CGS-M WORKSHOP

Canada Graduate Scholarship – Master's NSERC

FALL 2022

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TERRITORY ACKNOWLEDGEMENT

We acknowledge and respect the lək̓ʷəŋən peoples on whose traditional territory the university stands and the Songhees, Esquimalt and W̱SÁNEĆ peoples whose historical relationships with the land continue to this day.

ACCESSIBILITY STATEMENT

This presentation is available in Microsoft PowerPoint, Portable Document Format (PDF) and other formats upon request.

UVic is committed to removing barriers and creating an inclusive learning environment. If you experience any accessibility barriers with this presentation – or if you have suggestions about how we can become an even more inclusive space – please contact me fgsaward2@uvic.ca

WORKSHOP AGENDA

- AWARD
- ELIGIBILITY
- SELECTION CRITERIA
- THE APPLICATION PROCESS
- YOUR APPLICATION
- YOUR NSERC COACH
- RESOURCES & CONTACTS
- QUESTIONS

NOTE: While every effort has been made to provide accurate information, it's important to refer to CGS-M program material as your primary source.

AWARD | CGSM

Canada Graduate Scholarship-Master's (CGS-M)

- ✓ $17,500 for 12 months

- ✓ Funding towards completion of a master's degree with a significant research component

- ✓ 2 chances to apply:
  - o Final year of undergraduate degree
  - o Within first 12 months of master's degree

Information about the CGSM program can be found on the NSERC website.

ELIGIBILITY | APPLICANT CRITERIA (1)

You must:

- be a Canadian citizen, a permanent resident of Canada or a Protected Person under subsection 95(2) of the *Immigration and Refugee Protection Act* (Canada), as of the application deadline

- 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](#)

- respect the internal deadline to apply for admission for your intended program of study—contact the Faculty of Graduate Studies (or its equivalent) at your selected Canadian institution(s) for more detailed information

ELIGIBILITY | APPLICANT CRITERIA (2)

You must have completed, as of December 31 of the year of application:

- either between 0 and 12 months of full-time studies (or full-time equivalent) in the program for which you are requesting funding, which may be one of the following:
  - a master's program
  - a doctoral program that you are entering directly from a bachelor's program without having ever been enrolled in any graduate programs (direct-entry)
  - a combined master's-doctoral program
  - a master's program that will transition to an eligible doctoral program, either before or after award activation, with no master's degree conferred (fast-track)
  - a master's program for which the degree requirements will be completed before the end of the award, allowing the award to continue into an eligible doctoral program

- or between 4 and 12 months of full-time study (or full-time equivalent) in an eligible master's program for which the degree requirements will be completed before activation of the award, allowing it to be activated during the first 12 months of the subsequent doctoral program for which you are requesting funding

Note: All studies credited toward the eligible program will be counted, whether or not they were completed at the degree-granting institution. Be sure you include all terms of study when calculating your months of completed study.

ELIGIBILITY | APPLICANT CRITERIA (3)

You must:

- not have held or be currently holding a CGS-M scholarship from CIHR, NSERC or SSHRC

- have achieved a first-class average, as determined by the host institution, in each of the last two completed years of study (full-time equivalent)
  - note that institutions may, at their discretion, accept CGS-M applications from individuals who have not obtained a first-class average; contact your proposed host institutions to determine their use of this eligibility criterion

- submit a maximum of one scholarship (master's or doctoral) or fellowship application per academic year to either CIHR, NSERC or SSHRC

ELIGIBILITY | PROGRAM OF STUDY

An eligible graduate program **must include a significant research component** 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.

- <u>Joint programs with a professional degree</u> (e.g., MD/PhD, DVM/PhD, JD/MA, JD/PhD, MBA/PhD, MA/MBA) as well as clinically oriented programs of study, including clinical psychology, are eligible if they have a significant autonomous research component, as described above.

- <u>Master's programs that are based only on course work</u> are typically not eligible since they do not include a significant research component, as described above.

