SGS Student Award Information Session:  
Canada Graduate Scholarship – Master’s (CGS M)  
Fall 2019

presented by Stacey Kwan  
Graduate Awards Officer  
University of Toronto, School of Graduate Studies  

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Important Disclaimer!  
What is said (or not said) at this workshop does not supersede the material  
contained in the agencies guidelines or application packages.
Agenda

1. Overview – The Federal Tri-Councils
2. CGS M Competition
   - 2020-21 Competition Specifics
   - 2019-20 Statistics
   - Deadlines & Eligibility
   - Competition Evaluation Criteria & Weightings
   - Application Process & Components
3. Michael Smith Foreign Study Supplement
4. Questions
The Federal Tri-Councils

The major federal source of funds for research and scholarship in academic institutions

- **CIHR**: Canadian Institutes of Health Research
- **NSERC**: Natural Sciences and Engineering Research Council
- **SSHRC**: Social Sciences and Humanities Research Council

**Please Note:** You may submit only one application per year to only one granting agency (NSERC, CIHR or SSHRC).

Selecting the Appropriate Federal granting agency:

CGS M Award Details

<table>
<thead>
<tr>
<th>Value</th>
<th>$17,500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
</tbody>
</table>

Maximum Funding – 12 months
2020-2021 CGS M

U of T Allocation

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CIHR</td>
<td>112</td>
</tr>
<tr>
<td>NSERC</td>
<td>88</td>
</tr>
<tr>
<td>SSHRC</td>
<td>160</td>
</tr>
</tbody>
</table>

*you can find each universities allocation here:

### 2019-2020 CGS M Results

<table>
<thead>
<tr>
<th></th>
<th>CIHR</th>
<th>NSERC</th>
<th>SSHRC</th>
</tr>
</thead>
<tbody>
<tr>
<td># of applications received at U of T</td>
<td>362</td>
<td>620</td>
<td>422</td>
</tr>
<tr>
<td># of applications reviewed at SGS</td>
<td>121</td>
<td>139</td>
<td>221</td>
</tr>
<tr>
<td># of Awards Available</td>
<td>80</td>
<td>73</td>
<td>136</td>
</tr>
</tbody>
</table>
Deadlines

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

1. **Application deadline** December 1
   - Your application must be submitted before 8:00 p.m. (ET) on the deadline date. If the deadline falls on a weekend or federal holiday, your application must be submitted by the following working day.

2. **Results deadline** April 1 (of the following calendar year)
   - Your application result will be available on Research Portal

3. **Acceptance and declines of offers**
   - Applicants will have 21 days to respond to offers of awards. Offers not accepted within the response period will be automatically declined.
Basic CGS M Eligibility Requirements

• Canadian citizen or permanent resident;
• be enrolled in, or intend to apply for full-time admission to an eligible graduate program at the master’s or doctoral level at a Canadian university with a CGS M allocation;
• have completed, as of December 31 of the year of application, between zero and 12 months of full-time graduate studies
• First-class average (a grade of "A-") in each of the last two years of study

Applicants are responsible for consulting the FULL eligibility requirements outlined by the appropriate council available at:

# Example GPA Calculation

<table>
<thead>
<tr>
<th>Session</th>
<th># of Credits</th>
<th>Grade</th>
<th>Sessional GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter 2019</td>
<td>2.5</td>
<td>A-</td>
<td>3.6</td>
</tr>
<tr>
<td>Fall 2018</td>
<td>2.5</td>
<td>A</td>
<td>3.8</td>
</tr>
<tr>
<td>TOTAL</td>
<td>5.0</td>
<td></td>
<td><strong>3.75</strong></td>
</tr>
<tr>
<td>Summer 2018</td>
<td>1.0</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>Winter 2018</td>
<td>1.5</td>
<td>A</td>
<td>3.9</td>
</tr>
<tr>
<td>Fall 2017</td>
<td>1.5</td>
<td>A-</td>
<td>3.5</td>
</tr>
<tr>
<td>TOTAL</td>
<td>4.0</td>
<td></td>
<td><strong>3.79</strong></td>
</tr>
</tbody>
</table>

Most recent year of study: Fall 2018
Second most recent year of study: Winter 2017
Selecting the Appropriate Federal Granting Agency

Applicants are asked in the CGS M application to categorize their proposed “field of research” (health, natural sciences and engineering, or social sciences and humanities).

Each “field of research” corresponds with a federal granting agency. Each federal granting agency has a legislated research mandate described on the government website: http://www.science.gc.ca/default.asp?lang=en&n=FEE7261A-1
Social Science and Humanities (SSHRC) Basic Criteria

• The program of research must be primarily in the social sciences and humanities (i.e., aligned with the SSHRC legislated 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.

