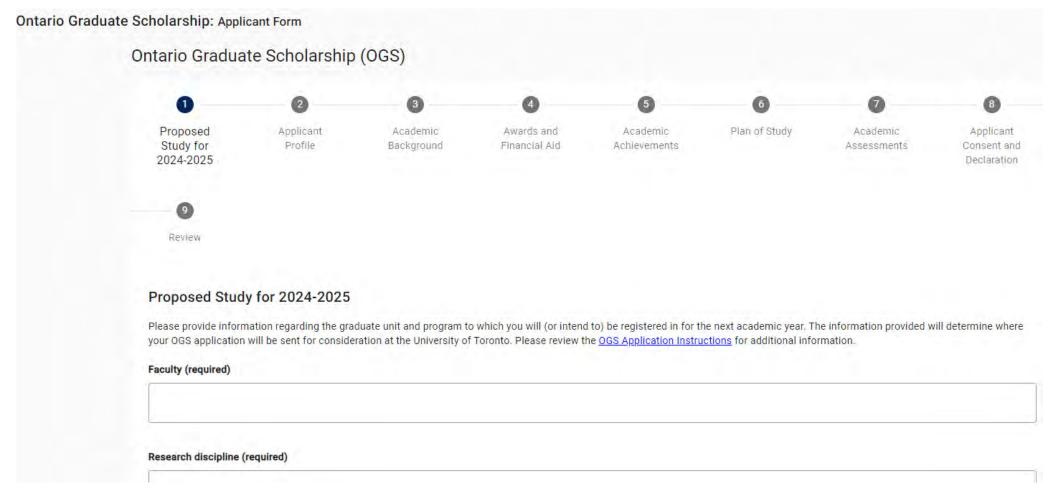
APPLICATION COMPONENTS

- 1. Proposed Study for 2024-2025
- 2. Applicant Profile
- 3. Academic Background
- 4. Awards & Financial Aid
- 5. Academic Achievements
- 6. Plan of Study
- 7. Academic Assessments
- 8. Applicant Consent and Declaration
- 9. Review



1. PROPOSED STUDY FOR 2024-2025





1. PROPOSED STUDY FOR 2024-2025

- In this section, applicants should be describing the program they intend to be registered in for the 2024-25 academic year (not the current year)
- For example, there is a question that asks: Year of Study
 - Applicant should enter the year of study that they will be in for the 2024-2025 academic year.
 - Therefore, if the applicant is currently in first year of the program (just started this September) they would enter "2"
 - o If the applicant is applying for admission into a program to start next September 2024, they would enter "1"



2. APPLICANT PROFILE

- In this section applicants will need to declare their citizenship status in order for administrators to determine which competition the application will be reviewed in
 - Applicants who select their citizenship status as Protected person, permanent resident, or temporary resident visa/student stud permit, will need to indicate the date residency status was received
 - Note: Applicants applying for other awards that use the OGS application form and do not need to be demonstrate citizenship status may select "No status at time of application (ineligible for OGS/QEII-GSST)"
- Additionally, applicants will be asked if they self-identify as Indigenous or Black. If an applicant self-identifies as Indigenous or Black they may be considered for other award opportunities
 - Particularly for Indigenous to Canada students, in order to be considered for the OGS Indigenous competition, applicants must indicate they self-identify as Indigenous First Nation (Status/Non-Status), Métis, or Inuk (Inuit) in this section
 - Self-identification information is only available for administrative purposes and is not present on the PDF application view, and should not be seen by those adjudicating the application

Status	
Current citizenship status (required)	
Canadian citizen	
Permanent resident	
Protected person	
Temporary resident visa/student study permit	
No status at time of application (ineligible for OGS/QEII-GSST)	ndigenous students (Statu
Do you self-identify as an Indigenous Person? (required)	
○ Yes	
○ No	
Prefer not to answer	
By providing this information you may be considered for awards availa	able for Indigenous student
Do you self-identify as a Black student? (required)	
Yes	
○ No	
Prefer not to answer	
By providing this information you may be considered for awards available.	able for Black students.



