

# NSERC WORKSHOP

## Natural Sciences & Engineering Research Council Doctoral Scholarship Applications

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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](mailto:fgsaward2@uvic.ca)

# WORKSHOP AGENDA

- AWARDS
- 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 NSERC program material as your primary source.



# AWARDS | ONE APPLICATION – TWO AWARDS

When you complete the NSERC doctoral scholarship application you will be considered for both awards:

## Canada Graduate Scholarship-Doctoral (CGSD)

- ✓ \$35,000/year for up to 3 years
- ✓ Recipients must do their doctoral degree at a Canadian university

## NSERC Postgraduate Scholarship-Doctoral (PGSD)

- ✓ \$21,000/year for up to 3 years
- ✓ Recipients may do their doctoral degree at a Canadian university
- ✓ Recipients may do their doctoral degree at an international university provided they have a previous degree from a Canadian university

# AWARDS | SUPPLEMENTS

Postgraduate supplements are listed under [NSERC Postgraduate programs](#).

## CGSD/PGSD applicants identified based on Key Words/Title of Proposal

- Fisheries and Oceans Canada Aquatic Science supplement \$10,000
- Supplement for Research in the Field of Impact Assessment \$10,000

## Separate application process for successful CGSD/PGSD recipients:

- Canadian Poultry Research Council postgraduate scholarship \$5,000
- Environment and Climate Change Canada Atmospheric and Meteorological graduate supplement \$5,000
- Systematics Research graduate supplement up to \$5,000/year for up to 3 years

# ELIGIBILITY | SUBJECT MATTER

Three federal research councils:

Natural Sciences and Engineering Research Council (NSERC)

Social Sciences and Humanities Research Council (SSHRC)

Canadian Institutes of Health Research (CIHR)

- Applicants can submit one scholarship or fellowship application per year to either NSERC, SSHRC, or CIHR.
- Apply to the correct council determined by the subject matter of your research.
- NSERC will not accept appeals based on subject matter.

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

# 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
- not have previously held a doctoral level scholarship from NSERC, SSHRC or CIHR

## Number of months of study

- Eligibility is based on the number of months of full-time study completed toward the degree for which you are requesting funding by December 31 of the calendar year of application (i.e., December 31, 2022). Two terms of part-time study count as one term of full-time study.
- Note: This includes all studies toward the doctoral degree for which funding is requested, whether or not they were completed at the degree-granting institution.



# ELIGIBILITY | APPLICANT CRITERIA (2)

## Months of study eligibility

- 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 | APPLICANT CRITERIA (3)

## 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 CGSM, if you are eligible, can 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 NSERC 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, or 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 |

## RESEARCH ABILITY AND POTENTIAL 50%

Selection criteria is posted on the [NSERC CGSD webpage](#)

- quality of research proposal
  - specific, focused and feasible research question(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

... CONTINUED ON NEXT SLIDE

# SELECTION CRITERIA |

## RESEARCH ABILITY AND POTENTIAL 50% (CONTINUED)

- quality of contributions and extent to which they advance the field of research
  - may include publications, patents, reports, posters, abstracts, monographs, presentations, creative outputs, knowledge translation outputs, community products, etc.
- demonstration of sound judgment and ability to think critically
- demonstration of responsible and ethical research conduct
  - including honest and thoughtful inquiry, rigorous analysis, commitment to safety and to the dissemination of research results and adherence to the use of professional standards
- enthusiasm for research, originality, initiative, autonomy, relevant community involvement and outreach
- ability or potential to communicate theoretical, technical and/or scientific concepts clearly and logically in written and oral formats

# SELECTION CRITERIA | RELEVANT EXPERIENCE & ACHIEVEMENTS WITHIN & 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

# SELECTION CRITERIA

**TIP:** As you work on your application, refer back to the selection criteria to be sure you are providing enough information so that reviewers can see how you meet, and better yet exceed the selection criteria.

**TIP:** When you write the **Outline of Proposed Research** and **Contributions and Statements** sections of the application – or any part where you get to comment, describe or elaborate on your accomplishments – this is where you demonstrate that you can communicate clearly by the quality of your writing.

# THE PROCESS | STUDENT APPLICATION

Students complete the [NSERC On-line](#) application (following the [Form 201 instructions](#)) by 4:30 pm on Tuesday October 4, 2022.