ELIGIBILITY | SUBJECT MATTER (1)

Three federal research councils:

Natural Sciences and Engineering Research Council (NSERC)
Social Sciences and Humanities Research Council (SSHRC)
Canadian Institutes of Health Research (CIHR)

- Apply to the correct council determined by the subject matter of your research.
- You will indicate the council you are applying to in the Research Portal (application)
- NSERC Quota for this year is **16 CGSM**

TIP: Review the subject matter guidelines for <u>Selecting the Appropriate Federal Granting Agency</u>. If you are unsure, consult a Faculty of Graduate Studies (FGS) Scholarship Officer and your academic supervisor.

ELIGIBILITY | SUBJECT MATTER (2)

Applications to CIHR must meet the following criteria:
- ✓ The intended outcomes of the research must, primarily improve or have an impact on health and/or produce more effective health services and products and/or strengthen the Canadian health care system.
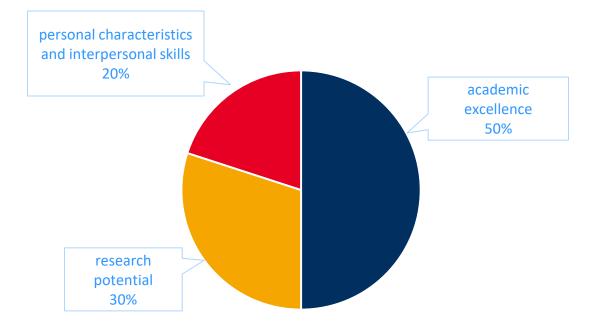
Applications to SSHRC must meet the following criteria:
- ✓ The program of research must be primarily in the social sciences and humanities (i.e., aligned with the SSHRC mandate and;
- ✓ The intended outcome of the research must primarily be to add to our understanding and knowledge of individuals, groups, and societies - what we think, how we live and how we interact with each other and the world around us.

Applications to NSERC must meet the following criteria:
- ✓ The program of research must be primarily in the natural sciences and engineering;
- ✓ The intended objectives of the research must be, primarily, to advance knowledge in one of the natural sciences or in engineering.

SELECTION CRITERIA | CGSM

personal characteristics and interpersonal skills 20%

academic excellence 50%

research potential 30%

Selection criteria can be found on NSERC's CGS-M program webpage

SELECTION CRITERIA |
ACADEMIC EXCELLENCE 50%

As demonstrated by past academic results, transcripts, awards and distinctions.

Indicators of academic excellence:
- academic record
- scholarships and awards held
- duration of previous studies
- type of program and courses pursued
- course load
- relative standing (if available)

SELECTION CRITERIA |
RESEARCH POTENTIAL 30%

As demonstrated by your research history, your interest in discovery, the proposed research, its potential contribution to the advancement of knowledge in the field and any anticipated outcomes.

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 and autonomy
- research experience and achievements relative to expectations of someone with your academic experience

SELECTION CRITERIA |
PERSONAL CHARACTERISTICS AND INTERPERSONAL SKILLS 20%

As demonstrated by the applicant's past professional and relevant extracurricular interactions and collaborations.

Indicators of personal characteristics and interpersonal skills:
- work experience
- leadership experience
- project management including organizing conferences and meetings
- ability or potential to communicate theoretical, technical or scientific concepts clearly and logically in written and oral formats
- involvement in academic life
- volunteerism/community outreach

THE PROCESS | STUDENT APPLICATION

Apply through the online [Research Portal](#) managed by federal research councils. You will fill in personal and education details, upload your research proposal, bibliography and transcripts, invite referees to complete assessments, and attach your completed Canadian Common CV.

- In the application you can indicate up to 3 universities where you may want to do your master's degree. Each university you indicate will see your application but will not know if you are considering other schools.

- If successful you must take up the CGS-M at the school offering it. These scholarships are not transferable.

