



Canadian Institutes of Health Research Canada Graduate Scholarship Doctoral Workshop (CIHR CGS D)

Fall 2022

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University
of Victoria

TERRITORY ACKNOWLEDGMENT

We acknowledge and respect the ləkʷəŋən 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.



AGENDA

- General Information
- Timeline
- Application Process
- Eligibility
- Selection Criteria
- How to apply
- CIHR Coach
- Final Steps
- Tips for Success
- Resources



GENERAL INFORMATION: CIHR DOCTORAL AWARDS

- The **CIHR CGS D** program provides special recognition and support to students who are pursuing a doctoral degree in a health-related field in Canada. 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
 - \$35,000 a year for 36 months
 - Can only be held at a Canadian university
- The ***Doctoral Foreign Study Award (DFSA)*** is an award that students receive when they undertake doctoral studies outside of Canada. Students apply directly to DFSA, not through the university.
- Applications for CGS D completed this fall (2022) are for awards to be held in the 2023-2024 academic year.



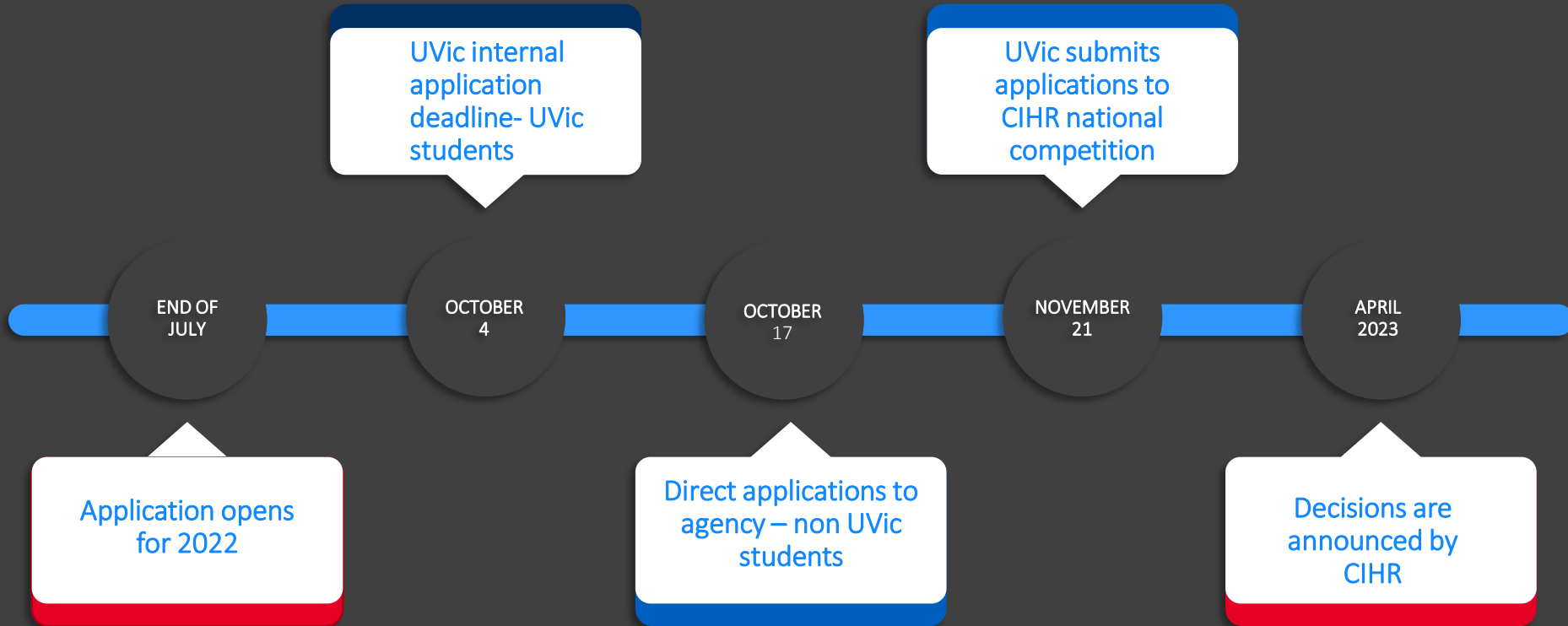
GENERAL INFORMATION

There are three federal research councils (tri-councils):

