2018-2019 Master’s Competition Information for APPLICANTS

Harmonized CGS MASTER’s
NSERC, SSHRC, and CIHR
Introduction

Graduate and Postdoctoral Studies – Graduate Funding Unit

James Administration Building – rm.400

- External Funding Officer: Ester DiCori
- External Funding Administrator: Jan Walker
- Student Affairs Coordinator: Phoebe Zamanuel

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
  - Reference Letters
  - Transcripts
  - Consent forms

• Selection Criteria

• Deadlines

• Walkthrough – Application & Canadian CCV

• Result Announcements

• Resources
Award Overview

Harmonized
Tri-Council CGS MASTER’S Awards

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

Value: 17 500.00$
Tenable at a Canadian university for 12 months
Non renewable
CGS Master’s Award - Harmonization

Why harmonize?
Streamline 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 five universities.
- Degree and program eligibility may be verified on the NSERC webpage
Program of Study-Eligibility

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 are not eligible since they do not include a significant research component.
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 \textit{demonstrated and significant research component} as described above.

- Clinically-oriented programs of study, including clinical psychology are also eligible programs \textit{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 from 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 name
  - Research Proposal has been uploaded by student
- Two references (**Reference cannot be completed by a proposed supervisor unless they’ve supervised applicant previously**)
- **ALL** university 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*
Use and Disclosure of Information

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

• Students are responsible for uploading their transcripts.
• Be diligent and ensure that you have all transcripts from all universities listed in the application.
• Uploaded transcripts must be legible.
• Any application received by GPS that is deemed incomplete will not be considered.

*NOTE: **ALL** university level transcripts are required, e.g. Transfer credits, Exchange etc NO EXCEPTIONS.

Also, **current Fall 2017** official transcript **even if grades are not present**
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.</td>
</tr>
</tbody>
</table>
| 50%                     | *Indicators of Academic Excellence:*
|                         | 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) |
| **Research Potential** | 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. |
| 30%                     | *Indicators of Research Potential:*
|                         | 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 |
### Selection Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Characteristics and Interpersonal Skills 20%</strong></td>
<td>As demonstrated by the applicant’s past professional and relevant extracurricular interactions and collaborations.</td>
</tr>
<tr>
<td><strong>Indicators of Personal Characteristics and Interpersonal Skills:</strong></td>
<td>- 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</td>
</tr>
</tbody>
</table>
The Application - Short walk through
Welcome Jan Walker

Applicant

Create Application
### 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 08:00:00</td>
<td>2017-12-01 20:00:00</td>
<td><img src="create.png" alt="Create" /></td>
</tr>
<tr>
<td>Discovery Grants Program - Individual</td>
<td>2017-08-09 14:00:00</td>
<td>2017-11-01 20:00:00</td>
<td><img src="create.png" alt="Create" /></td>
</tr>
<tr>
<td>Research Tools and Instruments</td>
<td>2017-08-09 14:00:00</td>
<td>2017-10-25 20:00:00</td>
<td><img src="create.png" alt="Create" /></td>
</tr>
<tr>
<td>Subatomic Physics Envelope - Individual</td>
<td>2017-08-09 14:00:00</td>
<td>2017-11-01 20:00:00</td>
<td><img src="create.png" alt="Create" /></td>
</tr>
<tr>
<td>Subatomic Physics Envelope - Project</td>
<td>2017-08-09 14:00:00</td>
<td>2017-11-01 20:00:00</td>
<td><img src="create.png" alt="Create" /></td>
</tr>
<tr>
<td>Subatomic Physics Envelope - Research Tools and Instruments Cat. 1</td>
<td>2017-08-09 14:00:00</td>
<td>2017-10-25 20:00:00</td>
<td><img src="create.png" alt="Create" /></td>
</tr>
</tbody>
</table>

### Applications

<table>
<thead>
<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><img src="open.png" alt="Open" /></td>
</tr>
</tbody>
</table>
## Applications

<table>
<thead>
<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 In Progress</td>
<td>Applicant</td>
<td>2017-09-19 11:45:30</td>
<td>Open</td>
<td></td>
</tr>
</tbody>
</table>
48 days 3 hours 37 minutes until the funding agency deadline date; please consult your institution regarding internal deadlines, if applicable.

