Transcript: CGSM, Part 2

[Introduction]

Welcome to the CGSM, Part 2: Application advice and support.

* What are the selection criteria?
* How do I prepare an application?
* What support is available?
* What are my next steps?

Learn more in this 15-minute recording presented by the Faculty of Graduate Studies.

While every effort has been made to provide accurate information, please refer to the CGSM program material as your primary source of information.

# Accessibility Statement

For a copy of these slides and a transcript of this recording (including hyperlinks), please visit the Faculty of Graduate Studies (FGS) [Canada Graduate Scholarship – Master’s website](https://www.uvic.ca/graduatestudies/finances/search-funding/award-pages/canada-graduate-scholarships---masters.php). Content is available in Microsoft PowerPoint, Microsoft Word, and other formats upon request.

If you experience accessibility barriers with this presentation, please contact [fgsaward2@uvic.ca](mailto:fgsaward2@uvic.ca).

# What are the Selection Criteria?

[CGSM selection criteria](https://www.nserc-crsng.gc.ca/students-etudiants/pg-cs/cgsm-bescm_eng.asp#a9):

Fifty per cent of your score is based on **academic excellence**. This includes your transcripts, GPA, and scholarships and awards.

Thirty per cent of your score is based on **research potential**. This includes your research proposal, and relevant experience and training.

Twenty per cent of your score is based on **personal characteristics and interpersonal skills**. This includes leadership and project management (such as organizing conferences and events), involvement in academic life, volunteerism and community outreach, and the ability to communicate theoretical or scientific concepts clearly, both verbally and in writing.

A complete description in available at the link.

# Your Application Strategy

The diagram on this slide is a circular flowchart in which three sections labelled **selection criteria**, **your qualifications**, and **application, Canadian Common CV, and references** are in a continuous feedback loop.

As you prepare your application, work back and forth between the selection criteria, your qualifications, and the different sections of the application to ensure that all of your relevant qualifications are reflected somewhere in the application. Consult with your academic supervisor, your referees, and your CGSM Coaches about how best to highlight your qualifications and which will have the greatest impact.

Remember that you are providing **evidence** to reviewers to demonstrates how you meet the selection criteria,

# Personal Data

Complete the self-identification information in the Person Profile section of the portal. You must complete this section but you may select “I prefer not to answer.”

The Tri-Agencies use this information to inform equity, diversity, and inclusion initiatives.

Personal data information is not available to UVic personnel, referees, or reviewers.

# Equity Initiatives

[Indigenous student researchers](https://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/indigenous_scholars_pilot_initiative-initiative_pilote_universitaires_autochtones-eng.aspx#2). The Indigenous Scholars Award and Supplement (ISAS) initiative aims to strengthen Indigenous research capacity by increasing funding to support CGSM applications from Indigenous students.

The Tri-Agencies are establishing new processes and options for Indigenous students to affirm their [Indigenous citizenship and membership](https://www.canada.ca/en/research-coordinating-committee/news/updates/2024/09/the-three-federal-research-funding-agencies-release-a-policy-and-directive-on-indigenous-citizenship-and-membership-affirmation.html) based on consultation with Indigenous advisory groups. These changes will be incorporated into CGSM processes effective October 1, 2024.

[Black student researchers](https://www.nserc-crsng.gc.ca/Media-Media/NewsDetail-DetailNouvelles_eng.asp?ID=1364). To address the disproportionate under-funding of Black scholars at all stages of their careers, the Tri-Agencies have dedicated resources for additional CGSM awards for Black student researchers.

In order to be considered for these initiatives, students are invited to self-identify in the Person Profile section of the application and follow the additional instructions within the application.

# Who, What, and Where

Here are a few tips for the basic who, what, and where sections of your application.

* Field of research: Choose NSERC, SSHRC, or CIHR.
* Months of study: One term of study equals four months, and for graduate students at UVic, full time means that you are registered in a minimum of three units per term. Graduate students registered in less than three units per term are considered part time. Four months of part time study equals two months of full time study. Please contact the Faculty of Graduate Studies if you would like assistance calculating your months of study.
* Proposed host institution: You may select up to three proposed institutions where you want to hold your CGSM. Your application will be sent to each institution. Each institution that is reviewing your application will not know if you have also selected other institutions, although they may have some idea depending on who you have selected as your referees.
* Key words: In the previous recording I provided information about funding supplement, noting that for some funding supplements you require a separate application, and for others you are automatically considered based on key words you provide in your application. If you believe you are eligible for one of the supplements where recipients are chosen based on key words, be sure to consult the website for each supplement where you will find a list of recommended key words: ensure some of those key words are reflected in your application.
* Special circumstances. This is an optional section where you may describe any circumstances that have affected your performance or productivity. Be clear, brief, and provide a timeframe.

# Transcripts

It is very important that your transcripts meet both the Tri-Agency CGSM requirements, and the requirements for the institution you are applying to, or you risk having your application disqualified.

If you are applying to hold your CGSM at another institution, or you have listed more than one institution in your application, you should consult the CGSM transcript instructions at each university and meet the strictest requirements. For example, we accept unofficial UVic transcripts; however, if you are also applying to another institution, they may require all official transcripts.

* Your transcripts must be complete. You must have transcripts for all post-secondary studies including transfer credit, study abroad, and programs not completed. If you participated in international exchange and those courses are listed in your home institution’s transcript, it must include a letter grade or score, not just a complete or incomplete, or pass/fail designation. If a score isn’t included you will need an official transcript from the host institution.
* Your transcripts must be up-to-date including fall 2024 registration. This is important for the months of study eligibility requirement.
* Transcripts from other institutions: must be official.
* Transcripts from UVic: official is preferred but unofficial is accepted. You can access an unofficial transcript through your Online Tools.
* Include one copy of the legend for each transcript. If you are using an unofficial UVic transcript you will need to download a copy of the UVic legend separately. I’ve included a link to the [UVic legend](https://www.uvic.ca/students/academics/grades-transcripts-parchments/transcripts/index.php) here: scroll down to Transcript Legend and select View the current official transcript legend.
* Your transcript must be in English, French, or accompanied by a certified translation.
* When ordering transcripts, request that they be sent to you, not FGS.