3. ACADEMIC BACKGROUND

- Enter **all degrees** completed, in progress, or withdrawn from in the "Current and Previous Studies" section for a complete academic history
- Upload a single PDF file that includes transcripts from all postsecondary studies including transcripts from study abroad sessions, if the grades are not present in the "home" university transcript
- U of T transcripts must be uploaded even if the student is currently enrolled in a graduate program at U of T
- Legends must be included for all transcripts outside of U of T
- Digitally signed / certified / encrypted transcripts must not be uploaded. You may use freely available PDF software such as Adobe Acrobat Reader or a web browser such as Chrome to "print to PDF" in order to create an unencrypted "copy" of the file to upload
- Scanned unofficial, student-issued, or web transcripts (e.g., ACORN academic histories) are permitted

Do not upload digitally signed, certified or encrypted transcripts!

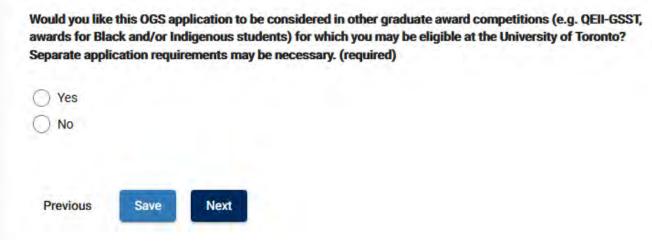
Instead, make a copy using Adobe Acrobat Reader (open with Reader and "print to PDF").



4. AWARDS & FINANCIAL AID

- Applicants must declare:
 - if they have previously held OSAP or CSL loan and if they are in good standing or not
 - how many previous federal and provincial awards they have held, declined awards should not be included in this section
- Applicants must indicate if they would like to be considered for other graduate award competitions

 particularly the Queen Elizabeth II Graduate Scholarships in Science & Technology competition and/or awards for Black and/or Indigenous students





 Applicants applying for other awards that use the OGS application form may upload additional application documents as an attachment to the application form

Would you like this OGS application to be considered in other graduate award competitions (e.g. QEII-GSST, awards for Black and/or Indigenous students) for which you may be eligible at the University of Toronto? Separate application requirements may be necessary. (required)



Has the particular award competition(s) to which you are applying requested specific documents to be uploaded to this form? (required)



I'm not applying to any particular competition at the moment

Please attach the required documentation as per the award instructions as a single PDF file, not exceeding 2 MB. (required)





5. ACADEMIC ACHIEVEMENTS

- List all Scholarships and Awards that are competitive, include their value
 - o Include all awards you have been offered, even if the offer was later declined
- Upload Research Contributions, Relevant Experience & Activities PDF
- Leave of Absence and/or Special Circumstances



RESEARCH CONTRIBUTIONS, RELEVANT EXPERIENCE & ACTIVITIES

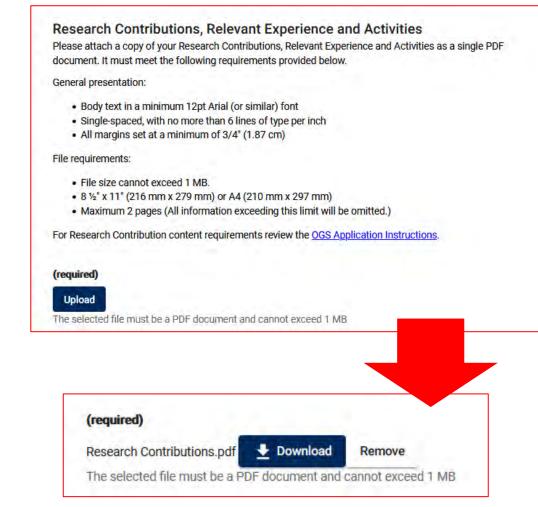
- Maximum 2 pages, pdf attachment/upload
- Part 1.

Research Contributions: List of publications, presentations, posters, or other significant work that was submitted to an external organization (e.g., a consulting report), applicants may use the referencing style for their discipline

• Part 2.

Relevant Experience & Activities: Applicants should describe the research/academic abilities that they have gained through their past research/academic experience. If they have relevant work experience, discuss the relevance of that experience to their proposed field of study/research and any benefits they gained from it.

Applicants may describe their professional, academic and extracurricular activities, interactions and collaborations that best demonstrate their communication, interpersonal and leadership skills.