**IMPORTANT:** do not click “SUBMIT” right away

During the 2-week period October 5-19, 2022 FGS will check your application for completeness and eligibility, and will advise you of any corrections you may need to make.

Once your application is complete (transcripts and other attachments included and corrections made) FGS will advise when you can submit your application.

**IMPORTANT:** wait until you are advised to click “SUBMIT”



# THE PROCESS | NOMINATIONS

Nominees are chosen through an on-campus competition.

- Departmental review: academic departments may withdraw applications they do not consider to be competitive. If this happens your department will notify you.
- Campus review by UVic faculty members who are NSERC researchers.

**Quota** refers to the maximum number of applications an institution can forward to the national competition.

- UVic can nominate 41 students for NSERC doctoral scholarships in fall 2022
- UVic can nominate additional applications submitted by Indigenous students

**Late November 2022:** FGS will notify applicants about their nomination status

**April or May 2023:** NSERC will notify applicants about their outcome

# YOUR APPLICATION | NSERC ON-LINE SYSTEM

- Application is a web-based form in the [NSERC On-line System](#)
- **Register**, then **create**, **edit** and **save** your application
- Use the correct application form: **Form 201**
- If you have questions about any part of the application or the instructions contact FGS Scholarship Officer Lisa Pender [fgsaward2@uvic.ca](mailto:fgsaward2@uvic.ca)

**TIP:** Save frequently as the application may time out.

**TIP:** Remember your password. Password re-sets are possible but can take time.

# YOUR APPLICATION | ON-LINE SYSTEM LINK

Visit [NSERC On-line Services](#) for the link to the On-line System Login

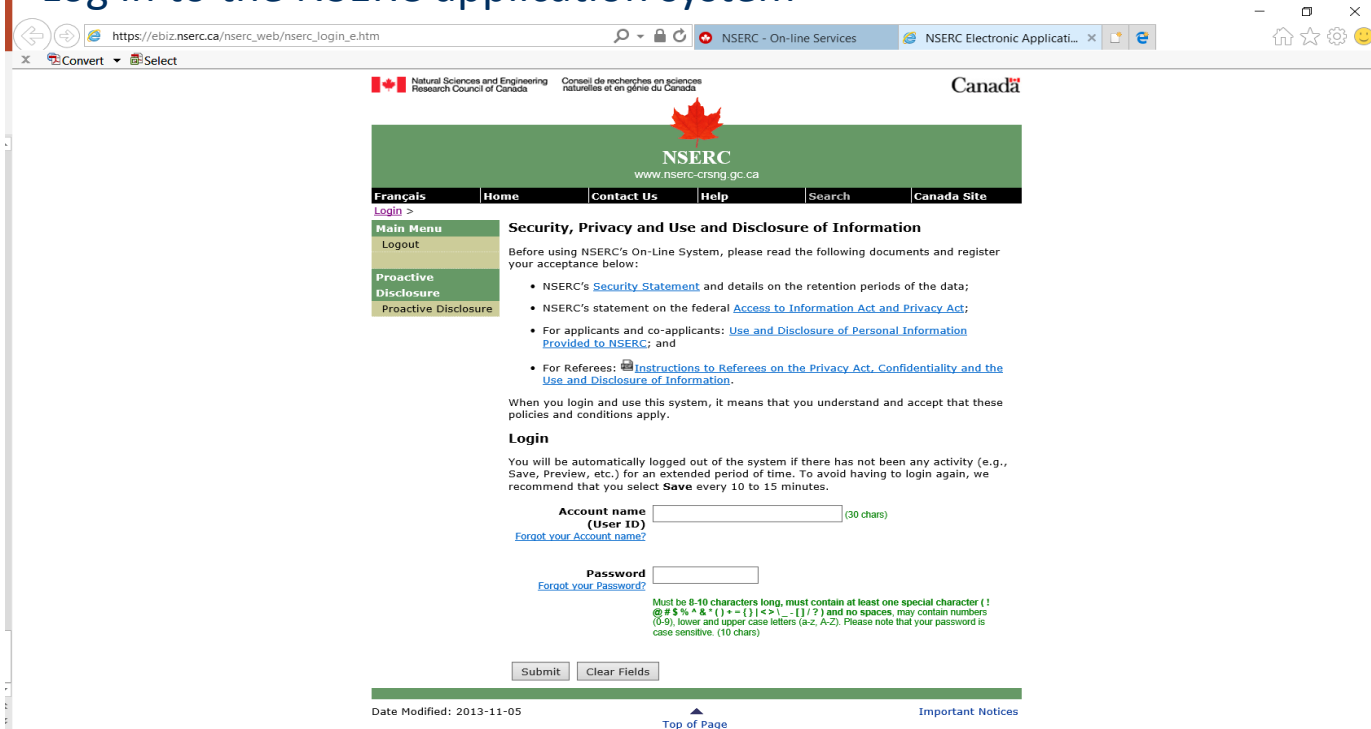
The screenshot shows a web browser window with the URL [nserc.ca/OnlineServices-ServicesEnLigne/Index\\_eng.asp](http://nserc.ca/OnlineServices-ServicesEnLigne/Index_eng.asp). The page content includes:

- On-line Registration and Attachment Standards**
- Service Standards for NSERC and SSHRC's Online Application Systems**
- Site Tools**: RSS, Site Map, Login
- Accessibility Notice**: If you cannot access the following content, please contact the On-line Services Helpdesk by e-mail at [webapp@nserc-crsng.gc.ca](mailto:webapp@nserc-crsng.gc.ca) or by telephone at 613-995-4273.
- PILOT SITE NOTICE**: Our Pilot Site is no longer available. The On-line System may be used for training purposes; however, test applications must not be submitted to NSERC.
- For Authorized Institutional Representatives**: Before you register to access the On-line System or the Financial Data Submission and Reconciliation (FDSR) System, ensure that you have completed, signed and emailed the pertinent registration form to NSERC and read the instructions and the frequently asked questions provided.
- On-line System Users**: Select **On-line System Login** to create or access an application. Includes links for [First-Time User? Please Register](#), [Frequently Asked Questions](#), and [Forms in PDF Format and Instructions](#).
- Financial Data Submission and Reconciliation**: The Financial Data Submission and Reconciliation (FDSR) System is for academic institution officials who electronically transmit their annual financial data. Includes a **FDSR System Login** button.

A red arrow points to the **On-line System Login** button. At the bottom of the page, there is a footer with "Date Modified: 2013-03-07", "[Top of Page](#)", and "[Important Notices](#)".

# YOUR APPLICATION | NSERC LOGIN

## Log in to the NSERC application system



The screenshot shows a web browser window with the URL [https://ebiz.nserc.ca/nserc\\_web/nserc\\_login\\_e.htm](https://ebiz.nserc.ca/nserc_web/nserc_login_e.htm). The page header includes the NSERC logo and the text "Natural Sciences and Engineering Research Council of Canada" and "Conseil de recherches en sciences naturelles et en génie du Canada". The main content area is titled "NSERC" and "www.nserc-crsng.gc.ca". A navigation bar contains links for "Français", "Home", "Contact Us", "Help", "Search", and "Canada Site". A "Login" link is also present. The main menu includes "Main Menu", "Logout", "Proactive Disclosure", and "Proactive Disclosure". The "Security, Privacy and Use and Disclosure of Information" section contains a list of links: "Security Statement", "Access to Information Act and Privacy Act", "Use and Disclosure of Personal Information Provided to NSERC", and "Instructions to Referees on the Privacy Act, Confidentiality and the Use and Disclosure of Information". The "Login" section includes a form with "Account name (User ID)" and "Password" fields, and a "Submit" button. The "Account name" field has a "(30 chars)" label. The "Password" field has a "(10 chars)" label. A note below the password field states: "Must be 8-10 characters long, must contain at least one special character (!@#%&\*+{}<>\_[]/?) and no spaces, may contain numbers (0-9), lower and upper case letters (a-z, A-Z). Please note that your password is case sensitive. (10 chars)".

https://ebiz.nserc.ca/nserc\_web/nserc\_login\_e.htm

NSERC - On-line Services

NSERC Electronic Applicati...