- Natural Sciences & Engineering Research Council (NSERC)
- Social Sciences and Humanities Research Council (SSHRC)
- Canadian Institutes of Health Research (CIHR)
- ❖ You need to apply to the correct council which is determined by the subject matter of your research, not necessarily what department you are under. I encourage you to review the [Selecting the Appropriate Federal Granting Agency guidelines](#) for subject matter before you start your CIHR CGSD application
- ❖ There are no appeals based on subject matter
- ❖ Today's workshop will focus on the CIHR doctoral (CGS D) scholarship



CIHR DOCTORAL COMPETITION TIMELINE



APPLICATION PROCESS

- You must complete the online CIHR doctoral application through [ResearchNet](#) and will also need to set up a CIHR PIN
- Ensure your [subject matter research](#) aligns with the CIHR mandate
- If you are currently registered at UVic or were registered at UVic in the year of application, you need to apply through UVic
- UVic can nominate 7 students for CIHR doctoral scholarship for fall 2022
- Indigenous applications will be sent to the national competition above the UVic quota
- UVic's internal application deadline is **October 4th, 2022, by 4:30pm**
- All parts of the CIHR doctoral application must be completed, including the 'consent and submit' steps required within the application and ensuring all transcripts, research proposal, all reference letters, etc. are included.



APPLICATION PROCESS CONT.

- You are responsible to upload your official transcripts. Do not leave this till the end of the application process.
- You must also upload a signature page, which requires your supervisor's signature. You must ensure the form is signed and you must upload it to your application
- FGS will review your application once you have submitted and review for completeness. FGS will forward applications to academic departments before it goes to the UVic review committee
- Academic departments may withdraw the application of any student they do not consider a competitive applicant; if this happens your department must notify you



APPLICATION PROCESS CONT.

- Applications are read and ranked by a group of CIHR UVic faculty members according to the prescribed selection criteria; this committee will be selecting the applications to go forward to the national competition
- You will be notified before the end of November if you were nominated to go forward to the national competition. FGS submits applications for federal review by November 21
- Winners are notified by CIHR in April 2023



ELIGIBILITY

Verify your eligibility

You must be:

- A Canadian citizen, permanent resident or have a [Protect Persons status](#)
 - *If you have applied for your permanent residency, you must have it finalized by the UVic internal deadline of October 4th
- Not have already received a CGS doctoral fellowship or scholarship (SSHRC, NSERC, CIHR)
- Pursing doctoral studies appropriate to funding agency mandate



ELIGIBILITY – NUMBER OF MONTHS OF STUDY

- Eligibility is based on the number of months of full-time study that will be completed toward the degree for which you are requesting funding by December 31 of the year of application
 - Two terms of part-time = one-term of full-time; a term is 4 months of study
- have completed **no more than 24 months** of full-time study in your doctoral program by December 31 of the calendar year of application if previously enrolled in a graduate program.
- have completed **no more than 36 months** of full-time study in your doctoral program by December 31 of the calendar year of application if enrolled in a joint program; for example, MD/PhD, MA/PhD
- have completed **no more than 36 months** of full-time study in your doctoral program by December 31 of the calendar year of application if enrolled directly from a bachelor's to a PhD program (not previously enrolled in a graduate program) - direct-entry applicants must be enrolled in their doctoral program at the time of application



ELIGIBILITY CONTINUED

Direct Entry from Bachelor - You may be eligible to apply to the [Canada Graduate Scholarships Master's program](#) for your first year of doctoral funding. Applying for a CGS, if you are eligible, will maximize your potential period of funding. You are responsible for choosing the type of award for which you apply.

Fast-track and joint programs

If you were registered in a master's program and subsequently transferred to a doctoral program (fast-track), the months of study completed are calculated starting from the date on which you transferred into the doctoral program.

If you are registered in a doctoral program, and a master's degree is obtained as part of the program (for example, MA/PhD), the months of study are calculated starting from the date on which you are officially registered in the joint program (including the master's portion of the program).



ELIGIBILITY - A FEW NOTES

GPA

You do not need a first class grade point average (GPA) to apply for an CIHR CGSD/PGSD
Grades are considered in the evaluation of applications but are not an eligibility requirement

Significant research component

Your doctoral program must include a significant research component that leads to completion of a thesis, major research project, dissertation, scholarly publication – joint programs with a professional degree, or clinically oriented programs of study are only eligible if they have a significant autonomous research component



SELECTION CRITERIA

Criteria	Value
Research Ability or Potential	50%
Relevant experiences and achievements obtained within and beyond academia	50%



