



Canada Graduate Scholarship - Masters

SSHRC CGSM WORKSHOP

Fall 2023

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TERRITORY ACKNOWLEDGEMENT

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.

ACCESSIBILITY STATEMENT

This presentation is available in Microsoft PowerPoint, Portable Document Format (PDF) and other formats upon request.

UVic is committed to removing barriers and creating an inclusive learning environment. If you experience any accessibility barriers with this presentation – or if you have suggestions about how we can become an even more inclusive space – please contact me fgsaward@uvic.ca

WORKSHOP AGENDA

- * ELIGIBILITY
- * CGS M & SUPPLEMENTS
- * SELECTION CRITERIA
- * THE APPLICATION PROCESS
- * YOUR APPLICATION & KEY ATTACHMENTS
- * YOUR SSHRC COACHES
- * RESOURCES & CONTACTS
- * QUESTIONS

NOTE: While every effort has been made to provide accurate information, it's important to refer to the CGSM funding program material as your primary source.

ELIGIBILITY | SUBJECT MATTER ^[1]

Three federal research councils:

Natural Sciences and Engineering Research Council (NSERC)

Canadian Institutes of Health Research (CIHR)

Social Sciences and Humanities Research Council (SSHRC)

- ★ Apply to the correct council determined by the subject matter of your research.
- ★ You will indicate on the application form the council you are applying to within the Research Portal.
- ★ UVic has an allocation of **33** SSHRC CGSM we can award on April 1, 2024.

You must make only one selection for field of research, even if your proposed research is inter- or multidisciplinary in nature and/or appears to span the mandates of more than one agency.

ELIGIBILITY | SUBJECT MATTER

Applications to SSHRC must meet the following criteria:

- ✓ the program of research must be primarily in the social sciences and humanities (ie. aligned with the SSHRC 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.

Applications to NSERC must meet the following 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.

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.

ELIGIBILITY | **APPLICANT CRITERIA** ^[1]

You must:

- ★ be a Canadian citizen, permanent resident or have a Protected Persons status.
- ★ 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.
- ★ respect the internal deadline to apply for **admission** for your intended program of study—contact the Graduate Admissions & Records (or its equivalent) at your selected Canadian institution(s) for more information.

ELIGIBILITY | APPLICANT CRITERIA [2]

You must have completed, as of December 31st 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, 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.

ELIGIBILITY | **APPLICANT CRITERIA** [3]

You must:

- ★ not have held or be currently holding a CGS-M scholarship from CIHR, NSERC or SSHRC
- ★ 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).
 - note that institutions may, at their discretion, accept CGS-M applications from individuals who have not obtained a first-class average; contact your proposed host institutions to determine their use of this eligibility criterion
- ★ submit a maximum of one scholarship (master's or doctoral) or fellowship application per academic year to either CIHR, NSERC or SSHRC

ELIGIBILITY | PROGRAM OF STUDY

An eligible graduate program **must include a significant research component** that leads to the completion of a thesis, major research project, dissertation, scholarly publication, performance, recital and/or exhibit that is merit/expert-reviewed at the institutional level as a requirement for completion of the program.

- **Joint programs with a professional degree** (e.g., 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.
- **Master's programs that are based only on course work** are typically *not eligible* since they do not include a significant research component, as described above.

FUNDING | CGSM

Canada Graduate Scholarship – Masters CGSM

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

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

FUNDING | SUPPLEMENTS/JOINT INITIATIVES

Department of National Defence

Mobilizing Insights in Defence and Security (MINDS)

Scholarship initiative

- ▶ **MINDS master's scholarships for Indigenous students are one-year, non-renewable awards valued at \$17,500**
 - ✓ Must indicate your agreement with the self-identification and consent statement
 - ✓ Must complete the *Personal statement* (3,000 words max)
 - ✓ Must complete the *Statement of thematic relevance* (1,500 words max)
- ▶ **MINDS scholarship initiative supplements are one-time supplements valued at \$10,000**
 - ✓ Must complete the *Statement of thematic relevance* (1,500 word max)

The eligibility for each are included in the CGSM application instructions. If you are eligible you may select both streams of funding.

NOTE: To be offered a MINDS scholarship or supplement, you must first be successful in the CGSM competition.

FUNDING | EDI INITIATIVES ● SELF-IDENTIFICATION

In the interest of expanding Equity, Diversity and Inclusion measures, SSHRC is committed to supporting and promoting research by and with Indigenous and Black peoples.