Natural Science and Engineering (NSERC) Basic 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.

http://www.science.gc.ca/default.asp?lang=En&n=FEE7261A-1#NSERC1
Health (CIHR) Basic Criteria

The intended outcomes of the research must, as stated in CIHR’s mandate, 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. CIHR considers applications across the full spectrum of health research.

If you select Health as your field of research, you must also indicate if your research is:
- Biomedical
- Clinical
- Health systems services
- Social, cultural, environmental and population health

http://www.science.gc.ca/default.asp?lang=en&n=FEE7261A-1#CIHR1
Register for a CIHR PIN

- Create a ResearchNet Account and log in;
- Click on “Register for a CIHR PIN;
- Complete and submit the on-line registration form;
- CIHR PIN requests are processed Monday to Friday between 7am and 5pm (ET). You should receive a confirmation e-mail with your CIHR PIN within 24 business hours of submitting your form. If it has been longer than 24 business hours since you submitted your form and you still have not received a confirmation e-mail with your CIHR PIN, please call 1-888-603-4178 or e-mail support-soutien@cihr-irsc.gc.ca.
## Application Weighting

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Elements</th>
<th>Weight</th>
</tr>
</thead>
</table>
| **Academic Excellence**          | • Academic record  
• Scholarships and awards held  
• Duration of previous studies                                                                                                                    | 50 %   |
| **Research Ability/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                                                                                       | 30 %   |
| **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 | 20 %   |
Selection Criteria

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)
Selection Criteria

Research Ability or 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
Selection Criteria

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
- Volunteering/community outreach
Application Process

All applicants must complete and submit an application using the Research Portal.


Applicants may select up to three universities on the application where:
- they are currently enrolled in an eligible program of study and wish to pursue their studies; or
- they intend to apply for full-time admission to an eligible program of study if not currently enrolled at a university of their choice.

*Awards must be held at the university where the offer of award originates.*
Create an account on the Research Portal:
Create Your Account Profile

Please create your account.

Your password must contain at least seven characters, including one special character (e.g., !, $, %, ?). For a more secure password, also use a combination of uppercase and lowercase letters, and at least one number (e.g., Password1@).

Congratulations!

Your account has been created, but before you can sign in you must first verify your email address. A message has been sent to the email address you specified. Please follow the instructions in that email to verify your account.
Research Portal Dashboard

Detailed Instructions on how to complete the application:
Creating an Application

Detailed Instructions on how to complete the application:
Editing Your Application

Your notice of intent or application has been created.

Create Application

<table>
<thead>
<tr>
<th>Application Title</th>
<th>Funding Opportunity</th>
<th>Stage</th>
<th>Status</th>
<th>Role</th>
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<th>Action</th>
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<tr>
<td></td>
<td>Canada Graduate Scholarships-Master’s Program</td>
<td>Application</td>
<td>In Progress</td>
<td>Applicant</td>
<td>2017-09-05 11:11:46</td>
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</table>

Detailed Instructions on how to complete the application:
Application Components

Application:
• Identification – Application & Proposed Host Organization(s)
• Summary of Proposal - (3800 characters max.)
• Activity Details

Attachments:
• Outline of Proposed Research
• Transcripts

Canadian Common CVs:
• Attach CCV

Invitations:
Send referees requests by clicking the “Manage invitations” button – must check on system to see if completed
Application Attachments

Attachments to the application must be uploaded in a specific format (refer to Research Portal Presentation and Attachment Standards). It is your responsibility to allow enough time to resolve any formatting issues in advance of the deadline.

This includes your Research Proposal, transcripts, and CCCV.

Outline of Proposed Research

• A detailed description of your proposed research project for the period during which you will hold the award.

• Specific as possible, without being too jargon-laden
  ➢ Objectives, Outline, Methods, Procedures, Significance
  ➢ Refer to Eligibility of Proposed Research, must meet NSERC/SSHRC/CIHR Research Mandate

• Outline can be a maximum of 1 page with 1 additional page for Bibliography/citations only and must adhere to the presentation standards available in online CGS M instructions
  • Reference style should be in the preferred style of your field of research

• Different from the Summary of Proposal which is a summary of your outline written out in language the public can understand (maximum 1800 characters including spaces)
Transcripts

- All transcripts from current and previous degrees must be attached to your CGS M application
- North American transcripts - official & current
- Transcripts from outside North America – originals or certified copies if unavailable
- If currently registered student, transcript must show fall registration including new U of T students
- ACORN/ROSI print-outs are not accepted, Transcripts from the host university during semesters abroad must be included in addition to your home university’s transcript
- Transcripts from all universities saved as a single PDF file, black and white, one copy of the legend (per institution), upright, and clear enough to read
**Transcripts**

- **IMPORTANT:** Applicants should preview **ALL** uploaded attachments once the files have been successfully uploaded to verify that the files are **downloadable and readable**.
Canadian Common CV (CCCV)

Canadian Common CV (CCCV)

Canadian Common CV (CCCV)

Please revise the entries marked with an "X".