Natural Sciences and Engineering Research Council of Canada

Conseil de recherches en sciences naturelles et en génie du Canada

Canada

NSERC  
www.nserc-crsng.gc.ca

Français Home Contact Us Help Search Canada Site

Login >

Main Menu  
Logout

Proactive Disclosure  
Proactive Disclosure

### Security, Privacy and Use and Disclosure of Information

Before using NSERC's On-Line System, please read the following documents and register your acceptance below:

- NSERC's [Security Statement](#) and details on the retention periods of the data;
- NSERC's statement on the federal [Access to Information Act and Privacy Act](#);
- For applicants and co-applicants: [Use and Disclosure of Personal Information Provided to NSERC](#); and
- For Referees: [Instructions to Referees on the Privacy Act, Confidentiality and the Use and Disclosure of Information](#).

When you login and use this system, it means that you understand and accept that these policies and conditions apply.

### Login

You will be automatically logged out of the system if there has not been any activity (e.g., Save, Preview, etc.) for an extended period of time. To avoid having to login again, we recommend that you select **Save** every 10 to 15 minutes.

**Account name (User ID)**  (30 chars)  
[Forgot your Account name?](#)

**Password**  (10 chars)  
[Forgot your Password?](#)

Must be 8-10 characters long, must contain at least one special character (!@#%&\*+{}<>\_[]/?) and no spaces, may contain numbers (0-9), lower and upper case letters (a-z, A-Z). Please note that your password is case sensitive. (10 chars)

Submit Clear Fields

Date Modified: 2013-11-05

Top of Page

Important Notices

# YOUR APPLICATION | SELECTING THE FORM (1)

Select “Forms – Student”

The screenshot shows a web browser window with the URL [https://ebiz.nserc.ca/servlet/Jaws/nserc\\_security/n\\_cp\\_account\\_manager/of\\_web\\_login](https://ebiz.nserc.ca/servlet/Jaws/nserc_security/n_cp_account_manager/of_web_login). The page header includes the NSERC logo and the text "Natural Sciences and Engineering Research Council of Canada" and "Conseil de recherches en sciences naturelles et en génie du Canada". The main content area is titled "eConsole" and includes a "Main Menu" with "Logout", "Proactive Disclosure", and "Proactive Disclosure". A red arrow points to the "Forms - Student" link under the "Forms Management" section. The footer contains "Date Modified: 2009-01-19", "Top of Page", and "Important Notices".

**NSERC**  
www.nserc-crsng.gc.ca

[eConsole >](#)

**Main Menu**  
[Logout](#)

**Proactive Disclosure**  
[Proactive Disclosure](#)

**eConsole**  
Version 5.63

**Welcome Yvonne Rondeau**  
Users of the eSubmission system will no longer be required to periodically change their passwords. However, for their own protection, users are encouraged to change their passwords regularly. Keep your password safe and confidential; do not divulge it to anyone. NSERC will not be held liable for any loss of your data should you neglect to protect your password.

**Account Management**  
[Change Password](#)  
[Maintain User Profile](#)

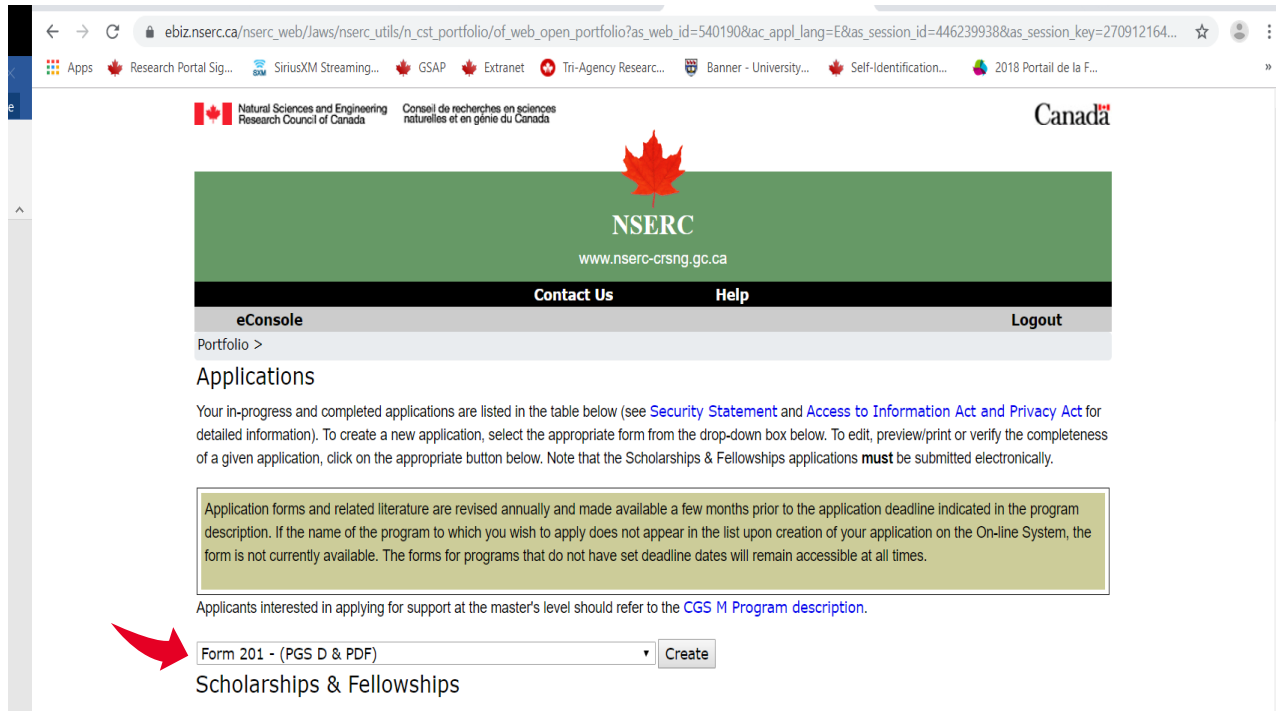
**Forms Management**  
[Forms - Researcher](#)  
[Forms - Student](#)  
[Forms - Reviewer](#)  
[Forms - Partners](#)  
[Forms - Department Head](#)