Indigenous Scholars

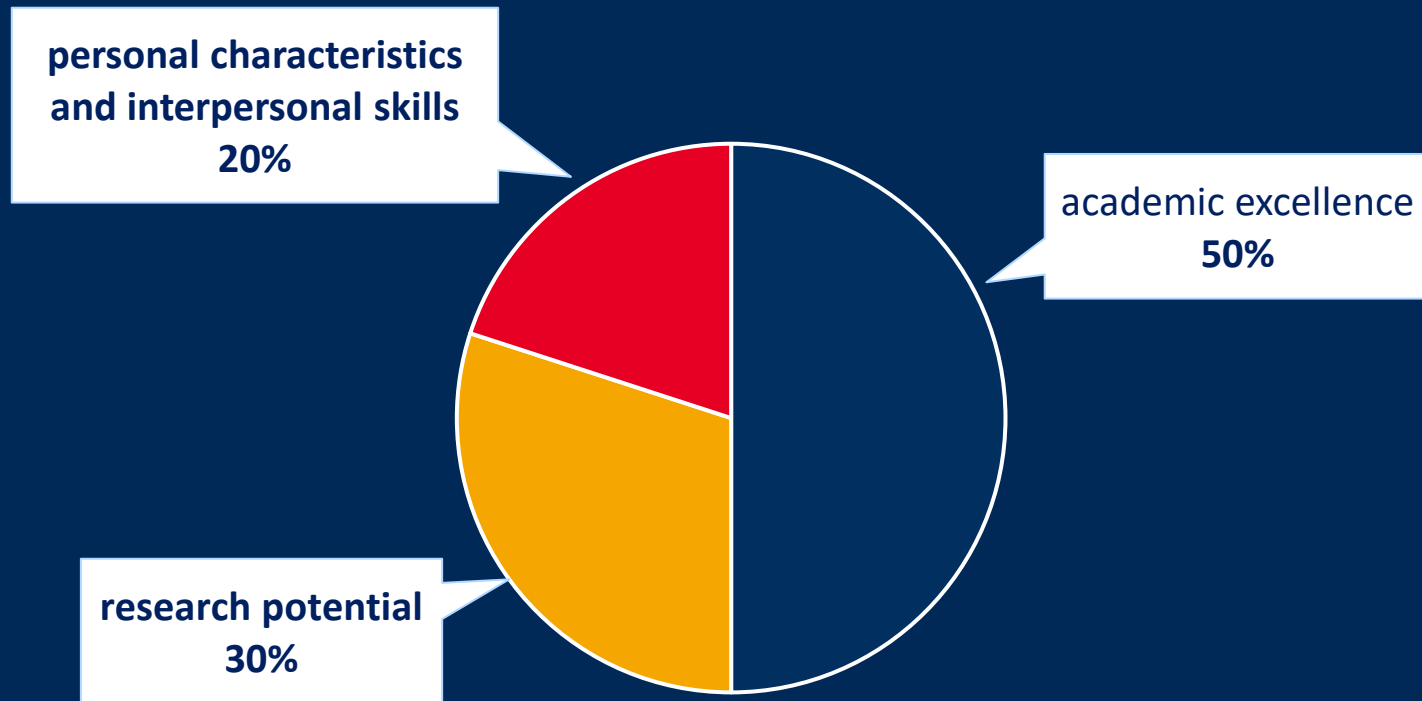
The Indigenous Scholars Awards and Supplements Pilot Initiative consists of a one-year, non-renewable supplement valued at \$5,000 for all meritorious Indigenous CGS M applicants and a one-year, non-renewable award valued at \$17,500 for all alternate candidates, subject to the limit of available funding. If you self-identify as Indigenous you are eligible to apply for this initiative. To be considered for this funding opportunity, you must

- 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).

Black Scholars

- ❖ New funding has been deployed to increase direct support for Black student researchers. CGS M applicants who self-identify as Black and provide consent in their application to be considered for funds targeted towards specific groups may be selected to receive this funding. Each agency has a limited number of additional CGS M awards reserved for this initiative.

