Canada Graduate Scholarship – Masters NSERC

Yvonne Rondeau, Scholarship Administrative Officer
Dr. Steve Perlman, NSERC Coach
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.
Canada Graduate Scholarship – Masters CGSM

• 17,500 for 12 months

• Funding towards completion of a master’s degree with a significant research component

• 2 chances to apply:
  • Final year of undergraduate degree
  • Within first 12 months of master’s degree
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 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 – Applicant Criteria

- 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

- **All studies credited toward the eligible program will be counted, whether or not they were completed at the degree-granting institution. Be sure you include all terms of study when calculating your months of completed study**
Eligibility – Applicant Criteria

• 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
Eligibility – Program of Study

• 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.
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 which council, talk to a Scholarship Officer.
You will indicate the council you are applying to in the Research Portal (application).

NSERC Quota for this year - 16 CGSM
Eligibility – Subject Matter/Research Topic

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 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
The 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
The Process

• Students complete the application by December 1, 2021
• Scholarship officers in the Faculty of Graduate Studies (FGS) extract applications from the Research Portal, check completeness and eligibility, incomplete or ineligible applications are removed
• Departments review applications and select the top candidates as their department nominees & send a ranked list to FGS
• Nominee applications are reviewed by a multidisciplinary committee of UVic faculty who score applications
• Award offers are made via the Research Portal on April 1, 2022
• Students may not be informed of their status before April 1, 2022
• Students have 3 weeks to accept or decline award offers
• Can only accept an award from one institution, and you attend that institution
How to Apply

• Read the application instructions & CCV instructions
• Complete the application in the Research Portal https://portal-portail.nserc-crsng.gc.ca/
• Complete the Canadian Common CV (CCV) https://ccv-cvc.ca/
• Write your Outline of Proposed Research (1 Page - attachment)
• Prepare you bibliography & citations (1Page - attachment)
• Order official copies of all university level transcripts – DO THIS NOW you will be scanning and uploading these
• Find your referees and provide them with information about you, once they agree enter their info in the Research Portal application
Main Page of Research Portal
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 Canada Graduate Scholarship Master’s Program
Application – Research Portal
List for a Complete Application

Use the following list to make sure your Application for the CGSM is complete

- 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)
References

• Each application must be accompanied by two referee assessments

• These must be completed by persons capable of making an informed assessment and cannot be completed by a proposed supervisor unless that person is, or has been, your academic supervisor

• If you are currently in a master’s degree and you have a supervisor they should be one of your referees

• The other referee should be a previous instructor, preferably someone you taught in within the last year or two
Referees – What you need to do

• Contact your proposed referees to ensure they are willing to complete a report for you
• In the Research Portal in the section, *Invitations* enter the name and contact information of your referees
• Once the information is saved, an email will be sent to them with instructions for completing the assessment
• Contact your references to inform them that you have sent them a report to complete
• Your application will remain incomplete until both reports have been submitted – ask them to complete assessment by Nov. 26th
Referees – What you need to do

Provide your referees with the following:

• a copy of your list of research contributions
• a copy of your Outline of Proposed Research
• a one-page resume of awards, conferences, etc.
• a summary of the CGSM selection criteria
Transcripts/Proof of Registration

All transcript SHOULD BE OFFICIAL UP-TO-DATE COPIES

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.

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 not mailed to FGS office or your academic department - you will be opening them, scanning them and uploading them

If you transferred courses from one university to another to be applied to a degree, be sure that both the grades and the unit value of the transfer courses appear on the transcript from the degree granting institution, if not you must include original transcripts from the school where you took the transferred courses
Transcripts/Proof of Registration

Presentation Standards for 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.

All documents must be converted to PDF before they can be attached in your application.
Complete the Canadian Common CV (CCV)

• CCV has a series of sections you will be required to complete
• Some sections may not be relevant to you, if you don’t have anything to enter in a section leave it blank
• Include as much as you can – this is the place where you can share information about yourself to help you get 20/20 on that last part of the selection criteria
• Make sure you record your confirmation number and attach the latest version of your CCV to your application in the Research Portal
• Chose the right version of the CCV – CV/Funding/ Funding Source drop down CGS-Masters, CCV Type – CGS-Masters
Canadian Common CV – CCV – Main Sections

• Personal Information – name, address, etc.
• Education – *you must have at least one entry in this section*
• Recognitions – prizes (monetary and non-monetary), awards, scholarships, things you were given in recognition of achievement
• Employment – academic work, non-academic work, affiliations,
• Research Funding History – not scholarships, example, a JCURA or USRA
• Presentations – conferences, guest speaker, public presentations
• Publications – multiple categories of publications
• Artistic Contributions – Fine Arts applicants especially
• Intellectual Property – patents for example may apply to engineering applicants
CCV – Leaves of Absence & Impact on Research

Reviewers will take into consideration special circumstances that may have affected applicants’ research, professional career, record of academic or research achievement, or completion of degrees. Relevant circumstances might include:

- administrative responsibilities
- maternity/parental leave or childrearing,
- Illness, accident or disability,
- cultural or community responsibilities
- socio-economic context

Specify the dates for any delays or interruptions, and be very matter of fact without sounding like you are trying to gain sympathy
Presentation standards for 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.
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.
Bibliography & Citations

• Demonstrate that you are aware of the foundational works in your area of research/study
• Demonstrate that you are aware of current works in your area of research/study
• Follow the same presentation standards required for the Outline of Proposed Research (font, spacing, margins etc.)
• Citation format is not specified so use the format generally accepted in your discipline
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.
Use the resources available

• Read all the instructions carefully
• If you are not sure, contact a Scholarship Officer (Kathy or Yvonne) – your department secretary, graduate advisor and supervisor may not have most up to date information
• Meet with the NSERC coach for help with your Outline of Proposed Research
• 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
NSERC coach: Dr. Steve Perlman (Biology)

My job is to:
• look over your application
• provide feedback
• help answer questions about the application process
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….)
Your Proposal

• Remember that your reviewers will come from very different fields and will be reading lots and lots of 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?
Procedure for getting feedback

• Email me stevep@uvic.ca 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 do discuss the edits
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
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


• Graduate Advisor in your academic unit