LEAVE OF ABSENCE AND/OR SPECIAL CIRCUMSTANCES

- OGS adjudication committees take into consideration special circumstances that may have interrupted or delayed the completion of an applicant's current or a previous degree, affected applicants' research, professional career, record of academic or research achievement.
 - Specify the dates of the delay or interruption.
 - Relevant circumstances could include maternity/parental leave, child-rearing, illness, disability, cultural or community responsibilities, socio-economic context, health-related family responsibilities, trauma and loss, or the COVID-19 pandemic.
- Indigenous applicants are encouraged to use this section to describe special circumstances that could have had an impact on their academic or career paths.

All information provided to U of T is subject to the <u>Freedom of Information and Protection of Privacy Act</u>. Applicants are reminded that the information included in this section of their application will be shared with selection committee members for consideration as part of their application. OGS reviewers cannot share this information outside of the merit review process.



6. PLAN OF STUDY

- Maximum 1 page + 1 additional page for citations/bibliography as a PDF file upload
- Research Based programs: A detailed description of the proposed research project for the period during which the award will be held. Must be as specific as possible without being too jargon-laden – can include Objectives, Outline, Methods, Procedures, Significance
- Course Based programs: A detailed plan including proposed course and any research work.
 Outline current stage of studies and what remains to be done and a rationale for engaging in graduate level studies



WRITING SUPPORT

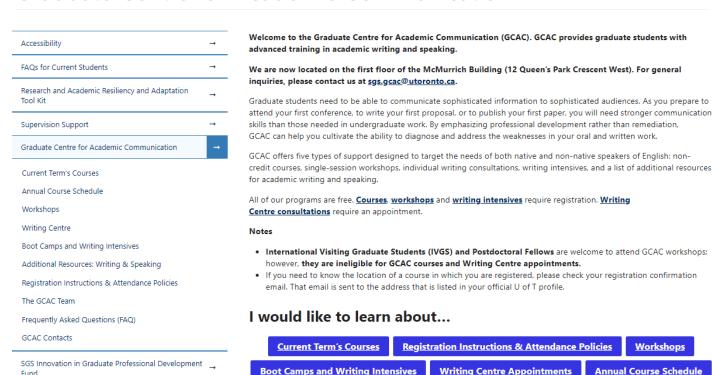
- The following departments/faculties offer writing support through one-on-one consultations:
 - Architecture
 - 。 OISE
 - Dentistry
 - Nursing
 - Pharmacy
 - Physical Education
 - Social Work
- You may also visit the Graduate Centre for Academic Communication: https://www.sgs.utoronto.ca/resources-supports/gcac/



GRADUATE CENTRE FOR ACADEMIC COMMUNICATION

- GCAC offers bootcamp/ intensive courses and workshops for proposal writing. They also offer one-on-one
 appointments to help review proposals
- https://www.sgs.utoronto.ca/resources-supports/gcac/

Graduate Centre for Academic Communication

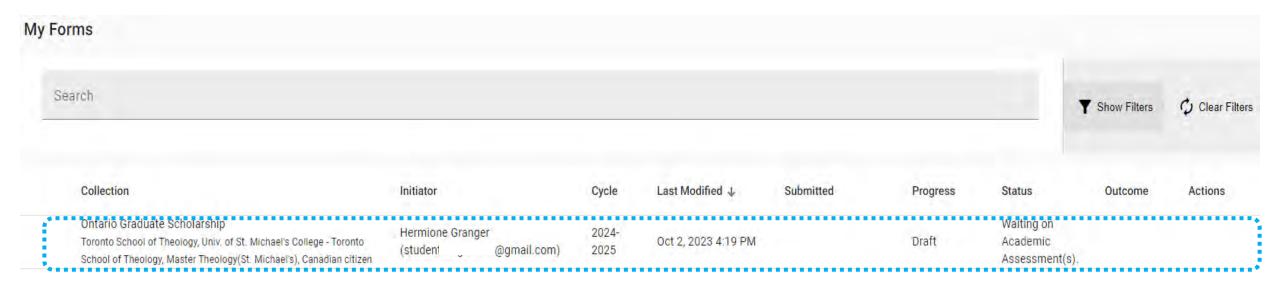




- Each application must be accompanied by two Academic Assessments
- Faculty members or individuals who have had sufficient opportunity to assess the student's academic and research potential
- Current doctoral and master's level applicants with a supervisor/advisor should include their previous and current thesis supervisors/advisors as their referees
- Contact referees early to inquire about a <u>positive</u> reference
- Email them a summary of contributions and information you would like to have in the letter (screenshot available under online instructions); the information should be different for your two referees
- Send requests well before finishing your application and set a referee deadline at least a week or two before your graduate unit deadline – referees will not be able to see your online OGS application
- Check the status of the assessments & follow-up prior to the deadline
- Remember to give them a big thank you.

