Canadian Institutes of Health Research, Canada Graduate Scholarship Doctoral Program (CIHR CGSD) 2021

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The **CIHR CGSD** program provides special recognition and support to students who are pursuing a doctoral degree in a health-related field in **Canada**.

The **Doctoral Foreign Study Award (DFSA)** provides special recognition and support to students who are pursuing a doctoral degree in a health-related field abroad. **Student intending to undertake doctoral studies outside of Canada should apply to the DFSA which is a different application that goes directly to CIHR.**

All applicants are expected to have an exceptionally **high potential for future research achievement and productivity**.
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 and your academic supervisor.
• No appeals based on subject matter
Eligibility – Applicant Criteria

• 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

• Have not held a doctoral level scholarship previously from NSERC, CIHR or SSHRC

**Number of months of study**

• Eligibility for CGSD & PGSD 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 (Dec. 31, 2021)**. Two terms of part-time study count as one term of full-time study.

• Note: The agencies count 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

• 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

Direct Entry from Bachelor  - You may be eligible to apply to the CGSM 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

- 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

- 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 – research ability and potential 50%

• 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

• quality of contributions and extent to which they advance the field of research—contributions 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 obtained within and beyond academic 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
The Process

UVic can nominate 10 students for CIHR doctoral scholarship in fall 2021 and nominees are chosen through an on-campus competition. (Meritorious applications submitted by Indigenous students will be submitted over and above the 10 permitted by the UVic quota – Indigenous applicants must complete and attach the Voluntary Self-identification Form for Indigenous Applicants to your application)

• Students complete the application in an online platform - ResearchNet
• You must complete the application online including the “consent and submit” steps required within the application by 4:30 pm Tuesday Oct. 5
• CIHR applicants are responsible to upload your transcripts (NSERC applicants only must deliver transcripts to FGS office)
• You must also upload a signature page, which requires your supervisor’s signature. You do not need anyone else to sign this form, but you must ensure the form is signed and you must upload it.
The Process

• FGS will check your application for completeness, eligibility, and will advise you of any corrections you may need to make – this will happen over a two week period October 6 to 19

• October 20th FGS will forward CIHR doctoral applications to academic departments, to review before returning them to FGS

• Academic departments may withdraw the application of any student they do not consider a competitive applicant; if this happens your department must notify you
The Process

• Applications are read and scored according to the prescribed selection criteria by a group of UVic faculty who are CIHR researchers.

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

• FGS Scholarship Officers will submit nominated candidates’ applications to CIHR for federal review process by November 21.

• Winners are notified by CIHR in April 2022.
How to Apply

- Application is a web based form accessible through ResearchNet
- You and your academic supervisor need to have:
  - A ResearchNet Account
  - A CIHR PIN in ResearchNet
  - In addition, you must have a Common CV Account
  - Instructions to complete these 3 steps are online Register with CIHR
- Remember your password – password resets are possible but can take time
- Use the correct application – CIHR Canada Graduate Scholarship – Doctoral Award
- Read all of the instructions carefully, some instructions are accessible via links in the main CIHR CGSD instruction page
- If you are not sure about any part of the application or the instructions contact Yvonne scholoff@uvic.ca
Tasks Required to Complete Application

- Complete the Common CV
- Complete the Doctoral Research Award ResearchNet application
  - Identify Participants
  - Identify Sponsors
  - Enter Proposal Information
  - Attach Other Application Materials
  - Apply to Priority Announcements / Funding Pools (Optional)
  - Print/Upload Signature Pages
  - Preview
  - Consent and Submit
Complete the Common CV

This is where you tell reviewers about your;

• Education and completed degrees

• Recognitions – merit/accomplishment based scholarships, awards, prizes, certificates

• Employment – work experience relevant to research and that demonstrate other skills, experience
  • Sub-section *Leaves of Absence and Impact on Research* - this is where you can explain any gaps 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 & Contributions – academic and non-academic, publications, presentations, intellectual property

**Don’t neglect this section** – this is where you can tell reviewers about what you have accomplished and demonstrate you are solid investment
Complete the Doctoral Research Award ResearchNet application