Deadline Date: December 01, 2017 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>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>Mock Fall 2017</td>
<td>Canada Graduate Scholarships-Master’s Program</td>
<td>Application</td>
<td>2017-09-19 11:45:30</td>
<td><img src="edit" alt="Edit" /> <img src="preview" alt="Preview" /></td>
</tr>
</tbody>
</table>

#### Module Status

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

### Attachments

<table>
<thead>
<tr>
<th>Status</th>
<th>Title</th>
<th>Document Type</th>
<th>Updated</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>Mock CGSM Research Proposal</td>
<td>Outline of Proposed Research</td>
<td>2017-09-19 11:39:13</td>
<td><img src="edit" alt="Edit" /> <img src="view" alt="View" /></td>
</tr>
<tr>
<td>✔</td>
<td>Mock Transcripts</td>
<td>Transcripts</td>
<td>2017-09-19 11:41:18</td>
<td><img src="edit" alt="Edit" /> <img src="view" alt="View" /></td>
</tr>
</tbody>
</table>

**Canadian Common CVs Attached**

<table>
<thead>
<tr>
<th>Status</th>
<th>Title</th>
<th>Role</th>
<th>Updated</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>JanWalker-CCV-723935-10002434-CGS-Master's.pdf</td>
<td>Applicant</td>
<td>2017-09-19 11:37:26</td>
<td><img src="edit" alt="Edit" /> <img src="view" alt="View" /></td>
</tr>
</tbody>
</table>

**View – reviewer version**

---

**Export application and attachments to PDF**
Canadian Common CV Upload

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
Canadian Common CV

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
Canadian Common CV (cont’d.)

- 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.
Canadian Common CV (cont’d.)

• Complete the required sections by clicking on the edit icon (pencil)
• Don’t forget to scroll (on the right)
Canadian Common CV (cont’d.)

• Use the help

* Funding Source: CGS-Master’s
* CV Type: CGS-Master’s
Version Name: Fall 2017
PIN/System Account Status: Valid

Help: Collection of information records that, in combination, represent the full and up-to-date history of the person's education

A minimum of 1 record(s) must be submitted

83 record(s)
Canadian Common CV (cont’d.)

• 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.
• Take care you select the records you want and always PREVIEW
## Deadlines

<table>
<thead>
<tr>
<th>ASAP</th>
<th>Students should order transcripts</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 01, 2017</td>
<td>Students must complete online application.</td>
</tr>
<tr>
<td>February 16, 2018</td>
<td>Units submit Nominations to GPS</td>
</tr>
<tr>
<td>April 01, 2018</td>
<td>Offers are made to students. Students have 21 days to accept</td>
</tr>
</tbody>
</table>
** Results Announcements **

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late February 2018</td>
<td>Academic Unit notifies applicants of file review outcome</td>
</tr>
<tr>
<td>April 01, 2018</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, 2018 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</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!!!) **OFTEN**
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

**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

- CIHR - Tel.: 613-952-0763 - Email: cgsma@cihr-irsc.gc.ca
- NSERC - [Contact List](mailto:schol@nserc-crsng.gc.ca) - 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](http://www.mcgill.ca/gps/funding/students)

Technical Support:
- Check how to use the [Research Portal](http://www.mcgill.ca/gps/funding/students)
- Review the instructions available in the application
- Online Services Helpdesk: [webapp@nserc-crsng.gc.ca](mailto: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 on November 22\textsuperscript{nd}. Students can register on myFuture.

McGill: Writing Center:

FOR REGISTERED MCGILL STUDENTS ONLY
Next Steps

- Order transcripts
- Contact referees
- Read all available material
- Register on the Research Portal website
- Draft proposal
- PROOF READ
- Get others to review and critique
Final Words

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.

Don’t let this be you!
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!

GRADLIFE ORIENTATION
WELCOME TO GPS!

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