SELECTION CRITERIA

Research ability and potential 50%

- Quality of research proposal
 - specific, focused and feasible research questions(s) and objective(s)
 - clear description of the proposed methodology
 - significance and expected contributions to research
- Relevant training, such as academic training, lived experience and traditional teachings
- Research experience and achievements relative to the applicant's stage of study, lived experience and knowledge systems
- Quality of contributions and extent to which they advance the field of research – i.e., publications, patents, reports, posters, abstracts, presentations, community products, etc.
- Demonstration of sound judgement and ability to think critically
- Demonstration of responsible and ethical research conduct – honest and thoughtful inquiry, rigorous analysis, commitment to safety and to the dissemination of research results and adherence to use of professional standards
- Ability or potential to communicate theoretical, technical and/or scientific concepts clearly and logically in written and oral forms



SELECTION CRITERIA CONT.

Relevant experience & achievements obtained within and beyond academia 50% :

- scholarships, awards and distinctions (amount, duration and prestige)
- academic record
 - transcripts
 - duration of previous studies
 - program requirements and courses pursued
 - course load
 - relative standing in program (if available)
- professional, academic and extracurricular activities as well as collaborations with supervisors, colleagues, peers, students and members of the community, such as
 - teaching, mentoring, supervising and/or coaching
 - managing projects
 - participating in science and/or research promotion
 - participating in community outreach, volunteer work and/or civic engagement
 - chairing committees and/or organizing conferences and meetings
 - participating in departmental or institutional organizations, associations, societies and/or clubs



HOW TO APPLY


To apply for a CIHR CGSD you need:

- A ResearchNet Account
- A CIHR PIN in ResearchNet
- A Common CV (CCV) Account
- **Instructions to complete these 3 steps are online [Register with CIHR](#)**
- Your Supervisor will also need a CIHR Pin
- **Read all of the instructions carefully, some instructions are accessible via links in the main [CIHR CGSD instruction page](#)**
- If you self-identify as Indigenous, you must include the [Voluntary Self-Identification Form for Indigenous Applicants](#) with your application; this is completed on a separate website and must be uploaded to your ResearchNet application.



HOW TO APPLY: RESEARCHNET ACCOUNT

Step one of the application process is to create a [ResearchNet](#) account

Français

Help ▾

[Home](#)

Current funding opportunities

Name	Registration/LOI Deadline	Application Deadline
Catalyst Grant: Analysis of CLSA Data	2022-08-16	2022-09-08
Training Grant: Patient-Oriented Research Training Grant - Health System Stream	N/A	2022-09-08
Project Grant: Fall 2022 and Spring 2023	2022-08-17	2022-09-14
Project Grant: Fall 2022 Priority Announcement (Specific Research Areas)	2022-08-17	2022-09-14
Fellowship: Banting Postdoctoral Fellowships Program (2022-2023)	N/A	2022-09-21



Sign In

If you don't have an account, please [register](#).

Email:

Password:

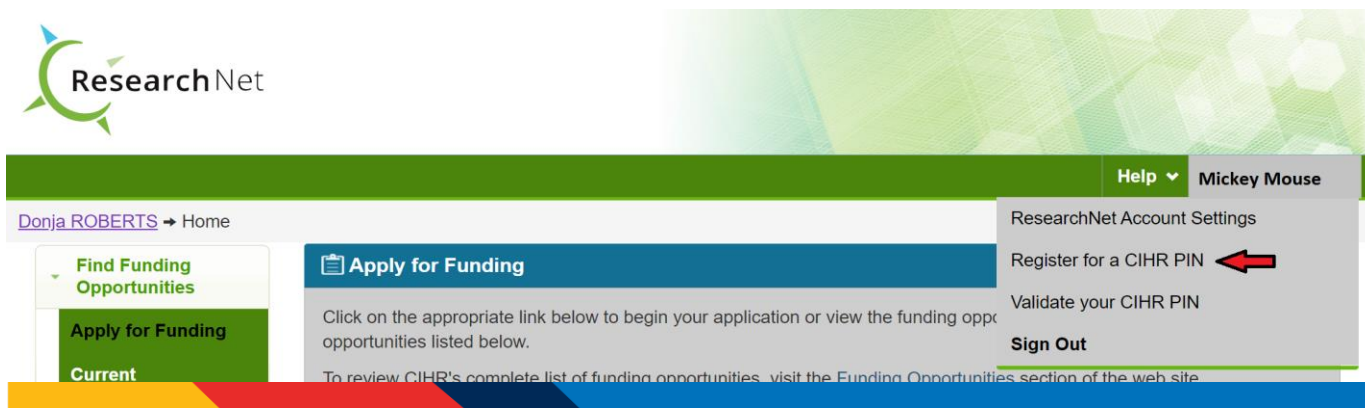
[Forgot your password?](#)





