



# Canada Graduate Scholarship Masters Workshop Canadian Institutes of Health Research

Fall 2023

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University  
of Victoria

# TERRITORY ACKNOWLEDGMENT

We acknowledge and respect the ləkʷəŋən peoples on whose traditional territory the university stands and the Songhees, Esquimalt and W̱SÁNEĆ peoples whose historical relationships with the land continue to this day.



# WORKSHOP AGENDA

- OVERVIEW CIHR CGS M
- FUNDING
- ELIGIBILITY
- REVIEW PROCESS
- APPLICATION PROCESS
- SELECTION CRITERIA
- APPLICATION SECTIONS
- CIHR COACH
- RESOURCES & CONTACTS
- QUESTIONS?

**IMPORTANT DISCLAIMER:** While every effort has been made to provide accurate information, it's important to refer to CIHR CGS M program material as your primary source of information.



# AWARD | RESEARCH COUNCILS

Three federal research councils:

- **Canadian Institutes of Health Research (CIHR)**
- **Natural Sciences and Engineering Research Council (NSERC)**
- **Social Sciences and Humanities Research Council (SSHRC)**
  - One application per year to either CIHR, NSERC or SSHRC (you will indicate the research council in your CGSM application)
  - Ensure you are applying to the correct council based on subject matter of your research. Review the subject matter guidelines for [Selecting the Appropriate Federal Granting Agency](#) of your research.
  - UVic's CIHR CGSM quota is 7 for fall 2023 competition

**Applications to CIHR must meet the following criteria:**

- The intended outcomes of the research must, primarily improve or have an impact on health and/or produce more effective health services and products and/or strengthen the Canadian health care system.



# AWARD | FUNDING

## Canada Graduate Scholarship – Masters (CGS M)

- **Value:** \$17,500 for 12 months
- Canadian University
- Funding towards completion of a master's degree with a significant research component
  
- 2 chances to apply:
  - ❖ Final year of undergraduate degree program
  - ❖ Within first 12 months of a master's degree program

Information about the [CGSM program](#) is hosted on the NSERC website.



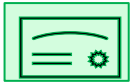
# ELIGIBILITY | APPLICANT ELIGIBILITY



Open to Canadian citizens or permanent residents of Canada or a Protected Person under subsection 95(2) of the Immigration and Refugee Protection Act (Canada), as of the application deadline.



Only submit **one** award application in the application year; Vanier CGS program do not count towards this limit.



Cannot have held or be currently holding a CGS M scholarship from CIHR, NSERC or SSHRC or and Indigenous Scholars Award and Supplement



Be enrolled in, have applied for or will apply for full-time admission to an eligible graduate program at the masters or doctoral level at a Canadian institution with a CGS M allocation. The program must include a significant research component that leads to the completion of a thesis, major research project or dissertation.



Have achieved a first-class average, as determined by the host institution in each of the last two completed years of study (full-time equivalent).



# ELIGIBILITY | STUDY OF MONTHS

You must have completed, as of December 31 of the year of application:

- either between 0 and 12 months of full-time studies (or full-time equivalent) in the program for which you are requesting funding, which may be one of the following:
  - a master's program
  - a doctoral program that you are entering directly from a bachelor's program without having ever been enrolled in any graduate programs (direct-entry)
  - a combined master's-doctoral program
  - a master's program that will transition to an eligible doctoral program, either before or after award activation, with no master's degree conferred (fast-track)
  - a master's program for which the degree requirements will be completed before the end of the award, allowing the award to continue into an eligible doctoral program
- or between 4 and 12 months of full-time study (or full-time equivalent) in an eligible master's program for which the degree requirements will be completed before activation of the award at that same institution, allowing it to be activated during the first 12 months of the subsequent doctoral program for which you are requesting funding

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



# AWARD | REVIEW PROCESS

## Campus review:

- Faculty of Graduate Studies reviews applications for completeness and eligibility
- Departments review and rank applications
- A multidisciplinary review committee of UVic faculty members scores applications