There are instructions on completing each section of the application, some points to highlight:

• Publications List – provides space to elaborate on the publications you listed on your CCV

• Proof of Citizenship – this is where you provide copy of document to demonstrate your eligibility status as a Canadian citizen, Permanent Resident, or Protected Person – accepted documents are listed in the instructions

• Identify Sponsors – these are your academic referees whom you will identify in the application,
Identify Sponsors

Each application submitted to CIHR 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 an assessment 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.
- Referees need to include concrete examples of your accomplishments which demonstrate how well you meet and exceed the qualities listed in the Selectin Criteria.
Identify Sponsors

What you should do:

• Contact your referees early to ensure they are willing to complete an assessment report for you
• *Application deadline is Tuesday October 5th, so ask referees to complete the assessment by Wednesday September 29th – you can indicate a deadline for them in the application*
• Contact your referees to inform them that you have sent them a report to complete
• Your application will remain incomplete until both reports have been submitted – if not completed by Oct. 5 your application will be withdrawn from the competition
Identify Sponsors

Provide your references 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.
• List of work or volunteer experience relevant to your degree that they may be able to comment on
• a summary of the CIHR CGSD selection criteria
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:

• If you are registered at UVic at the time of applying (fall 2021) you must apply through UVic, and the Institution Paid will be UVic.

• If you are not registered at UVic or any other university this fall, but were registered at UVic anytime this calendar year (Jan – Dec 2021) you must apply through UVic.

• If you 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.
Attachments – written pieces

- Training expectations – maximum 2 pages
- Research project summary – maximum 1 page

Presentation Standards for Attachments

For the submission of attachments, candidates must use either Arial, Calibri or Times New Roman font size of 12 point, black type (other font may be used, but must be of similar size appearance of those indicated). Maximum of six lines per inch, margin of 2 cm (3/4 inch) – minimum – around the page. Do not use condensed/narrow font sizes, type density, or line spacing. Smaller text in tables, charts, figures, graphs, and references (format at discretion of candidates) is acceptable, as long as it is legible when the page is viewed at 100%.

Note: failure to comply with these requirements can negatively impact the status and evaluation of your application in a competition.
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 clinically-oriented doctoral program, provide a description of how their program contains a significant research component.
Research Project Summary – 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.
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
Other Attachments - Forms

- Confirmation of Scientific Area Form – required for all applicants
- Voluntary Self-identification Form for Indigenous Applicants – must be completed by Indigenous applicants who want to be considered over and above quota

You can find these forms online via the links provided in the CIHR doctoral scholarship applications. Complete the form and attach them to your application in ResearchNet.
Other Attachments – Transcripts

• All transcript **must be complete and up to date**, and you must include your UVic transcript, even if you have not completed courses yet – **proof of registration and number of months of study**

• **First choice** - Official transcripts which are defined as transcripts issued by the Registrar’s Office, preferably paper copies *(password protected digital copies created issues uploading in fall 2020)* – transcripts used for admission to UVic are not accessible to FGS

• Order transcripts **to be sent to you**; do not have them sent to FGS office or your academic department – they will likely be lost in the “adminisphere”

• You are responsible to upload your transcripts scanned together into a single PDF including one copy of the legend (back page of transcripts) for each set

• For fall 2021 CIHR will not immediately 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
Final Steps

• Preview your application to be sure it is complete, check for typos, grammar errors etc.
• CCV must be previewed in the CCV website
• You are responsible to ensure your application is complete, accurate and conforms to the application requirements
• Click the consent questions and submit by the UVic internal deadline – **Tuesday, October 5, 4:30 PM**
Working with your “Coach”

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!
Help and Resources

1. Questions about the application or UVic process?
   - Yvonne Rondeau: scholoff@uvic.ca

2. Guidance with your research proposal
   - Dr. Ryan Rhodes: rhodes@uvic.ca

Access CIHR Doctoral PPT presentation:
FGS Finances –External Awards Page

go to the CIHR – Doctoral Scholarships tab