SELECTION CRITERIA | CGS-M



Selection criteria can be found on the [CGS-M program webpage](#)

SELECTION CRITERIA |

ACADEMIC EXCELLENCE 50%

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

Indicators of academic excellence:

- academic record
- scholarships and awards held
- duration of previous studies
- type of program and courses pursued
- course load
- relative standing (if available)

SELECTION CRITERIA |

RESEARCH POTENTIAL **30%**

Is assessed from your research history, your Reference Assessments, the proposed research and its potential contribution to the advancement of knowledge in the field and any anticipated outcomes.

Indicators of research potential:

- quality and originality of contributions to research and development
- relevance of work experience and academic training to field of proposed research
- significance, feasibility and merit of proposed research
- judgment and ability to think critically
- ability to apply skills and knowledge
- initiative and autonomy
- research experience and achievements relative to expectations of someone with your academic experience

SELECTION CRITERIA | PERSONAL CHARACTERISTICS AND INTERPERSONAL SKILLS **20%**

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

Indicators of personal characteristics and interpersonal skills:

- work experience
- leadership experience
- project management including organizing conferences and meetings
- ability or potential to communicate theoretical, technical or scientific concepts clearly and logically in written and oral formats
- involvement in academic life
- volunteerism/community outreach

THE PROCESS | STUDENT APPLICATION

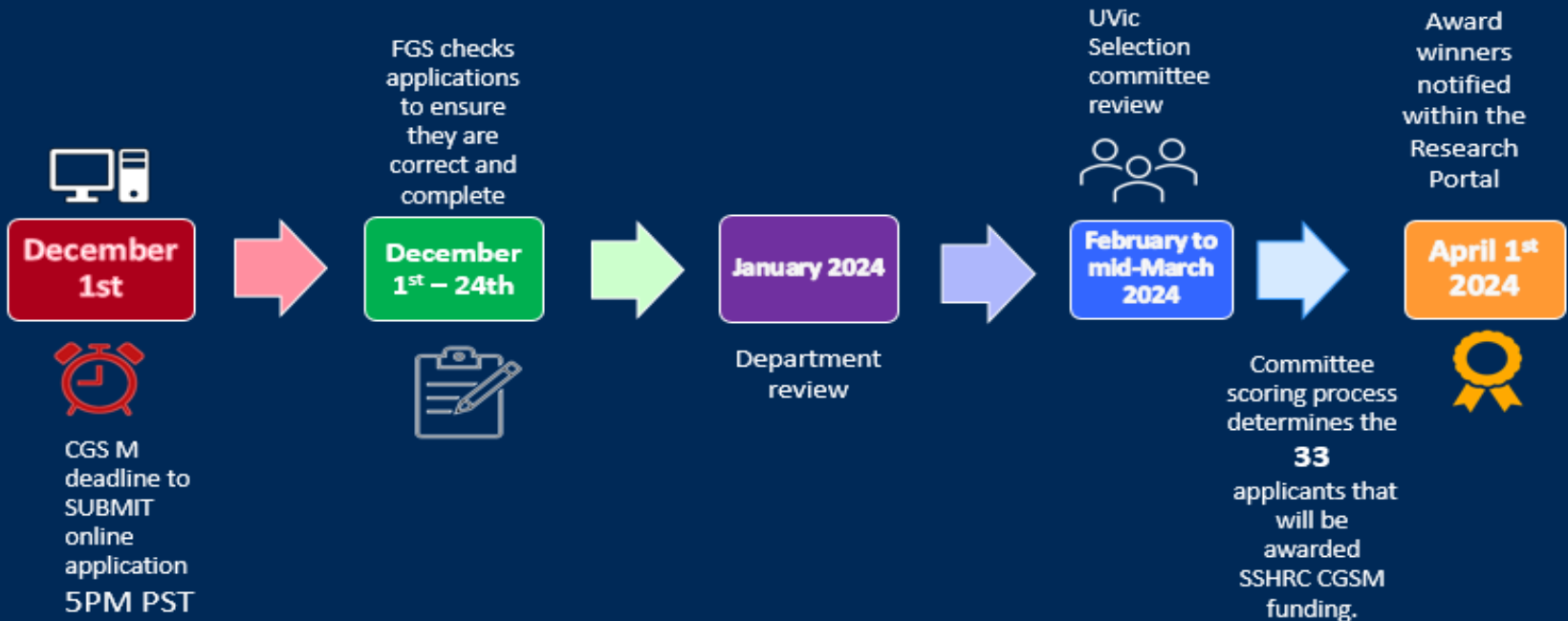
Apply within the online [Research Portal](#) managed by the federal research councils. You will fill in personal and education details, upload your research proposal, bibliography and transcripts, invite referees to complete assessments, and electronically attach your completed Canadian Common CV.

