Important Disclaimer!
What is said (or not said) at this info session does not supersede the material contained in the agencies’ guidelines or application packages.
STATEMENT OF ACKNOWLEDGEMENT OF TRADITIONAL LAND

We wish to acknowledge this land on which the University of Toronto operates.

For thousands of years it has been the traditional land of the Huron-Wendat, the Seneca, and the Mississaugas of the Credit River.

Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land.
MS TEAMS - ASKING QUESTIONS

• We are recording this session to be uploaded to the SGS website.

• Quick clarification questions on a particular slide may be entered in the “chat” section during the presentation. Please save all other questions to the end of the presentation.

• For questions about your personal background or eligibility, please review the eligibility requirements, then contact the appropriate Awards Officer by email if you have further questions.

• Slides will be available on the SGS website under the specific award page: https://www.sgs.utoronto.ca/awards/canada-graduate-scholarships-cgs-m-program/#section_6
AGENDA

1. Tri-Council Overview

2. CGS M Competition Overview
   - Competition Specifics
   - Previous Year’s Statistics
   - Deadlines & Eligibility
   - Competition Evaluation Criteria & Weightings
   - Application Process & Components

3. Michael Smith Foreign Study Supplement

4. Questions
TRI-COUNCIL OVERVIEW

The “Tri-Council” is the major federal source of funds for research and scholarship in academic institutions. It has three branches:

- **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). Vanier Exempt.

**Selecting the Appropriate Federal granting agency**:

# FIELD OF RESEARCH

<table>
<thead>
<tr>
<th>Field of Research</th>
<th>Basic Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health (CIHR)</td>
<td>The program of research must primarily be in health. 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.</td>
</tr>
<tr>
<td>Natural Sciences and/or Engineering (NSERC)</td>
<td>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.</td>
</tr>
<tr>
<td>Social Sciences and/or Humanities (SSHRC)</td>
<td>The program of research must be primarily in the social sciences and humanities. 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.</td>
</tr>
</tbody>
</table>
FIELD OF RESEARCH: HEALTH

• If you select “Health” (i.e., CIHR) as your field of research, you must also indicate if your research is:
  o Biomedical
  o Clinical
  o Health systems services
  o Social, cultural, environmental and population health

• Additionally, you must obtain a CIHR PIN.

• Applicants who do not select “Health” as their field of research do not need to obtain a CIHR PIN.
FIELD OF RESEARCH: HEALTH – OBTAIN CIHR PIN

• Create a ResearchNet Account and log in.
• Look for your name in the top right-hand corner and click to reveal options.
• Click on “Register for a CIHR PIN” option.
• Complete and submit the online 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 email support-soutien@cihr-irsc.gc.ca.
2023-2024

COMPETITION OVERVIEW
COMPETITION OVERVIEW

• Types of Awards:
  o CIHR Canada Graduate Scholarship – Master’s
  o NSERC Canada Graduate Scholarship – Master’s
  o SSHRC Canada Graduate Scholarship – Master’s

• The award value is $17,500 for a period of 12 months

• Applicants must apply online on the Research Portal website
COMPETITION OVERVIEW – 2023-24 ALLOCATIONS

<table>
<thead>
<tr>
<th>Agency</th>
<th>U of T Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIHR</td>
<td>185</td>
</tr>
<tr>
<td>NSERC</td>
<td>77</td>
</tr>
<tr>
<td>SSHRC</td>
<td>141</td>
</tr>
</tbody>
</table>

You can find each university’s allocation here:

# COMPETITION OVERVIEW – 2022-23 RESULTS

<table>
<thead>
<tr>
<th>Agency</th>
<th># of applications received</th>
<th># of applications reviewed by SGS</th>
<th># of awardees</th>
<th>Success Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIHR</td>
<td>395</td>
<td>230</td>
<td>185</td>
<td>46.84%</td>
</tr>
<tr>
<td>NSERC</td>
<td>484</td>
<td>148</td>
<td>77</td>
<td>15.91%</td>
</tr>
<tr>
<td>SSHRC</td>
<td>462</td>
<td>266</td>
<td>141</td>
<td>30.52%</td>
</tr>
</tbody>
</table>
COMPETITION OVERVIEW – IMPORTANT DATES

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

• Application deadline: December 1, 2022
  o 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.