In addition to the application students must complete the [Canadian Common CV](#). The version students complete is found under the **CV tab**, select **Funding** and then for **Funding Source**, select **CGS-Master's.**

Deadline is Thursday December 1, 2022 before 8:00pm ET (5:00pm PT)
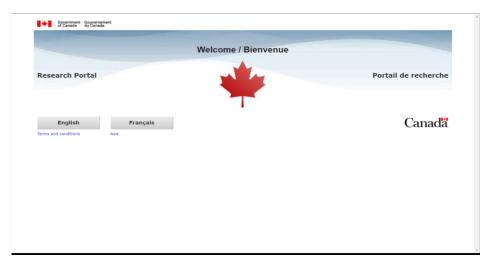No exceptions or extensions

THE PROCESS | NOMINATIONS

1. Students complete the application by December 1, 2022

2. Scholarship Officers in the Faculty of Graduate Studies (FGS) extract applications from the Research Portal to check completeness and eligibility: incomplete or ineligible applications are removed

3. Departments review applications, select the top candidates as their department nominees and send a ranked list to FGS

4. Nominee applications are reviewed by a multidisciplinary committee of UVic faculty who score applications

5. Award offers are made via the Research Portal on April 1, 2023
   o Students may not be informed of their status before April 1, 2023
   o Students have **3 weeks to accept or decline award offers**
   o Can **only accept an award from one institution**, and you attend that institution

YOUR APPLICATION| HOW TO APPLY

- Read the [CGS-M Instructions for completing an application](#)

  ➢ Complete the application in the [Research Portal](#)

- Read the [CGS-M Instructions for completing a Canadian Common CV](#)

  ➢ Complete the [Canadian Common CV](#) (CCV)

- Write your **Outline of proposed research** (1 page attachment)

- Prepare your **Bibliography and citations** (1 page attachment)

- Order official copies of all university level transcripts

  o DO THIS NOW. You will be scanning and uploading your transcripts.

- Choose your referees and provide them with information about you and the CGS-M program. Once they agree, enter their information into your application in the Research Portal.
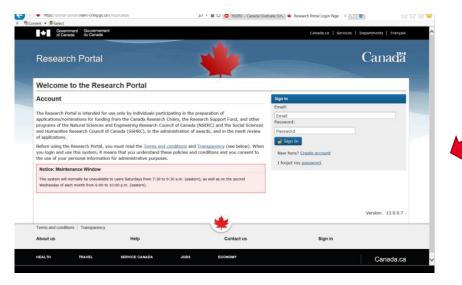
YOUR APPLICATION|

RESEARCH PORTAL MAIN PAGE

To access the Research Portal Main Page, select the **Research Portal** link found on NSERC's CGS-M program website
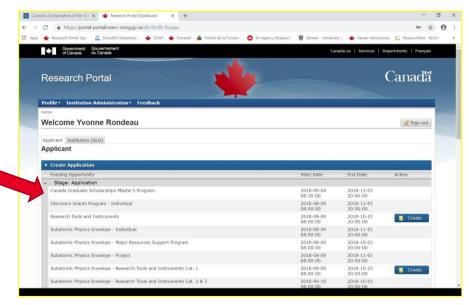
YOUR APPLICATION|

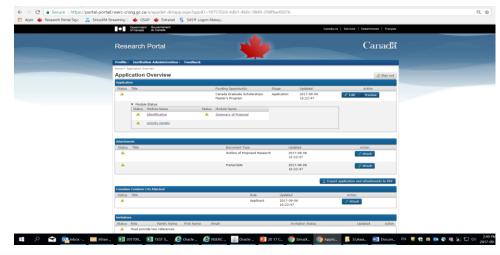## RESEARCH PORTAL LOGIN PAGE

Create an account to sign in.

YOUR APPLICATION|
SELECT CGS-M PROGRAM

Under **Create Application**, select **Canada Graduate Scholarships – Master's Program**

YOUR APPLICATION|

RESEARCH PORTAL APPLICATION

Scroll through the **Application Overview**, to find the components of your application

TIP: As the application deadline approaches, delays may occur due to a high volume of users on the Research Portal. Requests to submit late applications will not be accepted.

YOUR APPLICATION|

LIST FOR A COMPLETE APPLICATION

Use the following list to ensure your application is complete (details can be found in **section 9** of the [Instructions for completing an application](#)):

- ✓ The completed application form - 3 sections Identification, Activity Details, Summary of Proposal (different from outline of proposed research)

- ✓ An outline of proposed research (2 page document - one page research, one page for citations) you create and attach as a PDF

- ✓ CCV (to be completed on the Canadian Common CV online system)

- ✓ Two letters of reference (to be uploaded online by referees before December 1st)

- ✓ Official transcripts from all postsecondary institutions attended, including UVic (scanned into one PDF, including the legend and uploaded)

TIP: No changes or updates can be made to an application once it is submitted, either before or after the deadline. (The only exception is changes to personal contact information.)

