Reviewer Checklist
NSERC PGSD Competition
Natural Sciences and Engineering - Deadline to GPS: 15 October
http://www.mcgill.ca/gps/staff/fellowships/external/

<table>
<thead>
<tr>
<th>Applicant Name</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 2017, student must apply to CGSM.
      ☐ 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
   ▪ 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, 2016 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
   o _______/4.00 - Last year of full-time study (or total graduate record)
   o _______/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

At December 31, this year

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

TOTAL _________ months
### 3A. Application Section

- **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 is optional**)
  - 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 ranking 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 06 Oct 2017 jw