HOW TO APPLY: REGISTER FOR A CIHR PIN

- Log into your [ResearchNet Account](#);
- Select your name from the top right hand side of the screen;
- Select "Register for a CIHR PIN" from the drop-down menu; and
- Complete and submit the on-line form that appears on the screen.
- CIHR PIN requests are processed Monday to Friday between 7am and 5pm (ET). You should receive a confirmation e-mail with your CIHR PIN within 24 business hours of submitting your form. If it has been longer than 24 business hours since you submitted your form and you still have not received a confirmation e-mail with your CIHR PIN, please call 1-888-603-4178 or e-mail support-soutien@cihr-irsc.gc.ca.



HOW TO APPLY: TASKS REQUIRED TO COMPLETE APPLICATION IN RESEARCHNET

A. Complete the Common CV

B. Complete the Doctoral Research Award ResearchNet application

1. Identify Participants
2. Identify Sponsors
3. Enter Proposal Information
4. Attach Other Application Materials
5. Apply to Priority Announcements / Funding Pools (Optional)
6. Print/Upload Signature Pages
7. Preview
8. Consent and Submit



A) COMMON CV

You must register and complete the [Common CV \(CCV\)](#); this is a separate website from ResearchNet. The purpose of the CCV is to allow reviewers to determine whether you have the necessary skills and experience in order to conduct the proposed research described in your application:

- Education and completed degrees
- Recognitions – merit/accomplishment based scholarships, awards, prizes, certificates, distinctions, etc.
- Employment – includes academic work experience, non-academic work, affiliations (work and/or non-work related)
- Sub-section ***Leaves of Absence and Impact on Research*** - this is where you can describe any gaps or delays in your degree or research, personal circumstances that affected your progress, grades etc.
- Research Funding – not scholarships, include research funding for which you were primary or co-applicant, co-investigator etc.
- Activities that have direct relevance to your application – academic and non-academic, supervisory activities, mentoring, community and volunteer activities, publications, presentations, intellectual property
- Contributions that directly relate to your application – presentations, media relations, publications, intellectual property, etc.

Visit the [Quick Reference Guide: How to complete the CIHR Academic CCV](#) for more information



HOW TO APPLY: CANADIAN COMMON CV



Canadian Common CV
WWW.CCV-CVC.CA

Français

Home

Contact Us

Help

Logout

Welcome

CV

Versions

History

Consent

Utilities

PIN/System Account

Account

Funding CV - List of Sections

2022-09-07 18:56 EST

Load

Preview

Submit

* Funding Source

CIHR



* CV Type

CIHR Academic



PIN/System Account Status

Valid



B) DOCTORAL RESEARCH AWARD RESEARCHNET APPLICATION

- Visit the CIHR [instructions](#) when completing each section of the application – **steps 1-8** from the previous slide
- Terminology:
 - Trainee = a graduate student enrolled in a graduate course of study at an academic institution
 - Sponsor = Referee
 - Institution Paid = the institution that approves the submission of the application and receives and administers the funds on behalf of the nominated applicant



HOW TO APPLY: IDENTIFY PARTICIPANTS

- This tasks collects information on:
 - CIHR PIN
 - CCV Confirmation Number
 - Contact information
 - Supervisor CIHR PIN and contact information
- Proof of citizenship – you will need to attach valid proof of Canadian citizenship, Permanent Resident or Protected Person



HOW TO APPLY: IDENTIFY SPONSORS

- Your application must be accompanied by two *assessments of the applicant (you)*
- Assessments should come from people under whom you have trained and/or whose had a good opportunity to assess your potential for research
- One report should be from a person very familiar with your research and other abilities, e.g., current academic research supervisor or industrial supervisor (in the case of co-op students); previous academic research, industrial or USRA supervisor
- It is your choice who you will seek a reference from, keep in mind that there is no opportunity within the application to provide a justification for your choices.
- Best to select faculty whenever possible, people who understand research, academia and are familiar with CIHR
- Sponsors need to include concrete examples of your accomplishments which demonstrate how well you meet and exceed the qualities listed in the Selection Criteria



HOW TO APPLY: IDENTIFY SPONSORS CONT.