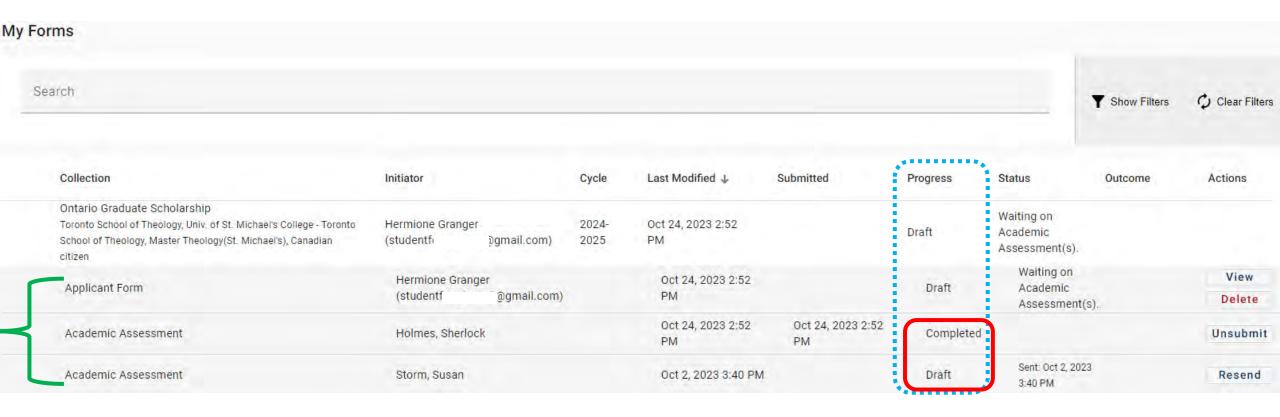


• To **check the status** of an Academic Assessment, return to the My Forms page and select the form's row to display the **application components**.



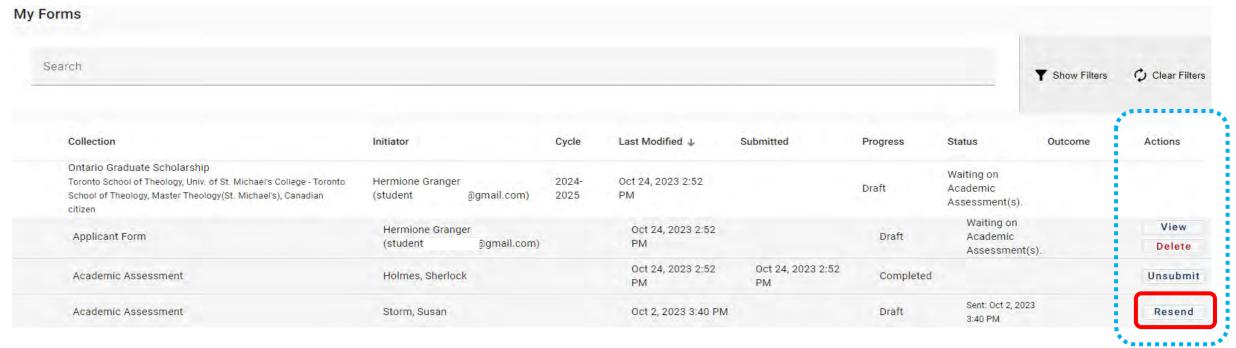


Each Academic Assessment will have a setting displayed in the Progress column, either Draft or Completed.



