Yvonne Rondeau, Scholarship Administrative Officer, Faculty of Graduate Studies

Dr. Ryan Rhodes, Exercise Science, Physical & Health Education
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.
What is a CGS-M?

- The objective of the Canada Graduate Scholarships – Master’s (CGS-M) program is to help develop research skills and assist in the training of highly qualified personnel by supporting students who demonstrate a high standard of achievement in undergraduate and early graduate studies.

- The CGS-M has a single, harmonized application process for the three federal granting agencies: the Natural Sciences & Engineering Research Council of Canada (NSERC), the Social Sciences & Humanities Research Council of Canada (SSHRC), and the Canadian Institutes of Health Research (CIHR). These three agencies are also referred to as the “Tri-Council”.

- The CGS-M is valued at $17,500 for 12 months. It is not renewable.

- Awards must be held at the university where the offer of award originates.

- Information about CGSM is hosted on the NSERC site – don’t let that confuse you.
CIHR Funding is for:

All areas of health research, including biomedical, clinical, health services and policy, and social, cultural, environmental and population health.

**GOAL** – The Canada Graduate Scholarships Master's Awards are intended to provide special recognition and support to students who are pursuing a Master's degree in a health related field at a Canadian institution. These candidates are expected to have an exceptionally high potential for future research achievement and productivity.
Eligibility requirements

- 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 date

- 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 the selected Canadian institution(s) for more detailed information
Eligibility requirements

- 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
Eligibility requirements

- 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

**All studies credited toward the eligible program will be counted, whether or not they were completed at the degree-granting institution.**
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.

Joint programs with a professional degree (for example, 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.

Master’s programs that are based only on course work are typically not eligible since they do not include a significant research component, as described above.
Selecting the correct research council

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.

Visit - [https://www.ic.gc.ca/eic/site/063.nsf/eng/h_FEE7261A.html](https://www.ic.gc.ca/eic/site/063.nsf/eng/h_FEE7261A.html) to read more about selecting the appropriate research council
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
Application process

The application is done electronically through the Research Portal, an online platform managed by the federal councils where you will fill in personal and education details, upload your research proposal, bibliography and transcripts and invite referees to complete assessments, and attach your completed CCV.

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 whether or not you are considering other schools.

If successful you must take up the CGSM 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 Wednesday December 1, 2021
No exceptions or extensions
Research Portal Login

Welcome to the Research Portal

Account

The Research Portal is intended for use only by individuals participating in the preparation of applications/nominations for funding from the Canada Research Chairs, the Research Support Fund, and other programs of the Natural Sciences and Engineering Research Council of Canada (NSERC) and the Social Sciences and Humanities Research Council of Canada (SSHRC), in the administration of awards, and in the merit review of applications.

Before using the Research Portal, you must read the Terms and conditions and Transparency (see below). When you login and use this system, it means that you understand these policies and conditions and you consent to the use of your personal information for administrative purposes.

Notice: Maintenance Window

This system will normally be unavailable to users Saturdays from 7:30 to 9:30 a.m. (eastern), as well as on the second Wednesday of each month from 6:00 to 10:00 p.m. (eastern).
Select the Right Application
Application – Research Portal
The application must include:

- The completed application form - 3 sections Identification, Activity Details, Summary of Proposal (different from outline of proposed research)
- An outline of proposed research (one page max, plus one page for citations) you create in Word 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). Normally applications with administrative or unofficial transcripts would be considered ineligible and removed from the competition, however due to Covid if you cannot obtain official copies we will accept unofficial.

You will not be able to submit your application until all pieces are completed and all necessary attachments uploaded.
CGSM – CCV

- Before you begin creating your CGSM CCV read through the instructions found online - https://www.nserc-crsng.gc.ca/Students-Etudiants/CCV_CGSM-CVC_BESCM_eng.asp
- Your CGSM CCV where you tell reviewers more about you – research experience, awards, work experience, publications, performances, patents, educational background
- An important part of your application and while you may not have something to add in every section, fill in as much as you can.
- As you work on your CCV be sure to save and record your confirmation number – this is the number you will use to link your CCV to your application in the Research Portal
Transcripts

Up-to-date official transcripts of all undergraduate and graduate studies should be included in the application. Retain the paper copy of any uploaded transcripts, as you may be asked to provide it for verification purposes.

If you cannot obtain official transcripts due to Covid, you can use unofficial transcripts. **UVic is issuing official transcripts in digital format so we will expect you to include an official copy of your UVic transcript.** The UVic transcript is also confirmation of your current registration status which is necessary to verify your eligibility.

*If you have not provided the up-to-date transcripts needed to determine whether you have achieved a first-class average in each of the last two completed years of full time (or part time equivalent) study your application will be deemed ineligible.*
Presentation Standards - transcripts

Transcripts must be scanned in accordance with the following presentation standards 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 written in a language other than English or French, you are required to provide a certified translation of the transcripts.
Outline of Proposed Research & Bibliography

This single attachment consists of two separate sections: Outline of proposed research and Bibliography and citations. Each of these sections must be only one page. Pages in excess of the number permitted will be removed before the selection process, and your application may be at a disadvantage as a result.

