Natural Sciences & Engineering Research Council
Doctoral Scholarship Application

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Dr. Steve Perlman, NSERC Coach
One application, two awards

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

• The Alexander Graham Bell Canada Graduate Scholarship-Doctoral, $35,000/year for up to three years, recipients must do their doctoral degree at a Canadian university

• NSERC Postgraduate Scholarship-Doctoral, $21,000/year for up to three years, may do their doctoral at an international university provided they have a previous degree from a Canadian university
Eligibility – Subject Matter

There are three federal research councils:

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

- You need to apply to the correct council which is determined by the subject matter of your research
- If you are not sure, talk to a Scholarship Officer
- No appeals based on subject matter
Eligibility – Applicant Criteria

• be a Canadian citizen or a permanent resident of Canada;
• intend to pursue, in the following year, full-time graduate studies and research at the doctoral level in an eligible program in one of the areas of the natural sciences and engineering supported by NSERC;
• have obtained a first-class average (a grade of "A-") in each of the last two completed years of study (full-time equivalent) 1ST CLASS GPA NO LONGER REQUIRED
• you must have completed, as of December 31 of the year of application, between zero and 24 months (between four and 36 months if admitted to the doctoral program directly from your bachelor’s program) of studies (full-time equivalent) in the doctoral program for which you are requesting funding;
• you must not hold, or have held, a scholarship or fellowship from SSHRC, NSERC or CIHR to undertake or complete a doctoral program.
Selection Criteria

Applicants are evaluated and selected according to the following selection criteria:

• **30%** Academic excellence transcripts, awards, reference letters

• **50%** Research ability or potential research proposal, previous research, presentations, publications, reference letters

• **20%** Communication, interpersonal, and leadership abilities work and volunteer experience, communication – how well you write, reference letters
Equity, Diversity and Inclusiveness

• Federal research councils are working on what they refer to as EDI – Equity, Diversity and Inclusiveness

• Increase diversity of NSERC award holders

• If it is appropriate and relevant, speak to how your research may support EDI

• If you have work/volunteer experience connected to EDI, note it in the Experience section of the application
The Process

UVic’s quota this year is 25 and we receive more applications than our quota

On campus adjudication:

• Scholarship Officers (SLOs) do first review to verify completeness and eligibility, applications are due to Faculty of Graduate Studies (FGS) UCtr A207 by Weds. Oct. 3 – printed application and official transcripts

• Applications sent to department for review and ranking, and returned to FGS – *dept may withdraw your application if they do not think it is competitive*

• Your department graduate secretary or an SLO will let you know when you can SUBMIT your application – wait to hear from one of us
The Process

• Applications are sorted into sub-categories according to federal selection committees and ranked within the sub-category

• A final selection meeting takes place, at which faculty representatives from academic departments with NSERC Doc candidates select the final nominees

• Applicants will be notified before the end of November, if you were nominated or not

• Nominated candidate applications will be submitted to NSERC for federal review process

• Winners are announced in March/April 2019
How to Apply

• Application is a web based form - https://ebiz.nserc.ca/nserv_web/nserv_login_e.htm
• You need to register and then you can create, edit and save your NSERC application
• Save frequently – application may time out
• Remember your password
• Use the correct application form - Form 201
• Ask SLO if you are not sure about any part of the application (Yvonne or Kathy)
NSERC Application login page
Selecting the Correct Form
Selecting the Correct Form

NEW - CONSENT TO DISCLOSE PERSONAL INFORMATION

I understand that maintaining public trust in the integrity of researchers is fundamental to building a knowledge-based society. By submitting any application, by linking my Personal Data Form (Form 100) as a co-applicant to an application, or by accepting funding from the Canadian Institutes of Health Research (CIHR), NSERC and/or the Social Sciences and Humanities Research Council of Canada (SSHRC), I affirm that I have read and I agree to respect all the policies of these agencies that are relevant to my research, including the Tri-Agency Framework: Responsible Conduct of Research. In cases of a serious breach of agency policy, the agency may publicly disclose any information relevant to the breach that is in the public interest, including my name, the nature of the breach, the institution where I was employed at the time of the breach, the institution where I am currently employed, and the recourse imposed against me. I accept this as a condition of applying for, or receiving, agency funding and I consent to such disclosure.