• Results Notification: April 1, 2023
  o Your application result will be available on Research Portal.

• Accepting and Declining Offers
  o Applicants will have 21 days to respond to offers of awards. Offers not accepted within the response period will be automatically declined. Automatic declines cannot be reversed.
ELIGIBILITY TO APPLY - INTRODUCTION

Applicants are responsible for consulting the FULL eligibility requirements outlined by the appropriate council available at: http://www.nserc-crsng.gc.ca/students-etudiants/pg-cs/cgsm-bescm_eng.asp

• Eligibility Requirements
  o Program of study
  o Legal status
  o Months of study
  o Prior awards
  o First-class average
  o Award applications in current cycle
ELIGIBILITY: PROGRAM OF STUDY

• 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 one of the following:
  - Thesis
  - Major research project
  - Dissertation
  - Scholarly publication
  - Performance
  - Recital
  - Exhibit

• The research must be merit/expert reviewed at the institutional level as a requirement for completion of the program. Master’s programs that are based only on coursework are typically not eligible since they do not include a significant research component.

• **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.
ELIGIBILITY TO APPLY – APPLICANTS MUST:

• 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.
  - *Note: Applicants who are not currently enrolled in their intended graduate program at the University of Toronto must submit an application for admission by the deadline for their intended graduate program or by March 15th, whichever comes first.

• Not have held or be currently holding a CGS M scholarship from CIHR, NSERC or SSHRC.

• Submit a maximum of one scholarship application per academic year to either CIHR, NSERC, or SSHRC. (Research Portal will allow the application to be submitted to up to three institutions.) Students are not permitted to apply for a CGS M and a Tri-Agency doctoral award at the same time.

• Have achieved a first-class average (3.5 GPA or A- average at U of T) in each of the last two completed years of study (full-time equivalent).
ELIGIBILITY TO APPLY - CONTINUED

• Have completed, as of December 31, 2022:
  o 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 (e.g., MA/PhD)
    • 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
  *All studies credited toward the eligible program will be counted, whether or not they were completed at the degree-granting institution.

• 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.
## ELIGIBILITY TO APPLY - GPA

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<tr>
<th>Session</th>
<th>Courses with Credit Weights</th>
<th>Grades</th>
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<td>Most recent year of study</td>
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<td></td>
</tr>
<tr>
<td>Winter 2022</td>
<td>0.5</td>
<td>A-</td>
</tr>
<tr>
<td></td>
<td>1.5</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>2.0</td>
<td>A+</td>
</tr>
<tr>
<td>Fall 2021</td>
<td>1.0</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>1.5</td>
<td>B+</td>
</tr>
<tr>
<td></td>
<td>2.5</td>
<td>A</td>
</tr>
<tr>
<td><strong>Annual GPA = 3.87</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second most recent year of study</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer 2021</td>
<td>0.5</td>
<td>CR</td>
</tr>
<tr>
<td>Winter 2021</td>
<td>1.5</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>0.5</td>
<td>B</td>
</tr>
<tr>
<td>Fall 2020</td>
<td>1.5</td>
<td>A-</td>
</tr>
<tr>
<td></td>
<td>1.0</td>
<td>A</td>
</tr>
<tr>
<td><strong>Annual GPA = 3.79</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ADJUDICATION PROCESS

Two-tier adjudication process

1. Graduate Unit Review: The graduate unit (department) reviews and ranks all applications as listed on the Applicant List provided by SGS. They can nominate a certain number of applications to SGS for review.
   - The number of applications the unit can nominate is called a quota. Each unit is given a quota – either by their faculty (for multi-unit faculties) or by SGS (for single-unit faculties).

2. SGS review: The SGS Award Committees review all applications nominated by the units and select the award recipients. Each application is reviewed by three committee members outside of the applicant’s graduate unit/dept.
   - At SGS there are four (4) CGS M committees: one CIHR committee, one NSERC committee, and two SSHRC committees.

