To: All Graduate Coordinators and Graduate Assistants
c. various undergraduate faculty offices at Queen’s
From: Monica Corbett
Date: September 8, 2017
RE: 2018-2019 Canada Graduate Scholarships –Master’s (CGS M) competition

APPLICATION DEADLINE: DECEMBER 1, 2017

Guidelines and complete instructions for the 2018-2019 Canada Graduate Scholarships – Master’s (CGS M) competition are now available from this website:

The online Canadian Common CV (CCV) and the online “Research Portal” application for the 2018-2019 CGS M competition are accessed from this website:

Clicking on these links will take you to websites displaying the NSERC banner and logo, but this is the procedure and information for CGS M applications to all 3 funding agencies: CIHR, NSERC and SSHRC.

All information is also available in French. Under the Official Languages Act, federal institutions, including the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council of Canada (NSERC) and the Social Sciences and Humanities Research Council of Canada (SSHRC) must ensure respect for the rights of individual Canadians to receive services from federal institutions and organizations that provide services on their behalf, in the official language of their choice. Applications can be submitted via the Research Portal in either official language.

CIHR, NSERC and SSHRC redesigned, or harmonized, the CGS M funding program. The primary goals of a harmonized CGS Program across the three federal granting agencies are to:

- present a coherent tri-agency master’s and doctoral scholarships program architecture;
- allow graduate students and post-secondary institutions to take full advantage of simpler application and adjudication procedures and processes;
- provide greater alignment of key characteristics of funding opportunities—such as eligibility and selection criteria—across the agencies; and,
- provide the partnering Canadian post-secondary institutions and the agencies with new opportunities for administrative streamlining, cost savings, greater flexibility, and enhanced reporting and monitoring capabilities, while focusing on supporting excellence and the brightest graduate minds in the country.

Details of the Tri-Agency Harmonization of the Canada Graduate Scholarships, the national Master’s Award Allocations and other resources and information are available on the CGS M Harmonization website:
Below are details of the 2018-2019 CGS M competition.

**Description:** The objective of the 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 Program supports 2,500 students annually in all disciplines and is administered jointly by Canada’s three federal granting agencies: CIHR, NSERC, SSHRC.

The selection process and post-award administration are carried out at the university level, under the guidance of the three agencies.

Students submit their application to the university at which they propose to hold their award via the Research Portal.

Qualifying Canadian universities receive a CGS M allocation indicating the number of students to whom they can award scholarships; these allocations are divided by broad fields of study: health, natural sciences and/or engineering and social sciences and/or humanities.

**Eligibility to apply for funding:** To be eligible to apply, an applicant must:

- be a Canadian citizen or a permanent resident of Canada;
- be enrolled in, have applied for, or 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. Applicants not currently enrolled in an eligible graduate program must apply for admission by university’s and/or graduate program’s internal deadline. Applicants are not eligible to receive or accept a CGS M offer from an institution where they are not currently enrolled in, nor have applied for admission to, an eligible program of study.
- have completed, as of December 31 of the year of application, between zero and 12 months of full-time studies (or full-time equivalent) in:
  - the master’s program for which the applicant is requesting funding; or
  - the doctoral program for which the applicant is requesting funding if the applicant was admitted into a doctoral program directly from a bachelor’s program (the applicant never registered in a master’s program, or is registered in a combined master’s-PhD program); or
  - a master’s program, but the applicant is requesting funding for a doctoral program (an example is a student who has fast-tracked from a master’s to a doctoral program within 12 months of starting his or her master’s and is seeking funding for the first 12 months of his or her doctoral program); and
- not have previously held a CGS M**;
- have achieved a first-class average (A-, at Queen’s), as determined by the host institution, *in each of the last two completed years of study* (full-time equivalent); and
- submit a maximum of one CGS M application per year (the Research Portal will allow the application to be submitted to up to five institutions).

* CGS M award holders should be registered in their program of study full-time. However, a part-time student registered in or applying to what is normally considered a full-time program is eligible to apply for and hold CGS M if the student is part-time for reasons of disability, illness or family responsibilities. Part-time students applying to or registered in part-time programs, are not eligible for this award.

** Note:**

- CIHR, NSERC, SSHRC, and other organizations involved in administering the CGS M Program provide additional information and guidelines on their respective websites. Applicants are advised to review these resources for the most accurate and up-to-date information.

The deadline for submission of applications is typically early in the year, usually in January or February. Applicants are encouraged to start preparing their applications well in advance of the deadline to ensure they meet all the eligibility criteria and requirement.
**Note that for CIHR and NSERC, scholarship support for graduate studies (master’s and doctoral) is limited to a lifetime maximum of four years (48 months) of full-time equivalency. If an applicant has received the maximum support toward graduate-level studies by any of the three federal granting agencies, the applicant may not be eligible to apply for a CGS M.