- 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.

In addition to the application, students must complete the [Canadian Common CV](#). The version students complete is found under the **CV tab**, select **Funding** and then for **Funding Source**, select **CGS-Master's**.

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

CGSM COMPETITION TIMELINE



- ★ Applicants will not be informed of their status before April 1, 2024.
- ★ Successful applicants have **3 weeks to accept or decline award offers**.
- ★ Recipients can only accept an award from 1 institution and must attend that institution.

YOUR APPLICATION | **HOW TO APPLY**

- ★ Read and follow the [CGS-M Instructions for completing an application](#)
- ★ Read and follow the [CGS-M Instructions for completing a Canadian Common CV](#)
- ★ Complete the application in the [Research Portal](#)
- ★ Complete the [Canadian Common CV \(CCV\)](#)
- ★ Write your **Outline of proposed research** (1 page attachment)
- ★ Prepare your **Bibliography and citations** (1 page attachment)
- ★ Order official copies of all post-secondary level transcripts
 - **DO THIS NOW.** You will be scanning and uploading your transcripts.
- ★ Choose your referees and provide them with information about you and the CGS-M program. Once they agree, enter their information into your application in the Research Portal.

TIP: Save frequently as the application may time out.

TIP: Remember your password. Password re-sets are possible but can take time.

APPLICATION ATTACHMENTS |

OUTLINE OF PROPOSED RESEARCH

1 page maximum

- ★ Provide a detailed, concise description of your research project for the period during which you will hold the award.
- ★ Provide enough background to place your research in context in your field of study.
- ★ State the significance of your research to field(s), and if applicable beyond (industry, health, social benefits).
- ★ State your objective, methods, and procedures to be used.
- ★ Write your proposal in clear, plain language and avoid jargon. Your application will be reviewed by a selection committee covering a broad discipline category.

TIP: Ask a friend, family member, or student outside your research area to review your draft.

OUTLINE OF PROPOSED RESEARCH (CONTINUED...)

- ★ Give yourself plenty of time – write and re-write, read and re-read, get feedback.
- ★ **Follow all instructions** RE: length, headers, font etc...
- ★ You are expected to write your own proposal – ideas and words should be your own.
- ★ Don't worry if things end up changing down the road (ie. different project or research plan).

APPLICATION ATTACHMENTS |

BIBLIOGRAPHY AND CITATIONS

- ★ Demonstrate that you are aware of the foundational works in your area of research/study.
- ★ Demonstrate that you are aware of current works in your area of research/study.
- ★ Follow the same presentation standards required for the Outline of Proposed Research (font, spacing, margins etc.).
- ★ Citation format is not specified so use the format generally accepted in your discipline.

APPLICATION ATTACHMENTS |

PRESENTATION STANDARDS

Follow the Research Portal presentation and attachment standards to prepare your **Outline of proposed research** and **Bibliography and citations** attachments:

Prepare your attachments in any word processing program, following the requirements below. All text, including references (where applicable), must conform to these standards.

- ★ Acronyms and abbreviations must be spelled out completely on initial appearance in text;
- ★ Pages must be 8 ½" x 11" (216mm x 279mm);
- ★ Pages must be single-spaced, with no more than six lines of type per inch;
- ★ All text must be in 12 pt. Times New Roman font;
- ★ Condensed fonts will not be accepted;
- ★ Color imagery is accepted but the text should be in black;
- ★ All margins must be set at a minimum of ¾" (1.87 cm);
- ★ Do not include hyperlinks in your documents;
- ★ If you have supporting documents written in a language other than English or French, you are required to provide a certified translation of the document.

Applicants who use color imagery should be aware that the application may not be reviewed in color. Use of color increases the file size of your application, and may lengthen download and upload times.

APPLICATION ATTACHMENTS | **TRANSCRIPTS**

Order official transcripts that are **complete and up to date** for all college and universities you list in the Academic Background section of the application.

- *Transcripts from UVic:* **official preferred** but an administrative transcript (accessed through Online Tools) will be accepted.
- You are required to include your UVic transcript, even if this is your first term here. It functions as proof of registration and number of months of study.
- ★ *Transcripts from other institutions:* **must be official**.
- You will need to include one copy of the legend/grading scale for each transcript.
- Must be in English, French or accompanied by a certified translation.
- Order transcripts to be sent to your home, not FGS.
- You are responsible for scanning & uploading a single PDF of transcripts to your online application.