**Institution Services**  
[Scholarships Liaison Officer \(master\)](#)

Date Modified: 2009-01-19 [Top of Page](#) [Important Notices](#)

# YOUR APPLICATION | SELECTING THE FORM (2)

## Select “Form 201 – (PGS D & PDF)”



The screenshot shows the NSERC eConsole interface. At the top, there are logos for the Natural Sciences and Engineering Research Council of Canada (NSERC) and the Government of Canada. Below the logos is a green banner with the NSERC logo and the website address www.nserc-crsng.gc.ca. A navigation bar contains links for Contact Us, Help, eConsole, and Logout. The main content area is titled "Applications" and contains a paragraph of text explaining the application process. A yellow box highlights a note about application forms being revised annually. Below this, a red arrow points to a dropdown menu with the selected option "Form 201 - (PGS D & PDF)" and a "Create" button. The page is titled "Scholarships & Fellowships".

Application forms and related literature are revised annually and made available a few months prior to the application deadline indicated in the program description. If the name of the program to which you wish to apply does not appear in the list upon creation of your application on the On-line System, the form is not currently available. The forms for programs that do not have set deadline dates will remain accessible at all times.

Applicants interested in applying for support at the master's level should refer to the [CGS M Program description](#).

Form 201 - (PGS D & PDF) Create

Scholarships & Fellowships

# YOUR APPLICATION | LIST FOR A COMPLETE APPLICATION

- ✓ Application profile
- ✓ Personal profile
- ✓ Addresses
- ✓ Academic background
- ✓ Academic, research and other relevant work experience
- ✓ Awards
- ✓ Proposed location(s) of tenure
- ✓ Scholarship or fellowship information

... CONTINUED ON NEXT SLIDE

The screenshot shows the NSERC Form 201 - Application Profile web form. The page title is "Form 201 - Application Profile" and it includes a navigation menu with options like "Submit", "Previous", "Portfolio", "Help", "Feedback/Issues", and "Logout". The main content area is titled "Application Profile" and contains a list of sections on the left: "Form", "Application Profile", "Person Profile", "Addresses", "Academic Background", "Experience", "Awards", "Location of Tenure", "SAF Information", "Thesis", "Key Words", "EDI in Research", "Outline of Proposed Research", "Biography", "Justification for Eligibility of Proposed Research", "Contributions/Statements", "Special Circumstances", "Transcripts", and "Reports on the". The main content area displays the "Program Postgraduate Scholarships - PGS D" section, which includes a "Title of proposal" field, "Application language" dropdown, "Proposed starting date of award" field, and "Current status" dropdown. Below this, there are four options (Option A, B, C, and D) for the applicant's current registration status. A red arrow points to the "Application Profile" section in the left sidebar, and another red arrow points to the "Option A" text block.