**Program of Study Eligibility:** An eligible graduate program must have a significant research component. A significant research component is considered to be original, autonomous research 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. Some Master’s programs that are based only on course work are not eligible since they do not include a significant research component.

Joint graduate degree programs with a professional degree (e.g. MD/PhD, DVM/PhD, JD/MA, JD/PhD, MBA/PhD, MA/MBA) are eligible if they have a demonstrated and significant research component as described above.

Clinically-oriented programs of study, including *clinical psychology* are also eligible programs if they have a demonstrated and significant research component as described above.

**Tenure:** Without exception, CGS M awards are tenable only at eligible Canadian universities.

**Field of Research and Subject Matter Eligibility:** CIHR, NSERC and SSHRC support and promote high-quality research in a wide variety of disciplines and areas which are divided into broad fields of research (health, natural sciences and engineering, and social sciences and humanities). This includes research that bridges two or more disciplines or that requires the skills of several disciplines.

Applicants are asked in the CGS M application to categorize their proposed “field of research” as belonging to one of health, natural sciences and engineering, or social sciences and humanities. However, the School of Graduate Studies of Queen’s University is responsible for approving the applicant’s categorization, and may override it if appropriate. This distinction is important because a university can only award these scholarships according to the agency-specific CGS M allocations they receive.

Applicants must ensure that they are submitting their application to a university that has an allocation for the field of research they wish to pursue. Applications deemed by a host university to have been labeled incorrectly will be re-labeled. Universities must ensure that agency-specific scholarships are awarded to applications eligible under each agency’s research subject matter guidelines.

The onus is on the applicant to ensure they are directing their application to the most appropriate field of research. Applicant unsure of which granting agency is most appropriate must refer to the website Selecting the Appropriate Federal Granting Agency (http://www.science.gc.ca/default.asp?lang=en&n=FEE7261A-1).

Applicants should contact the graduate studies office at the university where they intend to apply for admission, or where they are currently, or will be, registered in an eligible program of study, for further guidance on subject matter eligibility.

**Application Procedure:** To apply for the CGS M scholarships, all applicants must complete and submit an application using the Research Portal.

In the Research Portal, applicants have the option to select up to five institutions where they wish to hold the award. Applicants may select institutions where:

- they are currently admitted to or enrolled full-time in an eligible program of study and wish to pursue their studies in that same program; or
- they will apply for full-time admission to an eligible program of study by the deadline set by their intended university and/or graduate program.

In addition, the *Canadian Common CV (CCV)* must be completed and linked to the application. Full instructions on the CCV are available to the applicant online.

Transcripts are also required (see Transcripts section below).

Note that there is no form for the department/program to complete in this process. Applications are submitted online by the applicant, checked online by staff at the School of Graduate Studies (SGS), reviewed electronically by the relevant SGS Fellowship Committee/Subcommittee members, and submitted to the Tri Agencies online by Queen’s University’s Scholarships Liaison Officer (SLO), Monica Corbett.

**2018-2019 Allocations:** For the 2018-2019 CGS-M competition, Queen’s University will award the following number of scholarships:

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<th>CIHR CGS M</th>
<th>NSERC CGS M</th>
<th>SSHRC CGS M</th>
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**Transcripts:** Applicants will upload of transcripts to their online application. Full instructions are on the website. All presentation standards listed on the website must be followed.

**OFFICIAL, ORIGINAL, UP-TO-DATE TRANSCRIPTS ISSUED BY THE UNIVERSITY REGISTRAR’S OFFICE ARE REQUIRED.** Transcripts generated from the applicant’s personal account on the home university’s website (i.e from SOLUS) will not be accepted.

Up-to-date official transcripts of all undergraduate and graduate studies for all programs of study listed in the CCV must be included with the application, even if these studies have been discontinued or if courses have been completed but were not part of a program of study, or if there are in-progress courses on the transcript.

Up-to-date transcripts are defined as transcripts dated or issued in the fall session of the year of application (so, in Fall 2017 term, if currently registered) or after the last term completed (if not currently registered).

Applicants who are already registered in their program of study at the time of application must submit a transcript for this program, regardless of the number of months completed, to demonstrate registration in the program. Applicants registered in a degree program that does
not have any course work must still provide an up-to-date transcript to demonstrate registration
in the program.

Up-to-date official transcripts are also required in order to determine if the applicant has
achieved a first-class average in each of the last two completed years of study.

Applicants should retain the paper copy of any uploaded transcripts, in case the applicant or the
university is asked to provide it for verification purposes at any point in the process.

Reference Assessments: Each application must be accompanied by two Reference Assessments.

These must be completed by persons capable of making an informed assessment, and they
cannot be completed by a proposed supervisor unless that person is also, or also has been, the
applicant's supervisor.

