### NSERC PGSD Competition

**Natural Sciences and Engineering** - Deadline to GPS: 15 October


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**Reviewer Checklist**

**NSERC PGSD Competition**

**Applicant Name**

<table>
<thead>
<tr>
<th>Dept</th>
<th>McGill ID</th>
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- Eligible
- Complete
- Recommended
- Non-recommended

#### 1. Eligibility Section

- Applicant is Canadian or Permanent Resident of Canada as of 15 October of this year *(NSERC Cover Page)*
- Applicant is registered in a degree program at McGill during THIS calendar year *(Page 1/McGill transcript)*
  - If **NOT** registered IN A DEGREE PROGRAM in THIS Calendar year, **does not apply through McGill**. Notify applicant. Deadline to submit to NSERC directly is October 15
  - If **ONLY** registered as a special student in THIS Calendar year, consult GPS.

- **First date** of registration in PhD *(McGill transcript)*: __________ (not including fast-tracked mos from Masters)
- Number of months in program for which funding is requested by Dec 31, of this year *(Page 3)* **Including Summer terms**
  - 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 2016**, student must apply to CGSM.
    - If student 1st registered at PhD level **January 1, 2014 or later**, continue to 3.
    - If student 1st registered at PhD level **before January 1, 2014**, complete Calculation Tool
  - Master’s to Doctorate: **0 to 24 months of Doctoral studies** (start from 1st registration at PhD level)
    - If student 1st registered at PhD level **January 1, 2015 or later**, continue to 3.
    - If student 1st registered at PhD level **before January 1, 2015**, complete Calculation Tool
- Has never held a PGSD/CGSD/IPS2/IIS Doctoral/SSHRC Doctoral/CIHR Doctoral or Vanier CGS *(Page 4)*
- GPA: **3.5 in each** of the last 2 years of full-time study
  - _____/4.00 - Last year of full-time study (or total graduate record)
  - _____/4.00 - Second last year of full-time study (or last year of full-time undergraduate)
- GPA is under 3.5, but applicant’s low GPA is justified (by the Dept), addressing compelling circumstances

#### 1. 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

*Terms Part/Half-Time:* _____ X 2 months = ________ months

**TOTAL** ________ months
3A. Application Section

- **Form 201 Consent Page**
  - Pin number is entered

- **Form 201 Cover Page**
  - Reference No. is entered (top left)
  - Bottom right corner may indicate either “Completed” OR “Not Complete”

- **Aboriginal status (Optional)**
  - Student has notified department by email; GPS has been notified by email

- **Application form**
  - Page 3: Research subject code: should be in the right discipline for department (verify with FAD/proposal)
  - Page 3: Research program is NOT clinically-oriented (if yes, check with GPS)
  - Page 3: Program is NOT combined with a professional degree (MD/PhD) (if yes, check with GPS)
  - Page 3: Number of months in **GRADUATE STUDIES** is correct
  - Page 3: Number of months in **PROGRAM** for which funding is requested is correct

- **Free form Section**
  - Adheres to NSERC’s attachment standards (12 pt font, single spaced, ¾” margins, pages labelled w/name & PIN)
  - Outline Of Proposed Research – **1 page maximum**
  - Justification for Eligibility of Proposed Research **1 page maximum**
    - If research project is in a discipline that falls under the mandate of more than one federal granting agency (e.g. psychology, management studies, geography, physical education, bio-medical engineering, health sciences etc.)
  - Contributions And Statements – **2 pages maximum**
    - Part I – Contributions to research and development
    - Part II – Most significant contributions (highlights and elaboration of Part I)
    - Part III – Statement (Research experience / Relevant activities / Special circumstances, incl low GPA)

3B. Attachment Section

- **ALL university level transcripts** in chronological order, ending with most recent
  - Transcripts match listing of academic record (p.1)
  - All transcripts were uploaded in order, legible, and rotated right side up.
  - Transcripts from host universities for transfer credits or partial programs are provided
  - Transcript key/GPS country guide is provided for all transcripts as well official translations where applicable
  - Digital file of transcripts and supporting documents **uploaded** as a single pdf document

  [see TIPS on uploading TRANSCRIPTS] on our webpage

- **Reports on Applicant** (x2) – Referee reports (should include justification of low GPA, if applicable)
  - Report is complete and on the correct form.

- **Dept Letter of GPA justification** (on letterhead, original signature, ½ page max.) scanned copy sent via email to gradcomp.gps@mcgill.ca and ORIGINAL sent by internal mail to GPS-Graduate Funding by deadline.

4. FAD Submission

- Applicant is entered in FAD and correctly entered as Recommended or Non-Recommended with reason
- GPA and number of months in program **(page 3)** match application
- Discipline code matches application **(page 3)**
- All applicants should be prompted to ensure they have verified and submitted their online application. **ONLY** complete materials submitted online can be considered for Agency level of competition.

**Comments**

THANK YOU!  REVIEWER’S NAME AND INITIALS:

Rev 23 Aug 2016 jw