For further information, see the Questions and Answers on the Consent to Disclosure of Personal Information.

Applications

Your in-progress and completed applications are listed in the table below (see Security Statement and Access to Information Act and Privacy Act for detailed information). To create a new application, select the appropriate form from the drop-down box below. To edit, preview/print or verify the completeness of a given application, click on the appropriate button below. Note that the Scholarships & Fellowships applications must be submitted electronically except for Form 200 - Scholarships (VF & IIDF) for which a paper copy must be submitted by the appropriate program deadline.

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.

Scholarships & Fellowships
Form 201 - Person Profile

This information was transferred from the New User Registration information screen. If you need to update these fields, use the Maintain User Profile function under Account Management on the eConsole screen.

- Family name: René
- Given name: Yvonne
- Initial(s) of ALL given names: Y
- Previous family name: René
- NSERC PIN: 439199
- Email address: adoloff@uvic.ca

- Citizenship: Canadian Citizen

Self-Identification statement:

Please note: Answers to the self-identification statement are not seen or used during the review process or by an applicant’s references.

Statement 1: I self-identify as Indigenous.
- I agree with Statement 1. I consent to this information being shared with my institution and used for my NSERC application for the purpose of being considered above my institution’s application quota.
Indigenous Identification - Option

**Self-Identification statement:**

Please note: Answers to the self-identification statement are not seen or used during the review process or by an applicant's references.

**Statement 1:** I self-identify as Indigenous.
- ☐ I agree with Statement 1. I consent to this information being shared with my institution and used for my PGS application for the purpose of being considered above my institution's application quota.
- ☐ Statement 1 does not apply to me / I do not agree with Statement 1.

NSERC may increase equity and diversity by giving award priority to meritorious applicants who self-identify as Indigenous and/or as a woman, if sufficient funds are made available.

**Statement 2:** I self-identify as Indigenous.
- ☐ I agree with Statement 2. I consent to this information being used by NSERC as described above.
- ☐ Statement 2 does not apply to me / I do not agree with Statement 2.

**Statement 3:** I self-identify as a woman.
- ☐ I agree with Statement 3. I consent to this information being used by NSERC as described above.
- ☐ Statement 3 does not apply to me / I do not agree with Statement 3.

**What languages do you:**

Read
- ☐ English
- ☐ French

Write
- ☐ English
- ☐ French

Speak
- ☐ English
- ☐ French

Preferred language of correspondence:

- ☐ English
- ☐ French
Person Profile

• Applicants are required to complete this section
• Not used in the evaluation of applications
• Statistical information may be used to increase equity and diversity to meritorious applicants who self-identify as Indigenous and/or as a woman, if sufficient funds are made available.
• Still based on merit
• If you do not want to indicate personal details, chose the second bullet; “Statement X does not apply to me/I do not agree with Statement X”
• This information is not seen by reviewers, or referees – SLOs see if Indigenous is indicated
List for a Complete Application

Use the following list to make sure your Application for a Postgraduate Scholarship (Form 201) is complete.
• Application Profile
• Personal Profile
• Addresses
• Academic Background
• Work Experience
• Scholarships and other awards offered
• Location of Tenure
• Scholarship/Fellowship Information
• Thesis Information
• Key Words/Research Subject Code
• Outline of Proposed Research (attachment)
• Justification for Eligibility of Proposed Research (attachment)
• Contributions/Statements (attachment)
• Transcripts/Proof of Registration (attachment)
• Reports on the Applicant (2)
References – Report on the applicant

- Each application submitted to NSERC 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 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.
- The second report should be from a person sufficiently familiar with your research and other abilities to provide a meaningful commentary.
- **Note:** 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.
Referees – Report on the applicant

What you should do:
• Contact your proposed references early to ensure they are willing to complete a report for you

• In the Report on the Applicant page of your application, enter the name and email address of each of the references who will be completing a report, as well as the deadline on which you would like the report to be completed, which you select from a pop-up calendar. **Note that this date must be well before the application deadline to allow you to successfully submit your completed application on time**