What you should do:

- You should contact your sponsors early to ensure they are willing to complete an assessment report and refer them to the [Information for Sponsors](#). Provide sponsors with the following:
 - a copy of your list of research contributions/publications
 - a copy of your research proposal
 - a one-page resume of awards, conferences, etc.
 - a list of work or volunteer experience relevant to your degree that they may be able to comment on
 - a summary of the CIHR CGS D selection criteria
- You must enter the sponsors' names within your application and then press "Click and Send Sponsor Request"; this will initiate the sponsor to receive two emails: one to notify them of your request and two to provide the link the sponsors need to access and submit the electronic form.
- Ask your sponsors to complete the assessment by at least September 30th , prior to the internal UVic deadline
- Follow up with your sponsors well before the deadline
- **Applications will remain incomplete until both reports have been submitted – if not completed by October 4th then your application will be withdrawn from the competition**



HOW TO APPLY: PROPOSAL INFORMATION

This section collects information related to your research project

- You will identify:
 - Title
 - Lay Title
 - Lay abstract
 - Primary Location (where research will be conducted)
 - Institution Paid
 - Certification requirements
 - Themes
 - And more – visit the [Proposal Information](#) for detailed information



HOW TO APPLY: INSTITUTION PAID SECTION

Important: The institution paid field **determines** which university will receive your application. **Failure to submit an application through the correct channel will result in an application being rejected.**

Where to apply to:

- Students who are registered at UVic at the time of applying (fall 2022) must apply through UVic, and the Institution Paid will be UVic.
- Students who are **not** registered at UVic or any other university this fall, but were registered at UVic anytime this calendar year (January 2022 to December 2022) you must apply through UVic.
- Students who are **not** and have **not** been, registered at any Canadian university this calendar year, OR are registered at a foreign university you apply directly to CIHR.



HOW TO APPLY: ATTACHMENTS– WRITTEN PIECES

Presentation Standards for PDF Attachments

- Use a font size of 12 point, black type. Do not use condensed/narrow font sizes or type density. Smaller text in tables, charts, figures, and graphs is acceptable, as long as it is legible when the page is viewed at 100%.
- Use a minimum of single line spacing. Do not use narrow line spacing.
- Insert a margin of 2 cm (3/4 inch) – minimum – around the page.
- Observe page limitations, additional pages may NOT be added unless specified.
- Use only letter size (21.25 X 27.5 cm / 8.5" X 11") white paper/background for all attachments.
- Photo-reduce the supporting documents if the originals are larger than 21.25 X 27.5 cm / 8.5" X 11".
- Attachments must be uploaded in PDF format (unprotected).
- The size of the attached document(s) cannot exceed 30 MB per document.
- For more information about converting documents to PDF, please refer to [Help with Accessibility](#) page.

Note: failure to comply with these requirements can negatively impact the status and evaluation of your application in a competition.



ATTACHMENT: TRAINING EXPECTATIONS – 2 PAGES

- Describe your professional, academic and extracurricular experiences/achievements and how they contribute to your training success. **(How are you building on what you've done so far?)**
- Describe how the training you expect to acquire will contribute to your productivity and to the research goals you hope to achieve
- Describe how your expected training strives to foster impacts within and beyond the research environment and will contribute to the Canadian research ecosystem during and beyond the tenure of the award. **Significance and impact of your research**
- Indicate why you decided upon the proposed training location and what you expect to learn from the training experience
- If registered in a joint doctoral program (e.g., MD/PhD, DVM/PhD) or a clinically-oriented doctoral program, they provide a description of how their program contains a significant research component
- Maximum **2 pages**, any pages over the two-page limit will be removed



ATTACHMENT: RESEARCH PROJECT SUMMARY – 1 PAGE

- Your research project summary should:
 - clearly describe your role on the project
 - written in general language, applications are reviewed by multi-disciplinary committees
 - be specific, focused, include feasible research question(s), objective(s) and provide a clear description of the proposed methodology
- 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



RESEARCH PROJECT SUMMARY -1 PAGE, CONT.