A description of the selection process at U of T is also posted on the SGS CGS M webpage: https://www.sgs.utoronto.ca/awards/canada-graduate-scholarships-cgs-m-program/#section_4
APPLICATION WEIGHTING

Full selection criteria can be found on the CGS M webpage: https://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM_eng.asp

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Excellence</td>
<td>50 %</td>
</tr>
<tr>
<td>Research Potential</td>
<td>30 %</td>
</tr>
<tr>
<td>Personal characteristics and interpersonal skills</td>
<td>20 %</td>
</tr>
</tbody>
</table>
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)
- 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 should consult the instructions before and while completing their application: http://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/CGS_M-BESC_M_eng.asp

Applicants may select up to three universities where they would like to hold the award. For each selection, the applicant must either:

- Be currently enrolled in an eligible program of study at the institution; or
- Intend to apply for full-time registration in an eligible program of study there.

Each university makes its own CGS M offers. The award must be held at the university where the offer of award originates; it is not transferrable.
2023-2024

RESEARCH PORTAL
OVERVIEW
APPLICATION SITE: RESEARCH PORTAL

Website: https://portal-portail.nserc-crsng.gc.ca/s/login.aspx
APPLICATION SITE: RESEARCH PORTAL

Website: https://portal-portail.nserc-crsng.gc.ca/s/login.aspx
LANDING PAGE: MY PORTFOLIO

Detailed instructions on how to complete the application: http://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/CGS_M-BESC_M_eng.asp
CREATING A CGS M APPLICATION FORM

To create the application, click the blue Create Application bar.
CREATING A CGS M APPLICATION FORM

The funding opportunities available on Research Portal will drop down. Find the row that says **Canada Graduate Scholarships-Master’s Program**, then select the **Create** button in the Action column.
CREATING A CGS M APPLICATION FORM

The page will refresh, a green message box will indicate the application has been created, and a new application will be listed in the Applications section of the landing page. Click Open to start editing the application.
APPLICATION COMPONENTS

1. Application
   o Identification – Application & Proposed Host Organization(s)
   o Summary of Proposal (Abstract) (1800 characters max, including spaces)
   o Activity Details

2. Attachments
   o Outline of Proposed Research (1 page) + Bibliography and Citations (1 page)
   o Transcripts

3. Canadian Common CV

4. Invitations
   o Two referee assessment forms

5. EDI Questionnaire
To edit or add an application component, click the **Edit**, **Attach** or **Manage Invitations** buttons.
IDENTIFICATION

- “Social sciences and/or humanities” = SSHRC
- “Health” = CIHR
- “Natural sciences and/or engineering” = NSERC
- Your graduate unit will review your application and confirm whether you have chosen the correct field of research (i.e., CIHR/NSERC/SSHRC).
### Proposed Host Organization

#### Proposed Host Organization #1

<table>
<thead>
<tr>
<th>Organization</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td></td>
</tr>
<tr>
<td>Department/Division</td>
<td>Select</td>
</tr>
</tbody>
</table>

#### Proposed Host Organization #2

<table>
<thead>
<tr>
<th>Organization</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td></td>
</tr>
<tr>
<td>Department/Division</td>
<td>Select</td>
</tr>
</tbody>
</table>

#### Proposed Host Organization #3

<table>
<thead>
<tr>
<th>Organization</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td></td>
</tr>
<tr>
<td>Department/Division</td>
<td>Select</td>
</tr>
</tbody>
</table>
ACTIVITY DETAILS: SEX AND GENDER CONSIDERATIONS

• Applicants must answer the following questions about sex and gender as part of the “Activity Details” section:
  o Are sex (biological) considerations taken into account in this research proposal?
  o Are gender (socio-cultural) considerations taken into account in this research proposal?

• If you answer “yes” to either question (or both), another section will open up that asks you to describe how sex and/or gender considerations will be considered in your program of study. You must provide an explanation in this text box.