One assessment should be from a person very familiar with the applicant's research and other
abilities, e.g., current academic research supervisor or industrial supervisor, previous academic
research or industrial supervisor. The second assessment should be from a person sufficiently
familiar with the applicant's research and other abilities to provide a meaningful commentary.

Applicants must contact their proposed references to ensure they are willing and able to
complete an assessment. After confirming this, in the appropriate section of the application,
applicants will enter the required information for each of the references. Once the information is
saved, an e-mail containing the appropriate links will be forwarded to the referee that he or she
may complete the assessment. The status of the request can be verified on this page, where it
will appear in the following sequence: “Invitation sent but not yet accepted” or “Invitation
declined”; “Invitation accepted but not yet completed”; and “Invitation accepted and
completed”.

Referees have the option to decline the invitation to submit a reference. When this happens, the
applicant must identify another referee.

Applicants will not be able to submit the application until the 2 assessments have been
completed and linked to the application.

Referees can review the online video tutorial Canada Graduate Scholarships–Master's:
Instructions for Completing the Reference Assessment Form (http://www.nserc-

Deadlines: There are three deadline dates associated with the CGS M Program:

a. Application deadline (date by which the complete application must be submitted by the
applicant): December 1, 2017. Applications must be submitted using the Research Portal,
before 8:00 p.m. (ET) on December 1, 2017. If the deadline falls on a weekend, the application
must be submitted by the following working day before 8:00 p.m. (ET).

Note: As this deadline date approaches, processing delays may stem from a high volume of
users on the Research Portal, which may prevent the timely submission of the application.
Requests to submit late applications will not be accepted under any circumstances.
b. Results deadline (date on which institutions may begin posting their competition results into the Research Portal): **April 1, 2018.**

c. Acceptance and declines of offers deadline: Applicants will have 21 days from the date of each offer of award to accept or decline. If an offer of award is accepted, the system will automatically set all other offers and alternate statuses to “Declined”. The status of offers not accepted or declined within the 21 days will also automatically be set to “Declined”.

**Review Procedures:** The School of Graduate Studies at Queen’s University is responsible for coordinating the selection process for the CGS M applications. At Queen’s members of the School of Graduate Studies Fellowship Committee and/or Graduate Councils’ Fellowships Subcommittees will normally review and rank the applications received from their Council/Committee. Normally the reviewers will be the Graduate Council Chair, Associate Chair and the elected member to the Fellowship Committee and/or Graduate Council Fellowships Subcommittees. Applications will be grouped according to the 3 general research areas of health, natural sciences and engineering, social sciences and humanities for review and adjudication.

Reviewers from the Health Sciences Graduate Council will review and adjudicate the CIHR CGS M competition.

Reviewers from the Arts/Social Sciences Graduate Council will review and adjudicate the SSHRC CGS M competition. If application numbers warrant and if relevant subcommittees have been established, the applications and adjudication will be split between a Humanities CGS M competition and a Social Sciences CGS M competition.

A reviewer or reviewers from the School of Business and/or the Faculty of Education and/or the Faculty of Law will be asked to participate in the adjudication of the SSHRC Social Sciences CGS M competition if an application or applications are received from students who are or will be in the Master's program in those Faculties/Schools.

Reviewers from the Science Graduate Council will review and adjudicate the NSERC CGS M competition from applicants in life sciences, physical sciences and computing and math. If application numbers warrant and if relevant subcommittees have been established, the applications and adjudication will be split between a Life Sciences CGS M competition and a Physical Sciences CGS M applications.

Reviewers from the Applied Science and Engineering Graduate Council will review the NSERC CGS M competition from applicants in the engineering and applied sciences.

Successful applicants from the general area of health research will receive CIHR CGS M awards. Successful applicants from the general area of natural sciences and engineering research will receive NSERC CGS M awards. Successful applicants from the general area of social sciences and humanities research will receive SSHRC CGS M awards.

**Selection Criteria:** As required by the Tri-Agencies, members of the School of Graduate Studies Fellowship Committee and/or Graduate Councils’ Fellowships Subcommittees will use the following criteria and weightings when choosing CGS M recipients:
### Criteria

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| **Academic Excellence**               | As demonstrated by past academic results, transcripts, awards and distinctions.  
  Indicators of Academic Excellence:  
  - Academic record (first class average)  
  - Scholarships and awards held  
  - Duration of previous studies  
  - Type of program and courses pursued  
  - Course load  
  - Relative standing (if available) | 50%    |
| **Research Potential**                | As demonstrated by the applicant's research history, his/her 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, autonomy and independence  
  - Research experience and achievements relative to expectations of someone with the candidate's academic experience | 30%    |
| **Personal Characteristics and Interpersonal Skills** | 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  
  - The ability or potential to communicate theoretical, technical and/or scientific concepts clearly and logically in written and oral formats  
  - Involvement in academic life  
  - Volunteerism/community outreach | 20%    |

### Notification of Decision:

The CGS M announcements of results will be made by all universities during the first week of April. The results and offers of awards will be made by the university, on behalf of each of the three agencies, via the Research Portal. Following the one week window that university administrators will have to post their offers, applicants will have three weeks to Accept or Decline the offers. Each university will may make subsequent offers when someone declines an offer, until the university has no scholarships remaining.
It is the responsibility of the applicant to check the Research Portal for results of the competition.