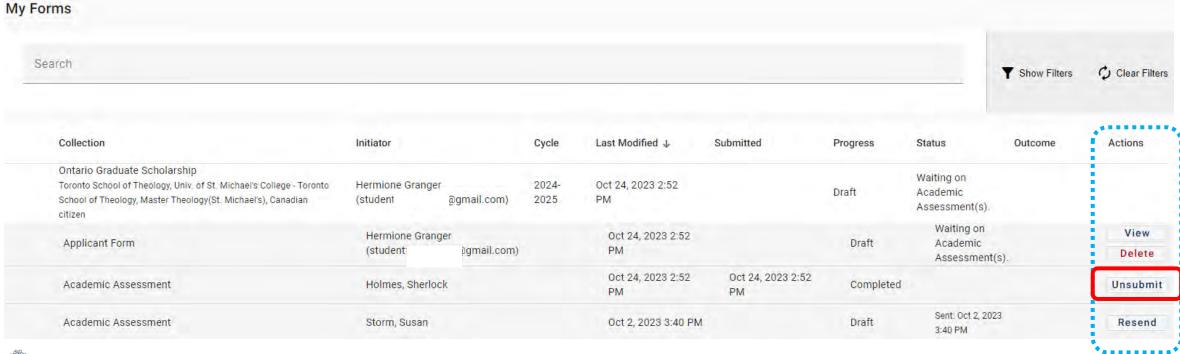


- To resend an Academic Assessment (email invitation), in the Actions column, there will be a Resend button. Click the
 resend button and a new email invitation will be sent to the referee and the Sent date in the Status column will be
 updated.
- Note: Referees have 60 days from the sent date of email request to complete their Academic Assessment. After 60 days, referees will need to email you (i.e., applicant) to 'Re-send' request.





• To **unsubmit** a completed Academic Assessment, in the **Actions** column, there will be an **Unsubmit** button. Click the unsubmit button and an email will be sent to the referee to inform them that they can now access the form they previously submitted to make changes





• To delete/change a referee, return to the Academic Assessments page of the applicant form. Above and to the right of each referee's name there will be a blue Delete button. Click Delete which will clear the referee's contact information and then click Save before entering any new information. Only after clicking Save, should you then enter the new referee's information. Please be very cautious when selecting these buttons as deleting a referee will permanently remove a completed academic assessment attached to your application. If you accidentally delete a referee and click Save, the assessment form will be deleted and the referee will need to complete the assessment again.

	Delete
st name (required)	
ast name (required)	
ar name (requires)	



RETURNING TO YOUR APPLICATION

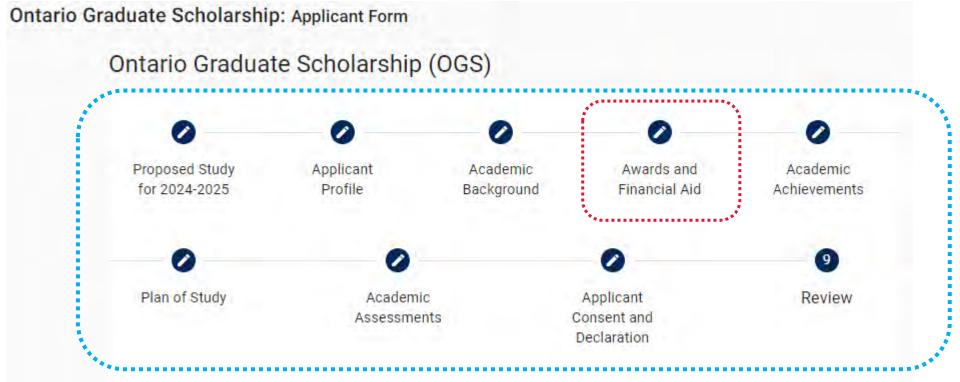
- You can save and leave your application and return to it at a later time
- Return to your "My Forms" page and click your application row to display the application components
- In the Actions column select the View button.





NAVIGATING THROUGH YOUR APPLICATION

• If you save and exit the application, when you return to the application to edit, it will bring you to the last saved page when the form is loaded. You may review and edit any pages that you previously saved/validated by clicking the page you wish to view on the breadcrumb menu at the top of the page.