## Award offers are made via the Research Portal on **April 1, 2024**

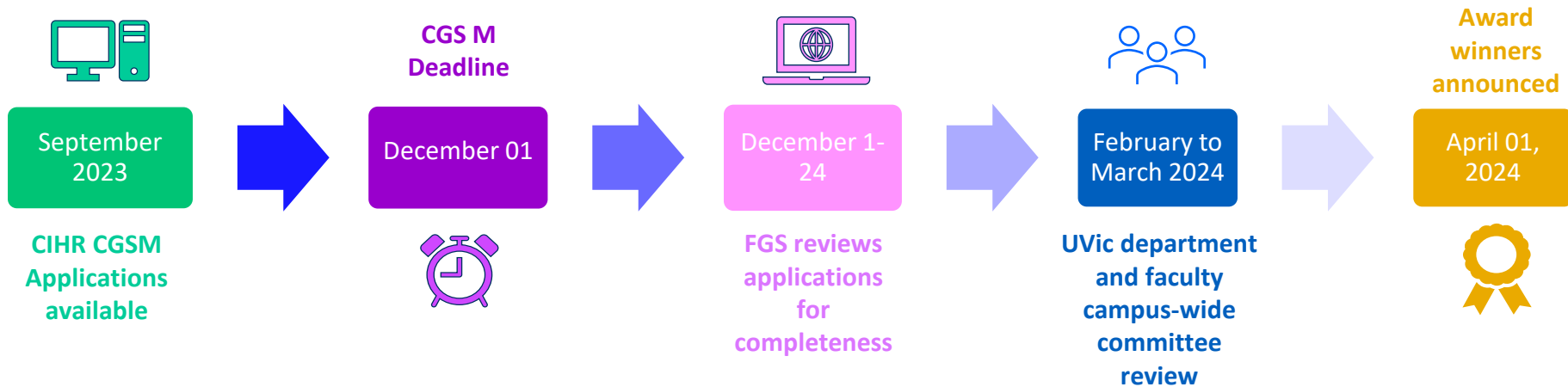
- Students have 3 weeks to accept or decline award offers
- Can only accept an award from one institution, and you attend that institution
- If successful you must take up the CGS-M at the school offering it (scholarships are not transferrable)

Apply through the online [Research Portal](#) managed by the Tri-Agencies by the deadline of **December 1, before 8:00 p.m. (ET)**.





# CIHR CGS M COMPETITION TIMELINES



# APPLICATION | APPLICATION PROCESS

Apply within the online [Research Portal](#) managed by the federal research councils. You will fill in personal and education details, upload your research proposal, bibliography and transcripts, invite referees to complete assessments, and electronically attach your completed Canadian Common CV.

- In the application you can indicate up to **3** universities where you may want to do your master's degree. Each university you indicate will gain access to your application but will not know if you are considering other schools.
- If successful you must take up the CGS-M at the school offering it. These scholarships are not transferable.

**The DEADLINE TO SUBMIT the completed application is  
Friday, **December 1, 2023** before 8:00pm ET (**5:00pm PT**).**  
**No exceptions or extensions.**



# APPLICATION | STARTING YOUR APPLICATION [1]

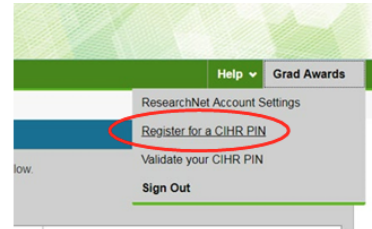
- Complete the application in the [Research Portal](#)
  - Read and follow the CGS M instructions for completing a [CGS M application](#)
- Complete the [Canadian Common CV \(CCV\)](#)
  - Read and follow the and instructions on completing a [Canadian Common CV \(CCV\)](#)
  - In the **CV tab**, select **Funding**, then under **Funding Source**, select **CGS-Master's**
- Sign up for a [CIHR PIN](#) – this may take up to one day to receive access to your PIN
- ✓ Save frequently as the application may time out
- ✓ Do not leave uploading of attachments to the last day; the portals can get busy (slow) near the application deadlines
- ✓ Password resets are possible, but can take time and are done through CIHR, not UVic
- ✓ Late applications or extensions will not be granted
- ✓ Adhere to the [Research Portal presentation and attachment standards](#)