- A well-laid out proposal says to a committee “*this person knows what they are talking about and they have taken as much care with their proposal as we are now doing.*”
- Make yours one they will want to read!
- Ensure you convey what you are proposing is relevant, unique, and will benefit the health of Canadians
- Select a small, supportive group to read your research proposal and training expectations, including a friend, or family member who is not an academic – if they can follow it you are communicating clearly
- Seek input, without overwhelming yourself and remember this is YOUR application; you don't have to take everyone's advice
- Maximum **1 page**, any pages over the one-page limit will be removed



OTHER ATTACHMENTS - FORMS

- **Confirmation of Scientific Area Form** – required for all applicants. You must retrieve and print this form from the CIHR website under [Index of Funding Related Forms](#). Once completed, the form must then be uploaded as a single PDF document (unprotected) not to exceed 30 MB under “**Other**” in the “**Attach Other Application Materials**” task. Detailed instructions on how to select the most appropriate scientific area are indicated on the form.
- **Self-identification for Indigenous Applicants** – the [Voluntary Self-Identification form for Indigenous Applicants](#) can be completed by applicants who would like to self-identify as Indigenous to be considered beyond their institutions quota must complete the [Canada Graduate Scholarship Doctoral Awards \(CGS D\): Voluntary Self-Identification Form for Indigenous Applicants \[PDF \(253 KB\) \]](#). Once completed, the form must then be uploaded as a single PDF document (unprotected) not to exceed 300 MB under “**Other**” in the “**Attach Other Application Materials**” task.



OTHER ATTACHMENTS: FORMS

Complete the Signature Page

- Only supervisor(s) signatures are required. Printed names should always accompany signatures.
- No institutional signatures are required on the pages at the time of application.
- Scan and upload the signed signature pages, including the routing slip, as one PDF (unprotected and not exceeding 30 MB), in the **Print/Upload Signature Pages** task in ResearchNet prior to submitting the application.
- The Research Office at the institution will electronically approve and forward the application to CIHR (applicable only for CGS D applications where Paid Institution has been selected from the drop-down).



OTHER ATTACHMENTS - TRANSCRIPTS

- All transcripts must be complete and up to date, and you must include your UVic transcript (fall 2022), even if you have not completed courses yet – this is important for proof of registration and number of months of study
- **First choice** - Official transcripts which are defined as transcripts issued by the Registrar's Office
- Order transcripts **to be sent to you**; do not have them sent to FGS office or your academic department
- You are responsible to upload your transcript(s); transcripts must be scanned together into a single continuous PDF including one copy of the legend (back page of transcripts) for each set of institutional transcripts
- If you were on an exchange you must have a transcript from that institution
- Fall 2022 CIHR will not reject applications that include unofficial transcripts in lieu of official transcripts if you cannot access official copies due to the impact of Covid-19 – CIHR may request official copies at a later date



WORKING WITH YOUR “CIHR COACH”

CIHR coach - Dr. Ryan Rhodes, EPHE – contact rhodes@uvic.ca

Seek advice ASAP (due date looming)

- The coach’s role is provide positive criticism and editorial feedback on your research proposal
- Not to guide you in the selection of a topic or help you find a supervisor.
- Ideas to help with clarity, comprehensiveness and ‘capturing the interest’ of your reviewers
- Not a guarantee that you will get the scholarship!



FINAL STEPS

- Preview your application to be sure it is complete, check for typos, grammar errors etc.
- CCV must be completed in the CCV website and then the confirmation number must be entered under “Identify Participants” section on your application on ResearchNet
- You are responsible to ensure your application is complete, accurate, and conforms to the application requirements and all attachments are included in your application
- Click the consent questions and **submit** by the UVic internal deadline – **Tuesday, October 4, by 4:30 PM**

NOTE: Do not use this presentation as your sole reference for applying; it's important to refer to CIHR program website (instructions and procedures) as your primary source.



TIPS FOR SUCCESS

- Start your application early
- Review the [subject matter eligibility](#) for the CIHR mandate
- Review the [CIHR application process](#) and [instructions](#)
- Create a timeline and outline for your research proposal
- Ensure your research proposal and all written attachments follow the CIHR formatting guidelines (font, length, spacing, etc.)
- Order your transcripts early (including your current UVic Fall 2022 transcript) and upload to the application 2-3 days prior to the UVic internal deadline
- Contact your referees early and follow up well before the October 4th deadline
- Start your CCV, this takes longer than you think
- Ask someone to read your material (CIHR Coach, supervisor, friend, etc.)
- Check, double check, and triple check your work
- Submit your application by the UVic deadline of October 4, 2022 by 4:30pm



HELP AND RESOURCES

- CIHR Coach, Dr. Ryan Rhodes rhodes@uvic.ca
- FGS Scholarship Administrative Officer, Donja Roberts scholoff@uvic.ca
- Graduate Advisor/Supervisor in your department
- [CIHR application instruction website](#): general application process, list and links to tasks required for completing your application
- CIHR Doctoral Research Awards – [Frequently Asked Questions](#)
- For help with terminology visit the CIHR [Glossary of Funding Related Terms](#)