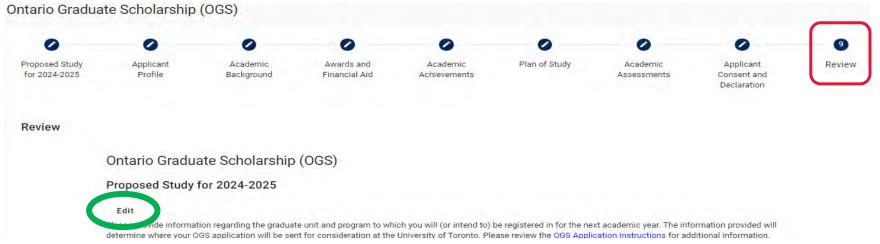




SUBMITTING

Once both your Academic Assessments have been completed and you have completed all other components of the
application, in order to submit, return to your application and go to the Review page. If you need to make a change,
click on the 'Edit' link.

Collection	Initiator	Cycle	Last Modified ↓	Submitted	Progress	Status	Outcome	Actions
Ontario Graduate Scholarship Toronto School of Theology, Univ. of St. Michael's College - Toronto School of Theology, Master Theology(St. Michael's), Canadian citizen	Hermione Granger (studentfongtest+2@gmail.com)	2024- 2025	Oct 24, 2023 3:13 PM		Draft	Ready for submission.		
Applicant Form	Hermione Granger (studentfongtest+2@gmail.com)		Oct 24, 2023 3:13 PM		Draft	Ready for submission		Víew Delete
Academic Assessment	Holmes, Sherlock		Oct 24, 2023 2:52 PM	Oct 24, 2023 2:52 PM	Completed	d		Unsubmi
Academic Assessment	Storm, Susan		Oct 24, 2023 3:13 PM	Oct 24, 2023 3:13 PM	Completed	d		Unsubmi





SUBMITTING

• If one or both of the Academic Assessments have not yet been submitted, a message will appear and the "Submit" button will not be available.



Once all components are complete, the error message will no longer be shown and the Submit button will turn blue
and be available. Remember, once an application is submitted, no changes can be made.



CHOOL OF GRADUATE STUDIES

 Once the application has been submitted, a submission confirmation page will appear, and the status of the application should show "Received by Administrator":



If you need to edit your submitted application, email your Graduate Unit to 'unsubmit' the OGS application form to you to make changes and resubmit.

WHAT HAPPENS TO YOUR OGS APPLICATION

- Once submitted, applications will be received and reviewed at the University (graduate department at U of T) where you intend to hold your OGS
- Internal departmental results available on application site by mid April (OGS international) and early June (OGS domestic)
- Official award notifications sent out by SGS end of May (only for Nominated OGS international) and July (only for Recommended OGS domestic)
- Payments are issued through ACORN

Collection	Initiator	Cycle	Last Modified ↓	Submitted	Progress	Status	Outcome
Toronto School of Theology, Knox College - Toronto School of Theology, Doctor of Theology (Knox), Temporary resident visa/student study permit (ineligible for QEII-GSST)	Harry Potter (student' 1@gmail.com)	2024- 2025	Oct 20, 2023 11:42 AM	Oct 20, 2023 9:39 AM	Submitted		Recommended
Ontario Graduate Scholarship Toronto School of Theology, Univ. of St. Michael's College - Toronto School of Theology, Master Theology(St. Michael's), Canadian citizen	Hermione Granger (student ?@gmail.com)	2024- 2025	Oct 17, 2023 3:48 PM	Oct 17, 2023 3:47 PM	Submitted	Received by Administrator	Nominated



ADDITIONAL TIPS FOR MERIT-BASED APPLICATIONS



WHAT MAKES A GREAT MERIT BASED APPLICATION?

Advice from Graduate Awards Office & Prof. Malcolm Campbell - Former Vice-Principal Research, UTSC:

- Reviewers spend 6-8 minutes on each application. You have a short period of time to sell yourself on paper.
- Know the Selection/Evaluation Criteria make sure you "hit" them all
- Review the <u>SGS OGS Application Instructions webpage</u>



ACADEMIC ACHIEVEMENTS

- Reviewers look heavily at PROGRESS. Ongoing awards look good. Publications, historical grade trends, and PRODUCTIVITY
- Your contributions/role in a project, impact of the work, awards, presentations, research background, communication achievements, leadership roles (volunteer, elected positions, clubs, sports, etc.)
- Limit to university level achievements
- List scholarships, fellowships, prizes, and other awards/recognitions –include only those you have received and think would be most pertinent to the evaluation of your application. Limit awards to those received during your post-secondary education.
- Research Contributions, Relevant Experiences & Activities (Maximum two pages upload)

Check out the Academic Achievements section on the SGS OGS Application Instructions webpage for tips on how to put together the Research Contributions, Relevant Experiences & Activities 2-pager.