# CIHR CGS M | APPLICATION PROCESS [2]

CIHR students must also provide a [CIHR personal identification number](#) (PIN). This may take up to one full working day to process your CIHR PIN request, so plan accordingly. You need to have a ResearchNet account in order to register for your PIN. In order to be able to submit any completed CIHR CV template, your CIHR PIN needs to be validated in your CCV account.

- 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](mailto:soutien@cihr-irsc.gc.ca).



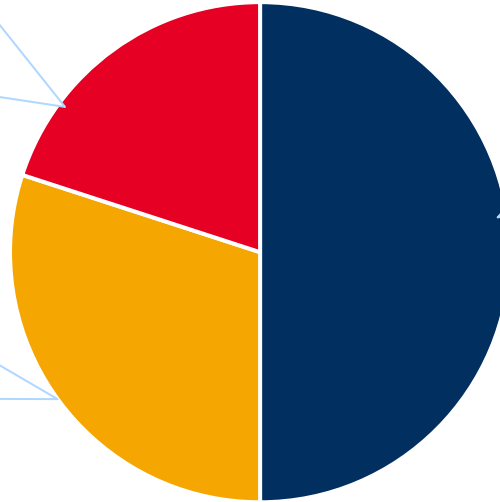
# ELIGIBILITY | SELECTION CRITERIA

**NOTE:** More information on selection criteria can be found on [CGS M program webpage](#) (hosted by NSERC)

Personal characteristics & interpersonal skills 20%  
(leadership, project management, work experience, volunteerism, community outreach, ability to communicate scientific concepts orally & in writing)

Academic excellence 50%  
(academic record, program and course load, scholarships & awards, duration of studies)

Research Potential 30%  
(research history, relevant work experience & training, quality of research proposal and ability to apply skills and knowledge)



# APPLICATION | OUTLINE OF PROPOSED RESEARCH AND BIBLIOGRAPHY/CITATIONS

MAXIMUM 1 PAGE + 1 ADDITIONAL PAGE FOR BIBLIOGRAPHY/CITATIONS

## Proposed Research:

- Provide a detailed, concise description of the proposed research project for the period during which the award will be held without being too jargon-laden. Provide enough background to place your research in context in your field of study. Your application will be reviewed by selection committees covering broad disciplines
- State your objectives, outline methods, procedure, and significance of your research to your field and if applicable beyond (industry, health, social benefits, etc.)

## Bibliography/Citations:

- Use the same citation format generally accepted in your discipline
- Demonstrate that you are aware of foundational works in your area of research/study and current works in your area of research study

**TIP:** Ask a friend, family member, or student outside your research area to review your draft. Ensure you follow the [presentation standards](#) for CGSM.



# APPLICATION | TRANSCRIPTS

## TRANSCRIPTS:

- Must be **up-to-date** including Fall 2023 registration (as this is used to confirm months of study)
- Must be **complete** (all post-secondary studies including transfer courses, study abroad and programs not completed or have been withdrawn)

## UVic Applicants:

- ❖ Transcripts from UVic: official preferred, but unofficial will be accepted (must include legend)
- ❖ Transcripts from other institutions: must be official

## Tips:

- Remember to include one copy of a transcript legend for each transcript
- Transcripts must be uploaded to your application as **one single PDF document**
- Transcripts must be in English, French, or accompanied by a certified translation



# APPLICATION | CCV [1]

You must register and complete the [Canadian Common CV \(CCV\)](#); this is a separate website from the Research Portal. The purpose of the CCV is to allow reviewers to determine whether you have the necessary skills and experience in order to conduct the proposed research described in your application:

- Select the correct version of the CCV: in the **CV tab**, select **Funding**, then under **Funding Source**, select **CGS Master's**
- Include as much information as you can to demonstrate that you meet the selection criteria
- If some sections are not relevant to you, leave them blank
- You will receive a CCV confirmation number that you **must** attach to your application in the Research Portal. If you revise your CCV you will receive a **new** confirmation number and you must attach the new number to your application.