# YOUR APPLICATION |

## LIST FOR A COMPLETE APPLICATION (CONTINUED)

- ✓ Thesis information
- ✓ Keywords and research subject code
- ✓ Equity, diversity and inclusion considerations in the research process
- ✓ Outline of proposed research (attachment; two pages)
- ✓ Bibliography (attachment; five pages)
- ✓ Justification for eligibility of proposed research (attachment; one page)
- ✓ Contributions and statements (attachment; two pages)
- ✓ Transcripts and proof of registration (attachment)
- ✓ Reports on the applicant

Note: this list can be found at the end of the [Form 201 instructions](#).



# YOUR APPLICATION | USER PROFILE

- Before beginning the application there is a **User profile** section which includes collection of self-identification data.
  - This data is not seen or used by the NSERC selection committee or your references
  - NSERC uses this data to monitor the fairness of their programs and inform equity, diversity and inclusion (EDI) initiatives. More information can be found in the [Frequently Asked Questions about the Self-identification Questionnaire](#)
  - You must answer all of the questions in order to submit your application, HOWEVER “I prefer not to answer” is an option for each question.
- Indigenous applicants who want their application to be considered over and above the UVic quota (41) must self-identify as Indigenous
  - Indigenous applicants provide consent within the application form to share this information with their institution and NSERC
- At the end of this section click “Return to eConsole” to proceed with Form 201 (the application).

# YOUR APPLICATION | ACADEMIC BACKGROUND

- Include only current and past programs. If you are registered in a program starting in the fall session of the year of application, it must be included here.
- For degree programs you have completed, provide the date on which all requirements of the degree were met, including successful defence and submission of the corrected copy of your thesis (compare dates to your official transcripts).
- If you began a master's degree and transferred to a doctoral degree without completing the master's, there is a check box to indicate this. In this situation the start date of your PhD will be the date on which you were first officially registered in your PhD program.

# YOUR APPLICATION | HIGHLIGHT SUCCESSES

Some sections of the application provide great opportunities to highlight your experience and successes in and beyond academia

- **Academic, research and other relevant work experience** – include paid or volunteer experience
- **Awards** – list only competitive awards (bursaries and travel grants don't count)
- **Theses completed or in progress** – chance to summarize previous research/degree
  - If you do not have a previous master's degree, use an honours thesis.
  - If you have neither then describe another major research project or work done to date on doctoral degree (without repeating what is in your research proposal).
- **Contributions and statements** (2 page attachment) – describe contributions to research and other significant accomplishments
  - Use the headings and follow the guidelines provided in the Form 201 instructions

# YOUR APPLICATION | RESEARCH SUBJECT CODE

## Research subject code

- Determines which NSERC selection committee will review your application at the federal level if you are nominated by UVic
- Consult the NSERC [List of research subject codes for scholarships and fellowships](#)

## Key words

- Choose up to 10 key words
- Consideration for the following supplements is based on key words
  - Fisheries and Oceans Canada Aquatic Science supplement \$10,000
  - Supplement for Research in the Field of Impact Assessment \$10,000

# YOUR APPLICATION | EDI CONSIDERATIONS

In the **Equity, diversity and inclusion considerations in the research process** section of your application, you will be asked if EDI considerations have been taken into account at any stages of the research process for your proposed research: research questions, design, methodology, data collection, analysis, interpretation and dissemination of results.

- If you answer “**Yes**,” include the relevant EDI considerations in your proposal and use the text box to explain your answer.
- If you answer “**No**,” you will be provided with a text box to explain why EDI considerations have not been taken into account.
  - If EDI considerations are not relevant to your proposed research, their lack of inclusion will not negatively impact the evaluation of your proposal

# YOUR APPLICATION |

## PRESENTATION STANDARDS FOR ATTACHMENTS (1)

Consult the [NSERC Online presentation and attachment standards](#) found at [NSERC Online Services](#)

1. Explain any acronyms and abbreviations fully
2. Pages must be 8 ½" x 11" (216mm x 279mm)
3. Pages must be single-spaced, with no more than six lines of type per inch
4. All text must be in 12 pt Times New Roman font
5. Condensed fonts will not be accepted
6. All text should be black, and no colour images should be used
7. Margins must be set at a minimum of ¾" (1.87 cm)
8. Your name must appear outside the set margins of the page, at the top right corner of every page
9. For multi-page attachments, pages must be numbered sequentially
10. If you have supporting documents written in a language other than English or French, you are required to provide NSERC with a certified translation of the document.