• Whether you say “yes” or “no” to these questions, your responses will be visible to reviewers.
  o If you indicate “yes” to either question (or both), reviewers will expect to see an explanation in the box and will also expect to see the considerations of the sex and/or gender being addressed within your Outline of Proposed Research.
  o If you indicate “no” to both questions but your Outline of Proposed Research suggests that your research might involve sex and/or gender considerations, the omission may negatively affect the assessment of your application, as reviewers may see your application as incorrectly completed.
ACTIVITY DETAILS: SEX AND GENDER CONSIDERATIONS

• For more information on integrating sex and gender into research, see CIHR’s website: https://cihr-irsc.gc.ca/e/50836.html

• For general guidelines on integrating Equity, Diversity, and Inclusion (EDI) considerations in research, see NSERC’s website: https://www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies-Politiques/EDI_guidance-Conseils_EDI_eng.asp

• NSERC also recommends the website “Gendered Innovations in Science, Health & Medicine, Engineering, and Environment” (available in English only). This is a website published by Stanford University where researchers can find multiple resources focusing on the development of practical methods of sex, gender, and intersectional analysis for research in the sciences and engineering, as well as case studies highlighting how these kinds of analyses lead to innovation. https://genderedinnovations.stanford.edu/
OUTLINE OF PROPOSED RESEARCH

MAXIMUM 1 PAGE + 1 ADDITIONAL PAGE FOR CITATION/BIBLIOGRAPHY

• A detailed description of the proposed research project for the period during which the award will be held.

• The proposal must be as specific as possible without being too jargon-laden.

• It can include Objectives, Outline, Methods, Procedures, and Significance.

• This proposal is different from the Summary of Proposal, which is written out in lay terms so that a member of the general public would be able to understand it.
OUTLINE OF PROPOSED RESEARCH

• If you are offered a CGS M, you are not required to pursue the exact-same project that you described in your application.

• You may alter the topic of your research, provided that the subject matter still falls within the same field of research that you selected on your CGS M application (i.e., Health [CIHR], Natural Sciences and/or Engineering [NSERC], or Humanities and Social Sciences [SSHRC]).
OUTLINE OF PROPOSED RESEARCH

Outline of Proposed Research

General Presentation:
- Body text in a minimum 12 pt Times New Roman font
- Single-spaced, with no more than 6 lines of type per inch
- All margins set at a minimum of 3/4" (1.87 cm)

Your file must meet the following specifications:
- PDF format (.pdf extension); unprotected
- Maximum file size of 10 mb
- 8 1/2" x 11" (216 mm x 279 mm) or A4 (210 mm x 297 mm)
- Maximum 2 pages
OUTLINE OF PROPOSED RESEARCH

General Presentation:
- Body text in a minimum 12 pt Times New Roman font
- Single-spaced, with no more than 5 lines of type per inch
- All margins set at a minimum of 3/4” (1.87 cm)

Your file must meet the following specifications:
- PDF format (.pdf extension): unprotected
- Maximum file size of 10 mb
- 8 ½” x 11” (216 mm x 279 mm) or A4 (210 mm x 297 mm)
- Maximum 2 pages
TRANSCRIPTS

• North American transcripts must be official and current.

• Transcripts from outside of North America must be official and current or certified copies if official are unavailable.

• Transcripts must show Fall 2022 registration if currently registered (including first year U of T students, even if they have no grades to report).

• ACORN print outs are not acceptable.

• All transcripts must be combined and saved as a single PDF file (one copy of the legend per institution, upright, and clear enough to read without any adjustment by the viewer).

• Colour imagery is acceptable, but text should be in black.

• Transcripts written in a language other than English or French must include a certified translation.
TRANSCRIPT ALLOWANCES

COVID-19 Allowances for Transcripts for the Fall 2022 scholarships and fellowships competitions

• The Tri-Agency acknowledges that the widespread disruption caused by the COVID-19 pandemic may hinder the ability of some institutions to provide applicants with official and up-to-date transcripts in advance of the deadline date, particularly at institutions which do not currently provide official electronic version of these documents. Therefore, for the Fall 2022 scholarships and fellowships competitions, the agencies will continue to accept unofficial transcripts if official transcripts cannot be obtained.

