account must be identical to at least one of the emails you listed on the CCV site (i.e., the email used to create your CCV account, or any of the emails you included in the Email section of your CCV).

**Research Portal:** To change your family name, first name and/or email address, go to User Profile.

**CCV:** To change your family name, first name and/or email address, log into the CCV and click “Account” in the top menu bar. To change any other email addresses included in your CCV, go to the Email section of the relevant CCV template.
Submit button is revealed once all sections of application are complete.
Be sure to contact potential referee and confirm willingness to give reference **BEFORE** this step.

Come back and check status of referee invitation and resend **AFTER** contacting and sending reminder.
The Canadian CCV is very user friendly but read and follow the instructions carefully (do not rely solely on the information in this presentation) and use the FAQs

- Link: [Canadian CCV](#)
- Canadian CCV [FAQ](#)

After registering, Click [CV](#) from the welcome screen and select Funding from the drop-down list
• Select *CGS-Master’s
• Select *CV Type: CGS-Master’s
• Enter an appropriate name if you wish
• Click LOAD
You may add more than one CV and name different versions. When you logout and log back in, simple select the version you want to edit. Be very careful to attach the correct version to your application.

When you submit a CV to a funding source, all records selected for submission are now automatically saved for future reuse. On this page you may also save one or more versions of the records selected for submission. This is useful if, for example, you are using the same combination of funding source and CV type to apply to several competitions and you want to reuse the selected records in the future. When you create a new version, the default selected records are taken from the Generic CV.
Complete the required sections by clicking on the edit icon (pencil)
Don’t forget to scroll (on the right)
• Use the help
• You may add more than one record to certain sections.
• You may choose to submit all or only some of the records.
• See the email example:
• Your primary email **should not have an end date**. This is the email that the universities and the agencies will contact you.
Canadian Common CV (cont’d.)

• Take care you select the records you want and **always** PREVIEW
CGS Master’s Award - Timeline

01 October
Portal opens

02 December
Application submission

18 December
Files to Units via D2

17 February
Unit nominations to GPS

01 April
Offers made to Students

21 days to accept else auto-declined
## Results Announcements

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late February 2020</td>
<td>Academic Unit notifies applicants of file review outcome</td>
</tr>
<tr>
<td>April 01, 2020</td>
<td>Offers are made to successful applicants and alternates are revealed on the Research Portal. (alternates remain until all quota is depleted. There is no time limit)</td>
</tr>
<tr>
<td>April 21, 2020 and onwards</td>
<td>2\textsuperscript{nd} round of offers to alternates of all 1\textsuperscript{st} round declined offers. Ongoing until all quota is depleted up until 31 January 2021</td>
</tr>
</tbody>
</table>

**As of 01 April, all applicants whose application was forwarded to GPS must log into the Research Portal to verify the application status.**

**CHECK the PORTAL often. Check your EMAIL!!! (junk mail too!!!) **FREQUENTLY**

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*McGill Graduate and Postdoctoral Studies*
CONGRATULATIONS!

Actions required if you have been offered an award /fellowship:

• **Read your Award Holder’s Guide!**
  - [Tri-Agency Research Training Award Holder’s Guide](#)

• Go to our website: [Getting Paid & Maintaining Fellowship](#).

• Complete required forms and submit them along with the **notice of award** by email to [graduatefunding.gps@mcgill.ca](mailto:graduatefunding.gps@mcgill.ca)

  **Note:** Whenever possible and/or appropriate, it is best to wait for outstanding forms and submit ALL of them together.

*If you have not received an email with instructions, email GPS to let us know you have been offered.*
Helpful Resources

• NSERC Website: http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Index_eng.asp

• CIHR - Tel.: 613-952-0763 - Email: cgsma@cihr-irsc.gc.ca

• NSERC - Contact List - Email: schol@nserc-crsng.gc.ca

• SSHRC - Tel.: 613-943-7777 - Email: fellowships@sshrc-crsh.gc.ca

• GPS Funding Info Page: http://www.mcgill.ca/gps/funding/students

Technical Support:
• Check how to use the Research Portal
• Review the instructions available in the application
• Online Services Helpdesk: webapp@nserc-crsng.gc.ca or 613-995-4273. Include your e-mail address and telephone number.
Would you fund it?

The Fellowship consultation session is a new layer of application review open to graduate and undergraduate students who are applying for external funding. Students will have the opportunity to have their two-page project summary reviewed by a former Tri-council or Quebec committee reviewer in a 20 minute appointment. The reviewer will scan the document and provide feedback on the structure, relevance, and language accuracy with suggestions on how to improve the draft.

- **Dates and Times:** Verify on Website
- **Location:** Redpath Library, Main entrance

Complete registration instructions: Would You Fund It?

For the first time, SKILLSETS will be offering an additional Would You Fund It? session for Master’s students in November.

McGill: Writing Center:

FOR REGISTERED MCGILL STUDENTS ONLY
Next Steps

• Start NOW!
• Order transcripts
• Contact referees
• Register on the Research Portal website
• Read all available material
• Draft proposal
• PROOF READ
• Get others to review and critique
This application is your responsibility. It is up to you to ensure that all attachments, including transcripts, have been uploaded correctly according to the agency instructions and submitted on time.

No late or incomplete applications will be considered.

We wish you all the best of luck.
Thank you

GPS-Graduate Funding contact
Fellowships Officer (external fellowships)
– Ester Di Cori
Fellowships Administrator
– Jan Walker
Student Affairs Coordinator
– Phoebe Zamanuel

graduatefunding.gps@mcgill.ca
www.mcgill.ca/GPS/funding

Questions, comments, or ideas?
Join GPS Online!

GPS Home Page
www.mcgill.ca/gps
- Resource for current graduate students, postdoctoral fellows and university Academic Units

GPS Newly Admitted Graduate Students
www.mcgill.ca/gradwelcome
- Dedicated resource for accepted students to facilitate their transition to McGill and to Montreal

GPS Current Students
www.mcgill.ca/gps/students
- Detailed information centre and resource directory for current graduate students and postdoctoral fellows

GPS Future Students
www.mcgill.ca/gradapplicants
- Primary site for prospective graduate students
- Centralized and consolidated listing of all graduate programs
- Instructions, support, and tips on admissions and funding processes