See complete instructions on the [FGS CGSM](https://www.uvic.ca/graduatestudies/finances/search-funding/award-pages/canada-graduate-scholarships---masters.php) website under the How to Apply section.

# Outline of Proposed Research and Bibliography

Your Outline of Proposed Research is the core of your application. This important information was addressed by the Coaches during the workshops so I will just provide a few technical comments here. If you did not attend the workshops, please contact the Coaches directly for support. Contact information will be provided later in this presentation. You may also watch a recorded presentation from CGSM Coach, Dr. James Rowe, on the next two slides.

When preparing your Outline of Proposed Research, please note that it is a maximum of one page. For this reason you may want to use a citation style that saves space, such as the numerical superscript demonstrated on the slide.

You may wish to enhance readability with way-finding headings and use of bold and underlining.

Remember to write for your audiences: both your department and an inter-discliplinary review committee.

For your bibliography you may use any style appropriate to your discipline, and remember that your bibliography is also an opportunity to demonstrate awareness of relevant literature.

Be sure to follow the CGSM [presentation and attachment standards](https://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/standards_eng.asp): this includes things like font size and margin spacing.

And finally, the outline and bibliography are each a maximum of one page, two pages total.

# Reference Assessments

Reference assessments are two letters of reference, one of which should be from your academic supervisor and the other is typically from a previous instructor.

If you would like advice about choosing your referees, consult with your academic supervisor, the Graduate Advisor in your department, or one of our Coaches.

* Contact your referees early.
* Provide your referees with a copy of your draft application, your CV, and the CGSM [instructions for referees](https://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/CGSM_REF-BESCM_REF_eng.asp). The instructions are important because referees must provide their recommendation by filling in a form, not by uploading a letter in a style of their choosing.
* Think about working with your referees as a dialogue, not a one-time request. Consult with your referees about how best to highlight your qualifications.
* Enter their contact information into the online form: this will generate an email with a link they can use to provide their reference assessment.
* Provide your referees with an earlier deadline: ask them to submit their reference assessment earlier that than CGSM deadline. This is important because you cannot submit your application if their reference assessments are incomplete.

# Canadian Common CV

The Canadian Common CV is a standardized version of an academic resume. This is a web-based form with different sections for education, employment, etc.

* Choose the correct version of the CV for the Canada Graduate Scholarship – Master’s.
* Enter your information (education, employment, awards, presentations, community involvement) to demonstrate that your qualifications meet the selection criteria.
* Allow enough time as you won’t be uploading your resume as a single document, but copying and pasting and drafting descriptions for different components of your resume in order to fit in with the structure of the Common CV. We hear from students that this typically takes much longer than they had anticipated.
* Record your confirmation number and attach to application in the research portal.

# Technical Advice

* Save your work frequently. Each section of the application will time out after 20 minutes even if you are actively typing.
* The portal will be slower near the deadline: remember this is a national portal with thousands of applications being submitted to universities across the country
* Technical support is through CGSM, not UVic
* Contact information for the Accessibility help desk is posted in the CGSM application instructions available here at the link
* CIHR applicants will need a PIN: allow at least 1 business day for processing
* No changes can be made once you submit your application
  + Review the List for a complete application provided in the link: ensure your application is complete.
  + Remember to upload your transcripts as a single pdf document
* No extensions are possible. UVic has no ability to offer extensions: the portal will close at the deadline.

# What Support is Available?

The Faculty of Graduate Studies provides support throughout the application process, and your Coaches can provide advice and feedback on your application, particularly your Outline of Proposed Research. Our support is organized around each research council.

* For CIHR applications, please contact Scholarship Officer Donja Roberts, and Coach Dr. Ryan Rhodes
* For SSHRC applications, please contact Scholarship Officer Kathy McCarthy and Coaches Dr. Mary Elizabeth Leighton and Dr. James Rowe
* For NSERC applications, please contact Scholarship Officer Lisa Pender and Coach Dr. George Tzanetakis.

Additionally, CGSM tutorial videos are available on YouTube: one provides an [overview of the program](https://www.youtube.com/watch?reload=9&v=hmWF00SP6-w&list=PL6ox0GB7vXYlhaAY7mEqwmMqYK9TGCp1E&index=3&t=21s), and the other provides instructions for [using the application portal](https://www.youtube.com/watch?v=V4Ye1ox6KVo&list=PL6ox0GB7vXYlhaAY7mEqwmMqYK9TGCp1E&index=5).

# What Are My Next Steps?

1. Contact your referees.
2. Order your official transcripts.
3. Set yourself a schedule to meet the deadline that allows time for feedback, particularly on your Outline of Proposed Research and allows time to resolve any technical issues. Remember that the two days prior to the application deadline are a weekend.
4. If you are submitting an CIHR application, request your PIN.
5. Complete your application and Canadian Common CV.
6. Submit your application in the portal by the deadline: Monday, December 2nd before 5:00pm Pacific.

Campus review and selection will take place January to March: first, departments will review applications and remove any they do not consider competitive. The strongest applications will move forward to a campus-wide review by an interdisciplinary selection committee.

Results will be announced in April 2025 via the Research Portal. If you selected more than one institution in your application, you could receive an offer from more than one institution. You may only accept one offer, and you must hold the CGSM at that institution.

This concludes the presentation. Thank you.