• If an official transcript cannot be obtained, the applicant must provide a letter from the institution’s transcript office which states that the institution is not able to provide an official transcript at this time along with an unofficial version of the transcript.

• While applications containing unofficial transcripts will be accepted, applicants should note that submission of an application will continue to serve as a formal attestation that they provided true, complete, accurate information in the application and its related documents. The Tri-Agency may contact administrative staff at applicants’ institutions or applicants directly in order to verify that the contents of the submitted transcripts are true, complete and accurate.
COMBINING TRANSCRIPTS

- Official e-transcripts are generally protected (i.e., cannot be copied, combined with other documents, or otherwise modified).

- To remove this protection, open the PDF with your PDF reader software (e.g., Adobe Reader) or internet browser of choice (e.g., Firefox), then use the “Print to PDF” printer option.

- This will allow you to create a new PDF file that can be combined with other PDFs to be uploaded to the application system.
COVID-19 CONSIDERATIONS IN REVIEW

The **Special Circumstances section on the CCV** can be used to explain in detail any special circumstances related to COVID-19 that may have delayed, altered, or interrupted the applicant’s studies or research. This statement should be considered and used to assess the quality of the applicant’s performance during their active period only (i.e., excluding the period in allowable inclusions).
ATTACHMENTS

Once all attachments have been attached, they can be viewed or edited.

<table>
<thead>
<tr>
<th>Status</th>
<th>Title</th>
<th>Document Type</th>
<th>Updated</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
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</table>
CANADIAN COMMON CV


If you have questions about the Canadian Common CV, please contact the Graduate Awards Office.

Make sure to select “CGS-Master’s.”
Be sure to replace any previously saved Confirmation Numbers if edits are made to CCV.
REFERENCE ASSESSMENTS

Each application must be accompanied by two Reference Assessments. Keep in mind that both assessments must be submitted before you can submit your application.

First Assessment

• Ideally your current thesis supervisor (if you have one). They should be 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.

• You should not ask a proposed supervisor for an assessment unless they have already supervised you before.
REFERENCE ASSESSMENTS

Steps

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

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

3. Check the status of the request on the Referee Invitation page.
REFEREE INSTRUCTIONS


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 EMAIL INVITATION

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: Canada 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-portail.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 Participant 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].

UNIVERSITY OF TORONTO
SCHOOL OF GRADUATE STUDIES
REFEREE INSTRUCTIONS

Step 2. In the email invitation, click the link provided in the Invitation email, enter the Authorization Code into the text field, and click “Accept Invitation.” New users must create a Research Portal account first.
**REFEREE INSTRUCTIONS**

**Step 3.** Accept Terms & Conditions after which the accepted invitation screen will appear, where the referee can click “application” link to access the Assessment form.
# REFERENCE ASSESSMENTS

## Reference Assessment Form

### Applicant Information

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

| Position title: | Student Liaison Officer |

I have known Kate 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.

<table>
<thead>
<tr>
<th>Rating:</th>
<th>○ Top 2% ○ Top 5% ○ Top 10% ○ Top 25% ○ Below Top 25% ○ Unable to comment</th>
</tr>
</thead>
</table>

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 ASSESSMENTS

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)
IMPLICIT OR UNCONSCIOUS BIASES

- The Tri-Agency expects reviewers to consistently guard against the possibility of unconscious bias influencing the decision-making process, whether these biases are based on schools of thought, the perceived value of fundamental versus applied research, areas of research or research approaches (including emerging ones), the size or reputation of an institution, age, gender, and/or other personal factors associated with the applicant. To assist committee members in recognizing potential bias, all SGS members are asked to complete the Unconscious Bias in Peer Review online learning module. Members are also encouraged to complete one of the Sex and Gender training modules produced by CIHR.