* Funding Source: CGS-Master's
* CV Type: CGS-Master's

<table>
<thead>
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<td>Recognitions</td>
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**You must select at least 1 entries of Education to submit to CGS-Master's**

<table>
<thead>
<tr>
<th>Employment</th>
<th>Academic Work Experience</th>
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<th>No Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Non-academic Work Experience</td>
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<td>No Entry</td>
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<tr>
<td></td>
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<tr>
<td></td>
<td>Leaves of Absence and Impact on Research</td>
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</tr>
<tr>
<td></td>
<td>Research Funding History</td>
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<tr>
<td></td>
<td>Activities</td>
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</table>
Canadian Common CV (CCCV)

Please revise the entries marked with an “X”.

- * Funding Source: CGS-Master’s
- * CV Type: CGS-Master’s

<table>
<thead>
<tr>
<th>Section</th>
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<td>2019-09-10 14:57:26</td>
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<td>2019-09-10 14:57:46</td>
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<tr>
<td>User Profile</td>
<td>1/1</td>
<td>2019-09-10 14:58:25</td>
</tr>
<tr>
<td>Education Degrees</td>
<td>1/1</td>
<td>2019-09-10 14:59:50</td>
</tr>
</tbody>
</table>
You are about to submit and share your electronic Curriculum Vitae with other institutions. Once such information is successfully forwarded, the designated institution will be responsible for the management and protection of the personal information shared. Please note: for privacy inquiries, you must contact each institution directly. You agree to share your CV and personal information with the institutions you have chosen here. For additional details please see the Privacy Notice Statement.
Do you consent to have your name and CV information included in the Canadian and provincial directories of researchers? If you do, CIHR will make available the following information about you, to be published in the Directories of Researchers for public search and identification of expertise:

Primary Contact information, academic information, credentials and recognitions, languages competency, research classification information, research interest and experience, professional and volunteer activities and contributions.

Once the information is successfully forwarded to the institutions administering the Directories of Researchers, they will be responsible for the management and protection of the personal information shared. Please note that CIHR will not be able to control how an institution uses your personal information and you will have to contact the institution directly if you have any questions about its use. For additional details, please see the Privacy Notice Statement found on the Common CV consent tab.
Canadian Common CV (CCCV)
IMPORTANT NOTE: If you make any changes to your CV, you will be given a NEW confirmation number – ensure you are using the correct confirmation number when you are attaching to your application on Research Portal.
IMPORTANT NOTE: If you make any changes to your CV, you will be given a NEW confirmation number – ensure you are using the correct confirmation number when you are attaching to your application on Research Portal.
Reference Assessments

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

**First assessment**

- Your thesis supervisor, someone who is able to provide specific examples and is knowledgeable in the proposed area of research

**Second assessment**

- A person sufficiently familiar with your research and other abilities.
- Cannot be from a proposed supervisor unless they have already supervised you before
- You will not have access to the reports, but will be able to see when it is completed, and have ability to “unlock” allowing referees to make amendments
Reference Assessments

Steps

1. Contact your proposed referees to ensure they are willing to complete a positive & enthusiastic assessment for you.

2. In the Referee Invitation section of your application, enter the names and e-mail addresses of each of the referees who will be completing an assessment.
   - Once the information is saved, an e-mail containing the appropriate links will be forwarded to the referee so that he or she may view your application and complete the assessment.

3. Check the status of the request on the Referee Invitation page.
Instructions for Referees

Step 1. Find email with subject “Invitation to participate – Invitation à participer” from donotreply-nepasrespondre@nserc-crsng.gc.ca

• Regardless of applicant’s area of research (CIHR, NSERC, or SSHRC) the invitation will be sent from the NSERC email address as Research Portal is housed on the NSERC server.
Example of Invitation Email

This is an automated message. Please do not reply.

You have been invited to complete a Reference Assessment for the following applicant:

- Application Deadline: 2017-12-01 20:00:00 eastern
- Applicant: [Redacted]
- Funding Opportunity: [Redacted] Graduate Scholarships-Master's Program
- Authorization Number: [Redacted] (not case sensitive)

By accessing the application via the link below, you agree that:

1. you will use the application information only to help you complete the Reference Assessment, and not for any other purposes; and
2. you will treat the application information as strictly confidential and will not discuss or disclose it.

To accept the invitation:

For new users only, follow steps 1 to 7.

   b. Confirm your registration.
   c. Complete and save your User Profile page.