A student may only accept one CGS M offer. If they accept an offer, they will be deemed to have declined any other pending offers (if applicable), and they will not be eligible to receive further offers.

Applicants are not eligible to receive or accept a CGS M offer from a university where they are not enrolled in nor applied for admission to an eligible program of study.

**Reversion lists:** Reversion lists are generated from those eligible and ranked applicants remaining after our 2018-2019 allocations for each of CIHR, NSERC and SSHRC have been decided. Reversion lists will be used if someone offered a Queen’s CGS M declines it or does not accept it by the deadline (see *Notification of Decision* above). The reversion list ranking results from the work of the subcommittees, who will compile a ranked list of all the applications reviewed in the competition they adjudicate. The ranked position of someone on reversion will not be released to anyone. Applicants who receive an award as a result of reversion will be notified through the same processes explained in *Notification of Decision* above.

**Conditions of the Award:** Awards must be held at the university where the offer of award originates. Awards are not intended to be portable between universities; however exceptions may be made in extenuating circumstances at the discretion of the host university, according to the academic and administrative regulations of the host university. Awards may be portable within the host university and within the same field (e.g. change of department/program) as long as award eligibility requirements continue to be met, and at the discretion of the host university.

The agencies reserve the right to interpret and enforce the policies and guidelines governing their funding opportunities set out in their published materials.

The Tri-Councils have harmonized certain post-award regulations, with the goal to ensuring that all 3 agencies have identical processes and policies for common situations such as award deferment, award suspension for a leave of absence, and similar situations. Applicants and award holders must comply with the policies and guidelines set out in the *Tri-Agency Research Training Award Holder’s Guide Canada Graduate Scholarships-Master’s (CGS M) Award Holder’s Guide* [http://www.nserc-crsng.gc.ca/Students-Etudiants/Guides-Guides/TriRTA-TriBFR_eng.asp](http://www.nserc-crsng.gc.ca/Students-Etudiants/Guides-Guides/TriRTA-TriBFR_eng.asp) and in any other documents related to scholarship applications and awards. In addition, the award is subject to final approval by the relevant agency before funds can be released.

**Use and Disclosure of Information:** All personal information collected as part of this program is used by the agencies and their research institutions, and by the relevant officials at Queen’s University, to review applications, to administer awards and to monitor awards. It may also be used to determine the most appropriate funding jurisdiction, or to monitor overlap in federal support. Details on the use and disclosure of this information by the agencies can be found on the website of each agency.

Each agency may publish the names and other limited award information of scholarship recipients on their websites in accordance with the agencies’ policies on disclosure under the federal government’s *Access to Information Act* and their *Privacy Act* policies and guidelines related to the collection, use, retention and disposal of personal information.
Related Opportunities:

1. CGS M holders may be eligible to apply for the Canada Graduate Scholarships – Michael Smith Foreign Study Supplement (details on this website: http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSFRCForeignStudy-BESCEtranger_eng.asp)

2. Some Canada Graduate Scholarship recipients may be considered for the honour of having their scholarship named a “Canada Graduate Scholarship to Honour Nelson Mandela” should CIHR and SSHRC deem their application to be aligned with at least one of five themes championed by Nelson Mandela: national unity; democracy; freedom and human rights; leadership; children’s participation in society; and/or children’s health. More details are on this website: http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/fellowships/cgs_mandela-besc_mandela-eng.aspx

Contact Information: Along with the School of Graduate Studies, applicants can contact any of Canada’s three federal granting agencies for information about this program. Applicants should correspond with the agency whose mandate corresponds to the applicant’s field of research.

CIHR
Tel.: 613-952-0763
Email: cgsma@cihr-irsc.gc.ca

NSERC
Check the Contact list: http://www.nserc-crsng.gc.ca/ContactUs-ContactezNous/index_eng.asp
E-mail: schol@nserc-crsng.gc.ca

SSHRC
Tel.: 613-943-7777
E-mail: fellowships@sshrc-crsh.gc.ca

Please inform your eligible students of this competition and the December 1 deadline as soon as possible.

Thank you for your assistance. Please contact Leisa McDonald via email (leisa.mcdonald@queensu.ca), Lisa Marzano via email (marzanol@queensu.ca) or me (corbettm@queensu.ca) if there are problems or questions.

Yours sincerely,
Monica Corbett
Director, Admissions and Student Services, School of Graduate Studies