YOUR APPLICATION |REFERENCES (1)

- Each application must be accompanied by two referee assessments

- These must be completed by persons capable of making an informed assessment and cannot be completed by a proposed supervisor unless that person is, or has been, your academic supervisor

- If you are currently in a master's degree and you have a supervisor they should be one of your referees

- The other referee should be a previous instructor, preferably someone who taught you within the last year or two.

YOUR APPLICATION │REFERENCES (2)

What you need to do:

1. Contact your proposed referees early to ensure they are willing to complete a report for you

2. In the **Invitations** section of your application in the **Research Portal**, enter the name and contact information of your referees

   IMPORTANT: Ask referees to complete their assessments by **November 26, 2022**, not your application deadline of December 1, 2022.

Once the information is saved, the system will generate an email to each referee with instructions for completing the assessment.

Your application will remain incomplete until both assessments have been submitted.

YOUR APPLICATION | REFERENCES (3)

Provide your referees with the following:

- a list of your research contributions
- a copy of your **Outline of proposed research**
- a one-page resume of awards, conferences, etc.
- the CGS-M selection criteria
- Instructions for completing the reference assessment form and tutorial video

YOUR APPLICATION | TRANSCRIPTS (1)

- All transcript should be **official** and **up-to-date**.

  o Official transcripts are defined as transcripts issued by the Registrar's Office. Transcripts from other sources, such as those printed from the student's account on the institution's website, are not official.

  o UVic is issuing official transcripts in digital format so we will expect you to include an official copy of your UVic transcript.

  o The UVic transcript is also confirmation of your current registration status which is necessary to verify your eligibility.

  o If you cannot obtain official transcripts due to COVID, you can use unofficial transcripts.

- Order transcripts to be **sent to you,** <u>not</u> mailed to FGS office or your academic department. You are responsible for opening, scanning, and uploading your transcripts.

- If you transferred courses from one university to another to be applied to a degree, be sure that both the grades and the unit value of the transfer courses appear on the transcript from the degree granting institution. If not, you must include original transcripts from the school where you took the transferred courses.

YOUR APPLICATION | TRANSCRIPTS (2)

Presentation Standards for Transcripts

Transcripts must be scanned in accordance with the <u>Research Portal presentation and attachment standards</u> and uploaded by the applicant in the appropriate section of the application:

- Scanned together as a single document.
- Include one copy of the legend (reverse of each transcript). Do not scan the legend multiple times.
- PDF file (.pdf extension); unprotected.
- Maximum file size of 10 mb (black and white recommended).
- Page size 8 ½ in. x 11 in. (216 mm x 279 mm) or A4 (210 mm x 297 mm).
- Transcripts text orientation should be upright (if possible) and must be readable on a computer monitor without any adjustment by the viewer.

If you have transcripts in a language other than English or French, you are required to provide a certified translation of the transcripts.

All documents must be converted to PDF before they can be attached in your application

YOUR APPLICATION |CCV (1)

Complete the Canadian Common CV (CCV)

The CCV is a web-based application that provides a common format for gathering CV information required by federal funding organizations.

- CCV has a series of sections you will be required to complete
  - Some sections may not be relevant to you, if you don't have anything to enter in a section leave it blank
  - Include as much as you can – this is the place where you can share information about yourself to help you get 20/20 on that last part of the selection criteria

- Record your confirmation number and attach the latest version of your CCV to your application in the **Research Portal**

- Chose the right version of the CCV: CV/Funding/Funding Source drop down CGS-Masters, CCV Type – CGS-Masters

YOUR APPLICATION |CCV (2)

Canadian Common CV (CCV) – Main Sections

- Personal Information – name, address, etc.
- Education – you must have at least one entry in this section
- Recognitions – prizes (monetary and non-monetary), awards, scholarships, things you were given in recognition of achievement
- Employment – academic work, non-academic work, affiliations,
- Research Funding History – not scholarships, example, a JCURA or USRA
- Presentations – conferences, guest speaker, public presentations
- Publications – multiple categories of publications
- Artistic Contributions – Fine Arts applicants especially
- Intellectual Property – patents for example may apply to engineering applicants