• Once the information is saved, the system will generate an email to each reference inviting them to complete a Report on the Applicant. References will have access to your “in progress” or completed application

• Contact your referees to inform them that you have sent them a report to complete

• The status of the request can be verified on this page
• Your application will remain incomplete until both reports have been submitted
References – Report on the applicant

Provide your references with the following:

• a copy of your list of research contributions
• a copy of your research proposal
• a one-page resume of awards, conferences, etc.
• a summary of the NSERC selection criteria
• the date by which you would like them to complete the report – at least a week before October 3rd – your deadline to submit
Outline of Proposed Research

The Program of Study is a document you will create and attach to your application

- PDF format
- Maximum file size is 3 Mb
- 8 ½" x 11" (216mm x 279mm)
- **Maximum pages: 1**
Presentation Standards – All Attachments

• Explain any acronyms and abbreviations fully;
• 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;
• All text should be black, and no colour images should be used;*
• Margins must be set at a minimum of ¾" (1.87 cm);
• Your name must appear outside the set margins of the page, at the top right corner of every page;
• For multi-page attachments, pages must be numbered sequentially;
• 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.
Outline of Proposed Research – 1 page

• 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.
Outline of Proposed Research – 1 page

• You should not repeat the information found in the “Theses completed or in progress” section of the application, but may refer to it.

• NSERC expects applicants to write their own research project independently, and that ideas and/or text belonging to others are properly referenced.

• Include all relevant information in the outline. Do not refer members to URLs or other publications for supplemental information. Such additional information will not be reviewed by members.

• 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.
Justification for Eligibility of Proposed Research – Optional attachment 1 page

• 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 etc.)

• Explain why you have chosen to apply to NSERC, this will only be used by NSERC staff to confirm eligibility and will not be shared with review committee

Before doing this – if you are not sure your research is NSERC talk to a Scholarship Officer – and read the subject matter guidelines available on the NSERC website
Transcripts/Proof of Registration

• All transcript **MUST BE OFFICIAL UP-TO-DATE COPIES**
• Include your UVic transcript, even if you have not completed courses yet – proof of registration and number of months of study
• 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
• Order transcripts to be sent to you, then deliver your transcripts to FGS with your application we will scan and upload them
• You will appoint a designate who will upload them, either Yvonne Rondeau scholoff@uvic.ca or Kathy McCarthy fgsaward@uvic.ca
Sections of Note

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

- Academic Background – current and previous degrees
- Experience – academic, research and work experience
- Awards – list of competitive awards won, *bursaries and travel grants don’t count*
- Thesis – chance to summarize previous research/degree
- Key words – ensure your application is in the best selection committee for your research
- Contributions Statement – How have you contributed to research and development
Sections of Note - Special Circumstances

• Special Circumstances – can be included in the Contributions and Statements section

• Describe any special considerations that have had an effect on your performance or productivity – delays in disseminating your research, taking longer to complete previous degrees

• Health problems, family responsibilities, parental leave, disabilities, administrative interruptions or other applicable circumstance

• If your supervisor is not able to complete a Report on the Applicant for you for their own personal or health reasons, you can explain that here
Use the resources available

• Read all the instructions carefully

• If you are not sure, contact a Scholarship Officer – your department secretary, graduate advisor and supervisor can also be great resources but they may not have most up to date information

• Meet with the NSERC coach for help with your Outline of Proposed Research and Contributions page

• Ask friends or family to read your Outline when they are tired and don’t want to and to put a red X next to any line they need to read twice, this will be a good indicator of sentences you still need to work on
Use the Resources Available

• Scholarship Officers, Kathy McCarthy fgsaward@uvic.ca and Yvonne Rondeau scholoff@uvic.ca
• NSERC Coach Dr. Steve Perlman stevep@uvic.ca
• NSERC Website – Application instructions, policy on subject matter eligibility, award holders guide
• Graduate Advisor in your academic unit
• Presentation slides online - https://www.uvic.ca/graduatestudies/finances/financialaid/externalawards/index.php go to NSERC Doctoral tab