Outline of Proposed Research:

- Provide a detailed description of your proposed research project for the period during which you will hold the award.
- Provide background information to position your proposed research within the context of current knowledge in the field.
- State the objectives and hypothesis, and outline the experimental or theoretical approach to be taken (citing literature pertinent to the proposal) and the methods and procedures to be used.
- State the significance of the proposed research to a field or fields in the health sciences, natural sciences and/or engineering or social sciences and/or humanities, as appropriate.
Outline of Proposed Research

If the output of your degree program is an artistic creation rather than a thesis, clearly indicate the research component of your proposed work. Outline the objectives of your research, the context, methodology and contribution to the advancement of knowledge.

If your degree program does not involve a thesis, a major research paper/essay or a major research project, clearly outline the research component of the degree.

If you have not yet decided on a specific project, you must still provide a detailed description of a proposed research project. You may change your research direction or activities during the course of the award, so long as your research stays within the same research council.
Bibliography and citations (maximum of one page)

- Provide a bibliography that includes citations for all works referenced in the research proposal.
- These citations should be in a format used by the primary discipline of the proposed research.
- You must ensure that all citations are clear and complete, to allow reviewers to easily locate the sources.
Presentation Standards – Outline of Proposed Research & Bibliography

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 decide to 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.
The “Narrative” Matters

- 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.”

- Write to the ‘audience’ - provide a rapid introduction for intelligent non-specialists. Give the information you know is essential to your case, straightforwardly and succinctly.

- Provide appropriate (and recent!) citations

- Ensure you convey that what you are proposing is relevant, unique, and will benefit the health of Canadians

- Avoid overuse of discipline specific jargon, your application will be reviewed by academics and health researchers who likely will not be from your specific research area
Reference Assessments – Very Important!

Assessments should be completed by individuals who are familiar enough with your research and/or other abilities that they can provide a meaningful commentary (for example, current or previous academic research supervisor, industrial supervisor, employment/volunteer supervisor, teacher or thesis advisor).

- **Choose your referees wisely.** The reference letter is an integral part of the scholarship application that can present an accurate and complete picture of your achievements and research potential. Your referees should be familiar not only with your academic abilities, but also with your personal interests and background and how those relate to and enhance your ability to carry out the proposed research.

- **Provide your referees all the information they need to write a strong letter.** The more information a referee has to draw from, the better the case for support they can make for you. Give your referee a short CV of your research and personal accomplishments, a copy of your research proposal and a copy of the selection criteria for the CGSM.
Reference Assessments – Very Important!

- Contact your proposed referees early to ensure they are willing to complete an assessment for you well in advance of the application deadline.

- You will not be able to submit your application until the assessments have been completed and linked to your application.

- It is your responsibility to ensure your references are complete and submit their assessments early enough to allow you to submit your complete application in the Research Portal before the December 1 deadline.

- References must verify and validate their Research Portal account well in advance of the deadline to address system issues (such as forgotten passwords, locked or multiple accounts), which may prevent the timely submission of the assessment.
Context and Support Matters!

- work on the research proposal and the full application in collaboration with your supervisor/mentor
- proofread your application … carefully!
- show the complete application to your supervisor/mentor, peers and other researchers for feedback
- Be prepared to produce multiple drafts
- Schedule an appointment with the CIHR CGSM Coach for help with your Outline of Proposed Research
- Even if not successful you will produce a draft of your thesis proposal so think positive
Other items of note

Supplements/Joint initiatives – Department of National Defence Mobilizing Insights in Defence and Security (MINDS) scholarship initiative

- MINDS master’s scholarships for Indigenous students are one-year, non-renewable awards valued at $17,500
- MINDS scholarship initiative supplements are one-time supplements valued at $10,000.

Supplements you can apply for in addition to the CGSM, eligibility for each are included in the application instructions and you apply by indicating your eligibility in the application.

Select the supplement from the drop down box within the application – if you are eligible, you may apply for both supplements.
Other items of note

Special circumstances

- The agencies require institutions and reviewers to take into consideration special circumstances that may have affected your research, professional career, record of academic or research achievement or completion of degrees.

- Relevant circumstances might include administrative responsibilities, maternity/parental leave, child-rearing, illness, disability, cultural or community responsibilities, socio-economic context, trauma and loss, family responsibilities or a pandemic.

- Specify the dates for any delays or interruptions in the **Leaves of absence and impact on research section of the CCV** if appropriate. Approximate dates may be used if providing a timeline of a significant life event.
Review process

After applications have been submitted, they will be reviewed in three stages:

1. By Faculty of Graduate Studies scholarship team for eligibility and completeness;
2. A review done by academic departments to select final CGSM nominees;
3. An Adjudication Committee composed of UVic faculty members who review and rank nominated applications and select which applications will be offered CIHR CGSM awards.
4. The award offers will be made on April 1, 2022 in the Research Portal.

NOTE: Each university has a set allocation for each granting agency. The allocation is the total number of scholarships that the university is allowed to offer in the annual competition.

The CIHR UVic allotment is 6.
Help and Resources

1. Questions about the CGS-M Application or Masters CCV  Faculty of Graduate Studies Scholarship Officers
   - Yvonne Rondeau: scholoff@uvic.ca
   - Kathy McCarthy: fgsaward@uvic.ca

2. Questions/guidance with the outline of proposed research
   - CIHR Coach Dr. Ryan Rhodes – rhodes@uvic.ca
   - Your academic supervisor and department graduate advisor