YOUR APPLICATION | CCV (3)

Canadian Common CV (CCV) – Leaves of Absence and Impact on Research

Reviewers will take into consideration special circumstances that may have affected applicants' research, professional career, record of academic or research achievement, or completion of degrees. Relevant circumstances might include:

- o   administrative responsibilities
- o   maternity/parental leave or childrearing,
- o   illness, accident or disability,
- o   cultural or community responsibilities
- o   socio-economic context

Specify the dates for any delays or interruptions, and be very matter of fact without sounding like you are trying to gain sympathy

YOUR APPLICATION | PRESENTATION STANDARDS

Follow the Research Portal presentation and attachment standards to prepare your **Outline of proposed research** and **Bibliography and citations** attachments:

Prepare your attachments in any word processing program, following the requirements below. All text, including references (where applicable), must conform to these standards.

- Acronyms and abbreviations must be spelled out completely on initial appearance in text;
- Pages must be 8 ½" x 11" (216mm x 279mm);
- Pages must be single-spaced, with no more than six lines of type per inch;
- All text must be in 12 pt. Times New Roman font;
- Condensed fonts will not be accepted;
- Colour imagery is acceptable but the text should be in black;
- All margins must be set at a minimum of ¾" (1.87 cm);
- Do not introduce hyperlinks in your documents;
- If you have supporting documents written in a language other than English or French, you are required to provide a certified translation of the document.

Applicants who use colour imagery should be aware that the application may not be reviewed in colour. Use of colour increases the file size of your application, and may lengthen download and upload times.

YOUR APPLICATION |

OUTLINE OF PROPOSED RESEARCH

- **1 page maximum**
- Provide a detailed, concise description of your research project for the period during which you will hold the award
- Provide enough background to place your research in context in your field of study
- State the significance of your research to field(s), and if applicable beyond (industry, health, social benefits)
- State your objective, methods, and procedures to be used
- Write your proposal in clear, plain language and avoid jargon. Your application will be reviewed by a selection committee covering a broad discipline category.

TIP: Ask a friend, family member, or student outside your research area to review your draft.

YOUR APPLICATION | BIBLIOGRAPHY AND CITATIONS

- Demonstrate that you are aware of the foundational works in your area of research/study

- Demonstrate that you are aware of current works in your area of research/study

- Follow the same presentation standards required for the Outline of Proposed Research (font, spacing, margins etc.)

- Citation format is not specified so use the format generally accepted in your discipline

YOUR NSERC COACH

DR. STEVE PERLMAN

My job is to: look over your research proposal and provide feedback, as a neutral third-party, familiar with academia.

Email me a complete draft of your proposal and application well ahead of the deadline.

I will review and make track changes.

We will then meet to discuss the edits.

THINGS YOU SHOULD DO THIS WEEK (IF YOU HAVEN'T ALREADY)

- Go to CGSM workshop!
- Go online and start navigating the CGSM application pages to get a sense of what is needed for the application
- Decide on and contact referees
- Make a timeline and start an outline of your proposal

RESEARCH PROPOSAL

- Give yourself plenty of time – write and re-write, read and re-read, get feedback
- **Follow all instructions** re: length, headers, font etc…
- You are expected to write your own proposal – ideas and words should be your own
- Don't worry if things end up changing down the road (i.e. different project etc…)

GENERAL ADVICE

- START working on your application today

- Work on some aspect of the application everyday

- Early feedback by trusted reviewers is KEY (not just me)
  - Try to get feedback from experts and non-experts

YOUR RESOURCES

We encourage you to use the resources available:

- FGS Scholarship Officer, Lisa Pender fgsaward2@uvic.ca
  - Help with instructions
- NSERC Coach Dr. Steve Perlman stevep@uvic.ca
  - Help with your Outline of Proposed Research
- Graduate Advisor in your department (or intended department)
- CGSM website (hosted at NSERC): application instructions, policy on subject matter eligibility, award holders guide, etc.