# YOUR APPLICATION |

## PRESENTATION STANDARDS FOR ATTACHMENTS (2)

- All attachments must be converted to Portable Document Format (PDF) before they can be attached to the electronic application. The conversion process varies with the operating system and word processing software you are using.
- Instructions for attaching PDF documents are included in the NSERC CGSD/PGSD instructions: follow the link to the Presentation Standards
- There are also presentation and PDF standards instructions in section of the application where relevant (e.g., [Outline of Proposed Research](#), [Bibliography](#), etc.)

# YOUR APPLICATION |

## OUTLINE OF PROPOSED RESEARCH (1)

- **2 pages maximum**
- Provide a detailed, concise description of your research project for the period during which you will hold the award
- Provide enough background to position your research within the context of current knowledge in the field
- 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 someone from outside your research area to review your draft.



# YOUR APPLICATION |

## OUTLINE OF PROPOSED RESEARCH (2)

- You should not repeat the information found in the **Theses Information** section of the application, but you may refer to it.
- NSERC expects applicants to write their own research proposal independently, and to properly reference ideas or text belonging to others.
- Include all relevant information in the outline.
  - Do not refer selection committee members to URLs or other publications for supplemental information. Such additional information will not be reviewed.
- If the proposed research is a continuation of your thesis, clearly state the differences between work done for your thesis and the research activities outlined in this proposal.

# YOUR APPLICATION |

## OUTLINE OF PROPOSED RESEARCH (3)

- Remember that your reviewers will come from very different fields and will be reading **many** other applications
- Avoid jargon, avoid getting bogged down in minutiae
- Should be understandable to experts & non-experts
- Need to show that you can formulate an interesting question and convince the reader that it is interesting and that you are using the right approach to tackle the problem

**What** is the question? **What** has been done before?

**Why** is it interesting/important? **How** are you going to solve the problem?

# YOUR APPLICATION | BIBLIOGRAPHY

- 5 pages maximum
- NSERC expects applicants to properly reference ideas or text belonging to others.
- Use this section to list references to works that are cited in or directly relevant to the **Outline of Proposed Research** section of your application.
  - Do not list additional or unnecessary references to fill up the space.
- Follow the citation conventions that are appropriate to your research discipline or field.
- Demonstrate that you are aware of foundational and current works in your field of study and research.

# YOUR APPLICATION | JUSTIFICATION FOR ELIGIBILITY OF PROPOSED RESEARCH

- **Optional attachment – 1 page maximum**
- Complete this section if your research is in a discipline that falls under the mandate of more than one research council (e.g., psychology, geography, exercise science, environmental studies, biochemistry, etc.)
- Explain why you have chosen to apply to NSERC. This information will only be used by NSERC staff to confirm eligibility and will not be shared with the review committee.

**TIP:** Review the subject matter guidelines for [Selecting the Appropriate Federal Granting Agency](#) before completing this attachment.

# YOUR APPLICATION | SPECIAL CIRCUMSTANCES

- **Optional**
- Completed in the application – 2300 characters
- Describe any special considerations that have affected your performance or productivity.
  - This includes delays in disseminating research results, taking longer to complete previous degrees, health problems, family responsibilities, parental leave, disabilities, administrative interruptions or other applicable circumstances.
- Be clear, provide time frames, and include just the facts.
  - Avoid identifying other individuals in this section.
- This section can also be used to describe the impact of COVID-19 on any aspect of the application or your research that caused, delays, disruptions or otherwise affected the performance on which the assessment for funding will be made.

# YOUR APPLICATION | TRANSCRIPTS (1)

**Complete transcripts.** All transcripts must be complete and up to date. You must include your UVic transcript, even if you have not completed courses yet: this is important for proof of registration and number of months of study.

**TIP:** If you went on a for-credit international exchange program please review the instructions about grades as you may need to order an original transcript from the exchange institution.

**TIP:** You must include one copy of the legend for each transcript.

**Unofficial transcripts.** For the fall 2022 deadline NSERC will not reject applications for including unofficial transcripts in lieu of official transcripts as a result of disruptions due to the impact of COVID-19. NSERC may request official copies at a later date.

