

NSERC INDUSTRIAL POSTGRADUATE SCHOLARSHIP APPLICATION CHECKLIST

- ☐ Review the NSERC website for specific information regarding program eligibility and requirements (http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/IPS-BESII_eng.asp)
- ☐ Access the instructions (<http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/instructions/200/e.asp>) for completion of the NSERC Form 200
- ☐ Contact Susan Engel (sengel@uvic.ca) at the Innovation Development Corporation at UVic to request the preparation of an R&D agreement to accompany your IPS application
required for all UVic IPS applicants
- ☐ If the collaborating company has not participated in the IPS program before, request that they complete NSERC Form 183B (http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/pdf/F183B_static_e.pdf)
- ☐ Complete the appropriate UVic Supplemental Application Form (<http://web.uvic.ca/gradstudies/forms.php#section0-3>) for either a 2 yr or a 3 yr award
required for all UVic IPS applicants in order to satisfied a number of the NSERC requirements. Three year awards are only available to eligible doctoral students. Refer to the NSERC regulations regarding eligibility for a 3 yr award.
- ☐ Complete the Form 200, and gather the supporting documents as per the NSERC Program Checklist (http://www.nserc-crsng.gc.ca/doc/Students-Etudiants/IPSChecklist-BESCIListe_eng.pdf)
note that many of the requirements under "Supporting Documents - IPS Agreement" are covered by the UVic Supplemental Application Form. The Intellectual Property requirement is covered by the R&D agreement prepared by IDC
- ☐ Sign your Form 200 and the UVic Supplemental Application form and obtain the signatures of your supervisor, the collaborating organization, and Innovation Development Corporation
note that IDC will sign the form once your collaborating company has agreed to the R&D agreement prepared by IDC
- ☐ Complete the NSERC Consent to Disclosure of Personal Information Form (http://www.nserc-crsng.gc.ca/doc/Students-Etudiants/ConsenttoDisclosure_e.pdf) and attach it to your application
- ☐ Complete the NSERC Program Checklist (http://www.nserc-crsng.gc.ca/doc/Students-Etudiants/IPSChecklist-BESCIListe_eng.pdf) and attach it to your application
- ☐ Deliver your signed application, the UVic Supplemental Application Form, an all supporting documents (you do not need to attach a copy of the R&D agreement as long as IDC has signed the Supplemental Application Form) to Carolyn Swayze (Faculty of Graduate Studies, University Centre, Rm A207) at least six weeks prior to the proposed start date of your IPS.

Once your application is received in Graduate Studies, it will be checked for completeness, a cover letter (as noted in the NSERC Program Checklist) will be prepared, signatures will be obtained from the Dean of Graduate Studies and the Associate Vice-President Research, and your application will be forwarded to NSERC on your behalf.

Questions should be addressed to Carolyn Swayze (cswayze@uvic.ca)