RESEARCH PROPOSAL/PLAN OF STUDY

- Write a clear and concise research proposal that an educated non-expert could understand
- Give your proposal to as many people as possible to review ideally a professor/ senior graduate student who can critique it
- Read the proposal out loud to yourself and others. If it doesn't sound natural, then it needs more work
- Engage the reviewer by highlighting the Importance/Significance you want your reviewer to advocate for your application
- Max of 1 page PDF upload

Go the Plan of Study section on the <u>SGS OGS Application</u> <u>Instructions webpage</u> for suggested guidelines on writing your Plan of Study for those applying or currently in a <u>thesis</u> or <u>non-thesis</u> graduate program.



WRITING STYLE/FORMATTING

- Make it easy for the reviewer to find key information
- Use headings
- Apply boldface or underlined text strategically
- Be clear, succinct, scholarly but understandable
- Be straight forward, emphasize strengths, not a time to be shy
- Follow formatting standards



REFERENCE LETTERS

- Must be very strong
- Be enthusiastic
- Provide additional information (skills and past achievements) and specific examples to demonstrate how your attributes and qualifications surpasses selection criteria & are worthy of the award

REMINDER: You can only submit your online OGS application when both assessments are complete.

You should give yourself enough time (e.g., at least a couple of days or even two weeks in advance) to receive the assessments and complete your application <u>before</u> your graduate unit deadline.

Tip: You can first send requests to referees well before finishing your application.



QUEEN ELIZABETH II GRADUATE SCHOLARSHIP IN SCIENCE AND TECHNOLOGY (QEII-GSST)

- The Queen Elizabeth II Graduate Scholarship in Science and Technology (QEII-GSST) program is designed to encourage excellence in graduate studies in science and technology.
- The University of Toronto issues approx. 170+ awards each year.
- Applicants must submit an OGS application to their proposed graduate unit using the U of T OGS Online
 Application and select "Yes" that they would like to be considered for other graduate award competitions in the
 "Governmental Award Applications in Progress" section of the Awards and Financial Aid step of the
 application.
- In addition to the OGS application, some departments/Faculties may have additional steps or forms to be completed in order to be considered for the QEII-GSST, particularly the <u>Temerty Faculty of Medicine</u>, please be sure to verify with the department/faculty
- For full TFoM QEII-GSST details please check out RHSE's website: https://rhse.temertymedicine.utoronto.ca/tfom-qeii-gsst-competition



QUEEN ELIZABETH II GRADUATE SCHOLARSHIP IN SCIENCE AND TECHNOLOGY

- Only specific graduate units/departments offer QEII-GSST Awards:
 - Arts and Science (Faculty) at Mississauga campus
 - Aerospace Studies
 - Astronomy & Astrophysics
 - Biomaterials and Biomedical Engineering
 - Cell & Systems Biology
 - Chemical Engineering & Applied Chemistry
 - Chemistry
 - Civil Engineering
 - Computer Science
 - Dentistry
 - Earth Sciences
 - Ecology & Evolutionary Biology
 - Electrical & Computer Engineering
 - Forestry
 - Geography & Planning
 - Health Policy, Management & Evaluation
 - Immunology

- Laboratory Medicine & Pathobiology
- Materials Science & Engineering
- Mathematics
- Mechanical & Industrial Engineering
- Medical Biophysics
- Medical Science
- Molecular Genetics
- Nursing Science
- Nutritional Sciences
- Pharmaceutical Sciences
- Pharmacology & Toxicology
- Physics
- Physiology
- Public Health Sciences
- Rehabilitation Science
- Statistical Sciences
- Temerty Faculty of Medicine (RHSE)



THANK YOU!

Questions?

Questions regarding the administration of the award at sgs and technical support for the application may be directed to: ogs@utoronto.ca

Questions regarding the OGS competition or nomination process may be directed to your graduate unit

Full details can be found at:

https://www.sgs.utoronto.ca/awards/ontario-graduate-scholarship/

The recording and slides for this presentation will be available within 3 days on the SGS OGS webpage under "additional info": https://www.sqs.utoronto.ca/awards/ontario-graduate-scholarship/#section_5