- Encourage your supervisor and referees to also complete the Unconscious Bias in Peer Review online learning module so that they can be aware of unconscious bias and minimize it when writing their assessments. (For example, unconscious bias might involve using different types of adjectives to describe male vs female applicants, such as “outstanding” male but “hard-working” female.)
SSHRC APPLICANTS: MINDS SCHOLARSHIP INITIATIVE

• Mobilizing Insights in Defence and Security (MINDS) is a joint initiative between the Department of National Defence and SSHRC that offers supplementary funding to applicants who are conducting research related to contemporary defence and security issues. MINDS offers two streams of funding for CGS M applicants who select the social sciences and/or humanities field of research on their application form:
  o MINDS Master’s Scholarships for Indigenous Students
  o MINDS Scholarship Initiative Supplements

• Applicants for the CGS M program who are eligible for both streams of funding can apply to both. However, if applicants are selected to receive funding, they will be offered one or the other.
MINDS SCHOLARSHIP INITIATIVE - CONTINUED

• The MINDS Master’s Scholarship for Indigenous Students is a one-year, non-renewable award valued at $17,500 in addition to the value of the CGS M award. To apply, you must:
  o Select the MINDS Master’s Scholarships for Indigenous Students option from the drop-down menu.
  o Self-identify as Indigenous and indicate your agreement with the self-identification and consent statement by selecting the appropriate checkbox.
  o Complete the Personal Statement.
  o Complete the Statement of Thematic Relevance.
  o Submit your application by December 1, 2022.

• The MINDS Scholarship Initiative Supplement is a one-year, non-renewable award valued at $10,000 in addition to the value of the CGS M award. To apply, you must:
  o Select the MINDS Scholarship Initiative Supplements option from the drop-down menu.
  o Complete the Statement of Thematic Relevance.

• Detailed information about eligibility and application requirements can be found at: https://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/dnd-minds-eng.aspx.
SSHRC AND NSERC APPLICANTS: INDIGENOUS SCHOLARS AWARDS AND SUPPLEMENTS

- Available for NSERC and SSHRC applicants

- For CGS M recipients: $5,000 top-up to the CGS M for one year (non-renewable)

- For CGS M alternates: $17,500 award + $5,000 top-up for one year (non-renewable)

- To be considered for this opportunity,
  - Select the Indigenous Scholars Awards and Supplements Pilot Initiative option from the drop-down menu.
  - Indicate your agreement with the self-identification and consent statement by selecting the appropriate checkbox.
  - Complete the Personal Statement (3,000 characters max).

EDI QUESTIONNAIRE

All applicants must complete the EDI survey that is part of their Research Portal account profile.

The questions ask about age, gender, indigenous identity, disabilities, and visible minority identification.

On the top of the Applicant Overview page, there will be a red message bar that has a link to the EDI questionnaire.
BEFORE YOU SUBMIT & SUBMITTING

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.

The Research Portal will allow you to save and validate incorrect or incomplete information. Therefore, before you submit your application, you must review it. To do so, click on Export application and attachments to PDF and carefully read through your application materials.

Once you’ve verified that your application is accurate and complete, 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” on the Research Portal.

It is normal for your application to continue to read “Received by Administrator” until the competition results are announced on April 1st.
Micheal Smith Foreign Study Supplement

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.
- Value: up to $6,000

To hold an MSFSS, you must meet the following conditions:

- 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.
- Return to complete your degree in Canada.
MICHAEL SMITH FOREIGN STUDY SUPPLEMENT

Due to SGS end of May and end of Sept each year.

Students must submit the application and all required documents to the School of Graduate Studies for consideration.
QUESTIONS?

• Questions about the competition can be directed to:

<table>
<thead>
<tr>
<th>CIHR CGS M</th>
<th>NSERC CGS M</th>
<th>SSHRC CGS M</th>
</tr>
</thead>
</table>
| Janine Harper  
Graduate Awards Officer  
416-978-3555  
janine.harper@utoronto.ca | Stacey Kwan  
Graduate Awards Officer  
416-978-2205  
staceym.kwan@utoronto.ca | Carla Serpe  
Graduate Awards Officer  
416-978-2386  
carla.serpe@utoronto.ca |

• For help with the Research Portal (e.g., technical difficulties), please contact the Tri-Agency Help Desk.