# YOUR APPLICATION | TRANSCRIPTS (2)

**Ordering transcripts.** Best option is to get official transcripts which are defined as transcripts issued by the Registrar's Office, preferably paper copies (to avoid potential issues with password protected digital copies). Note that your transcripts used for admission to UVic are not accessible to FGS.

**TIP:** Order transcripts to be sent to you. Do not have them sent to FGS or your academic department as they can be misplaced.

**TIP:** If you have transcripts in a language other than English or French, you must provide a certified English or French translation.

# YOUR APPLICATION | TRANSCRIPTS (3)

**Uploading transcripts.** New for the fall 2022 deadline: students are responsible for uploading their transcripts according to the Form 201 instructions.

**TIP:** Upload your transcripts as soon as possible. If you have technical difficulties you will be relying on NSERC technical support (not UVic support) which may take time to resolve.

**TIP:** NSERC advises that non-compliance with transcript guidelines is the primary reason for rejection of applications. Read the instructions carefully!



# YOUR APPLICATION |

## REPORTS ON THE APPLICANT (1)

Each NSERC application must be accompanied by two reports on the applicant (references). The reports must be completed by persons capable of making an informed assessment.

- One report 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
- Second report should be from a person sufficiently familiar with your research and other abilities to provide a meaningful commentary
- Important notes:
  - A Report on the Applicant cannot be completed by a proposed supervisor unless that person is currently your supervisor or has been your supervisor in the past
  - If your current or past supervisor is unable to provide you with a Report on the Applicant, you may use the **Special Circumstances** section to provide an explanation.

# YOUR APPLICATION |

## REPORTS ON THE APPLICANT (2)

### What you should do:

1. Contact your referees early to ensure they are willing to complete a report for you
2. In the **Reports on the Applicant** section of your application, enter the name and email address of each of the referees who will be completing a report, as well as the deadline on which you would like the report to be completed

**IMPORTANT:** Ask referees to complete their reports by **Friday, September 30, 2022**, not your application deadline of Tuesday, October 4, 2022.

Once the information is saved, the system will generate an email to each referee inviting them to complete a Report on the Applicant. Referees will have access to your in-progress or completed application.

# YOUR APPLICATION |

## REPORTS ON THE APPLICANT (3)

3. Contact your referees to inform them that you have sent them a report to complete. Provide them with the following:
  - [NSERC CGSD selection criteria](#)
  - [Instructions for completing a report on the applicant](#) can be found on the Online Services page under [PDF forms and instructions](#) (under “For External Reviewers – Instructions”, select “201 – Report on the Applicant”)
  - Copy of your list of research contributions
  - Copy of your research proposal
  - One-page resume of awards, conferences, etc.
  - List of work or volunteer experience relevant to your degree that they may be able to comment on
4. Verify the status of the requests in the **Reports on the Applicant** section of your application. Your application will remain incomplete until both reports have been submitted. **If not completed by October 4, 2022 your application will be withdrawn from the competition.**

# YOUR APPLICATION |

## REPORTS ON THE APPLICANT (4)

### Choosing referees:

- It's important to choose your referees wisely and carefully! The referees should include:
  - at least one person who has supervised your research
  - people who are familiar with the application system and who care about you
- Do not ask other graduate students/postdocs/TA's/ or someone who taught you in just one course more than a year ago

**TIP:** Help your referees by providing them with specific information and by involving them in the process. Don't be shy about communicating with them throughout the process.

- Referees will be asked to comment/rank you on **all criteria**
- A strong reference will be specific, not vague
- Reference letters are great places to add/emphasize 'extra' things that are not easy to put in other places in the applications

# 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 internal 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 NSERC workshop!
- Go online and start navigating NSERC application pages to get a sense of what is needed for the application
- **Decide on and contact referees**
- Get examples of successful past applications if possible
- Make a timeline and start 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:

- NSERC Coach Dr. Steve Perlman [stevep@uvic.ca](mailto:stevep@uvic.ca)
- FGS Scholarship Officer, Lisa Pender [fgsaward2@uvic.ca](mailto:fgsaward2@uvic.ca)
- Graduate Advisor in your academic unit
- NSERC website: application instructions, policy on subject matter eligibility, award holders guide, etc.
- NSERC [Resource Videos](#) with tutorials and tips
- Presentation slides will be posted on the FGS website



# UVIC

THANK YOU



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of Victoria