For registered users only, follow steps 2 to 7:

3. Bookmark https://portal-portal.nserc-crsng.gc.ca/s/login.aspx to access the Portal as the previous link can only be used once.
4. Click on the link in Step 2 or copy and paste the authorization number shown above. Click on Accept Invitation and click I Accept.
5. Click on the application link.
6. On the Welcome page, Open the intended application.
7. On the Application Overview page, complete the Reference section. Refer to the Instructions (For reviewers or Committee Members) on how to complete the Reference Assessment.
8. To view the application, open the Applicant section on the Application Overview page.

Once the Reference Assessment is validated, it will automatically be submitted and linked to the application. It will NOT be seen by the applicant.

Note: Please ensure that your assessment is completed in a timely manner. This will allow enough time for the applicant to complete and submit his/her application.

For additional information, contact [Redacted].
Instructions for Referees

Step 2. Click the link provided in “Step 2” of the Invitation email, enter the *Authorization Code* into the text field, and hit “Accept Invitation”
Instructions for Referees

Step 3. Accept Terms & Conditions and you will be taken to a success screen where you can click “application” link to access the Assessment form.
Instructions for Referees

Step 4. Under “Applications” click the “Open” button

Step 5. Under “Participant: Your Name” click “Edit” button
Reference Assessment Form

**Applicant Information**

<table>
<thead>
<tr>
<th>Family name</th>
<th>Lindeman</th>
<th>First name</th>
<th>Katie</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>University of Toronto</td>
<td>Department/division</td>
<td>School of Graduate Studies</td>
</tr>
</tbody>
</table>

**Reference Information**

<table>
<thead>
<tr>
<th>Family name</th>
<th>Di Caterina</th>
<th>First name</th>
<th>Fong</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>University of Toronto</td>
<td>Department/division</td>
<td>School of Graduate Studies</td>
</tr>
<tr>
<td>Position title</td>
<td>Student Liaison Officer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I have known Katie Lindeman in my capacity as [ ] for [ ] years and [ ] months.

In providing your assessment in each section below, consider the applicant in comparison to other students in similar disciplines and at a similar stage in their graduate studies, with whom you have interacted during the last five years.

**Academic Excellence**

As demonstrated by past academic results, transcripts, awards and distinctions.

Rating:  ○ Top 2%  ○ Top 5%  ○ Top 10%  ○ Top 25%  ○ Below Top 25%  ○ Unable to comment

Provide an assessment of the applicant's skills, abilities, achievements, awards, experience and contributions related to this criterion. Use concrete examples.

Characters remaining: **300** (300 chars)
Reference Assessment Form

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.

Rating: ○ Top 2% ○ Top 5% ○ Top 10% ○ Top 25% ○ Below Top 25% ○ Unable to comment

Provide an assessment of the applicant's skills, abilities, achievements, awards, experience and contributions related to this criterion. Use concrete examples.

Characters remaining: 300 (300 chars)

Personal Characteristics and Interpersonal Skills

As demonstrated by the applicant's past professional and relevant extracurricular interactions and collaborations.

Rating: ○ Top 2% ○ Top 5% ○ Top 10% ○ Top 25% ○ Below Top 25% ○ Unable to comment

Provide an assessment of the applicant's skills, abilities, achievements, awards, experience and contributions related to this criterion. Use concrete examples.

Characters remaining: 300 (300 chars)
Before you submit

No changes or updates can be made to an application once it has been submitted. Only personal contact information may be updated through your Research Portal account.

It is possible to save and validate incorrect or incomplete information; therefore, you must review your application before you submit it by clicking on Export application and attachments to PDF.
Make sure you submit!

Once the application is completed, ensure that you click the **Submit** button in order for your application to be considered for the CGS M competition.

You will receive a confirmation email upon successful submission of your application. When your application is successfully received by the institution(s), your status will change to **Received by Administrator** in the Research Portal.
Michael Smith Foreign Study Supplement (MSFSS)

- To support high-calibre graduate students in building global linkages and international networks through the pursuit of exceptional research experiences at research institutions outside of Canada.
- Available to active CGS Master’s, CGS Doctoral or eligible Vanier CGS holders
- Up to $6,000
MSFSS Eligibility to Hold

Recipients must:

• hold an active CGS at the time your study period abroad starts;

• be registered full time in a graduate research studies program at a Canadian institution for the duration of the time abroad;

• take up the award within one year of receiving the notice of award for the CGS Michael Smith Foreign Study Supplement; and

• return to complete your degree in Canada.
MSFSS Key Dates

• Deadline for universities to submit applications to the granting agencies: June 10\textsuperscript{th} and October 10\textsuperscript{th}

• Students submit application and all required documents to the School of Graduate Studies for consideration

• SGS Fall deadline: September 25, 2018
Questions

**CGS M:** Stacey Kwan  
Email: staceym.kwan@utoronto.ca

**MSFSS:** Graduate Awards Office  
Email: graduate.awards@utoronto.ca