**TIP:** Start your CCV now! This takes longer than you may think to enter all your relevant information.





# APPLICATION | CCV [2]

## Special Circumstances (if applicable)

Reviewers will take into consideration special circumstances that may have affected your research, professional career, record of academic or research achievements. Relevant circumstances might include:

- Administrative responsibilities
- Maternity/parental leave or childrearing
- Illness, accident or disability
- Cultural or community responsibilities
- Socio-economic context
- Trauma or loss
- Family responsibilities

Specify the dates for any delays or interruptions and be very matter of fact without sounding like you are trying to gain sympathy. Describe the special circumstances that have had an effect on your performance or productivity.



# APPLICATION | REFERENCES

## REFERENCE ASSESSMENTS

- Your application must be accompanied by **two** referee assessments
- One reference is typically from your master's academic supervisor, even if you have just begun your program. If your supervisor is unable to provide a reference, you can explain this in the Special Circumstance section. The other reference is normally from an instructor
- Reference assessments are a good area to emphasize qualifications, achievements, etc., that may not fit into other sections of your application
- Referees should include concrete examples of your accomplishments which demonstrate how well you meet and exceed the qualities listed in the Selection Criteria. Provide your referee with a copy of the selection criteria, your research proposal, CV volunteer experience and such.
- Ensure you ask your referees to complete their Reference Assessment well in advance of the December 01 deadline.
- Applications cannot be submitted without the two reference assessments.

**TIP:** Provide your referees with the [Information completing the reference assessment form](#) and the [tutorial video](#)



# CGS M | CIHR FACULTY COACH

CIHR coach - Dr. Ryan Rhodes, EPHE – contact [rhodes@uvic.ca](mailto:rhodes@uvic.ca)

- The coach's role is to provide positive criticism and editorial feedback on your research proposal
- Not to guide you in the selection of a topic or help you find a supervisor.
- Ideas to help with clarity, comprehensiveness and 'capturing the interest' of your reviewers
- Not a guarantee that you will get the scholarship!



# CGS M | TIPS FOR SUCCESS

- Start your application early
- Review the [subject matter eligibility](#) for the CIHR mandate
- Review the [CIHR application process](#) and [instructions](#)
- Create a timeline and outline for your research proposal
- Ensure your research proposal and all written attachments follow the CGSM formatting guidelines (font, length, spacing, etc.)
- Order your transcripts early (including your current UVic Fall 2023 transcript) and upload to the application 2-3 days prior to the deadline
- Contact your referees early and follow up well before the December 1<sup>st</sup> deadline
- Start your CCV, this takes longer than you think
- Ask someone to read your material (CIHR Coach, supervisor, friend, etc.)
- Check, double check, and triple check your work

**IMPORTANT:** Review your application for completeness and eligibility prior to the application deadline date. Ensure all official transcripts and other attachments, sponsor assessments, proposal, etc., have been successfully uploaded to your application.



# RESOURCES | INFO AND CONTACTS

We encourage you to use the resources available:

- CIHR Coach, Dr. Ryan Rhodes [rhodes@uvic.ca](mailto:rhodes@uvic.ca)
  - Assistance with your Outline of Proposed Research
- FGS Scholarship Administrative Officer, Donja Roberts [scholoff@uvic.ca](mailto:scholoff@uvic.ca)
  - Assistance with the application instructions
- Graduate Advisor/Supervisor in your department
- [CIHR application instruction website](#) (hosted by NSERC): general application process, list and links to tasks required for completing your application, policy on subject matter, award holders guide, etc.
- These slides will be available on the FGS website under the [Canada Graduate Scholarship Masters award page](#).

**NOTE:** Do not use this presentation as your sole reference for applying; it's important to refer to CIHR program website (instructions and procedures) as your primary source.