APPLICATION ATTACHMENTS | **CCV** [1]

Complete the Canadian Common CV (CCV)

The CCV is a web-based application that provides a common format for gathering CV information required by federal funding organizations.

- ★ The CCV has a series of sections you will be required to complete
 - Some sections may not be relevant to you, if you don't have anything to enter in a section leave it blank.
 - Include as much as you can – this is the place where you can share information about yourself to help you get 20/20 on that last part of the selection criteria.
- ★ Make careful note of your CCV confirmation number and attach the most up to date version of your CCV to your application in the **Research Portal**.
- ★ Chose the right version of the CCV: CV/Funding/Funding Source drop down CGS-Masters, **CCV Type – CGS-Masters**.

APPLICATION ATTCHMENTS | **CCV** [2]

Canadian Common CV (CCV) – Main Sections

- ★ Personal Information – name, address, etc.
- ★ Education – you must have at least one entry in this section
- ★ Recognitions – prizes (monetary and non-monetary), awards, scholarships, things you were given in recognition of achievement
- ★ Employment – academic work, non-academic work, affiliations,
- ★ Research Funding History – example: a JCURA or USRA
- ★ Presentations – conferences, guest speaker, public presentations
- ★ Publications – multiple categories of publications
- ★ Artistic Contributions – Fine Arts applicants especially
- ★ Intellectual Property – patents for example may apply to engineering applicants

APPLICATION ATTACHMENTS | **CCV** [3]

Special Circumstances (*IF APPLICABLE*)

Reviewers will take into consideration special circumstances that may have affected an applicant's research, professional career, record of academic or research achievement, or completion of degrees.

Relevant circumstances might include:

- administrative responsibilities
- maternity/parental leave or childrearing
- Illness, accident or disability
- cultural or community responsibilities
- socio-economic context

Specify the dates for any delays or interruptions, and be very matter of fact without sounding like you are trying to gain sympathy.

APPLICATION ATTACHMENTS | **REFERENCES** [1]

- ★ Each application must be accompanied by two referee assessments.
- ★ These must be completed by persons capable of making an informed assessment and cannot be completed by a proposed supervisor unless that person is, or has been, your academic supervisor.
- ★ If you are currently in a master's degree and you have a supervisor they should be one of your referees.
- ★ The other referee should be a previous instructor, preferably someone who taught you within the last year or two.

APPLICATION ATTACHMENTS | REFERENCES [2]

What you need to do:

1. Contact your proposed referees early to ensure they are willing to complete a report for you.
2. In the **Invitations** section of your application, in the **Research Portal**, enter the name and contact information of your referees.

IMPORTANT: Ask referees to complete their assessments by **November 20th**, not your application deadline of December 1st.
You now have the ability to select/specify within the portal, for your own Referees, a deadline by which they need to attach their assessment.

Once the information is saved, the system will generate an email to each referee with instructions for completing the assessment.

Your application will remain incomplete until both assessments have been submitted.

APPLICATION ATTACHMENTS | **REFERENCES** [3]

Provide your referees with the following:

- ★ a copy of your list of research contributions
- ★ a copy of your **Outline of proposed research**
- ★ a one-page resume of awards, conferences, etc.
- ★ the [CGS-M selection criteria](#)
- ★ [Instructions for completing the reference assessment form](#) and [tutorial video](#)

YOUR APPLICATION |

LIST FOR A COMPLETE APPLICATION

Use the following list to ensure your application is complete [details can be found in section 9 of the [Instructions for completing an application](#)]

- ✓ The completed application form - 3 sections: Identification, Activity Details, Summary of Proposal (*different from outline of proposed research*)
- ✓ An **outline of proposed research** (two page document - **1 page research, 1 page for citations**) you create and attach as a PDF
- ✓ CCV (to be completed on the Canadian Common CV online system)
- ✓ Two Reference Assessments(**to be uploaded online by referees BEFORE December 1st**)
- ✓ Official transcripts from all postsecondary institutions attended, including UVic (**scanned into one PDF, including the legend and uploaded**)

IMPORTANT: No changes or updates can be made to the application **once it is submitted**, either before or after the deadline.
(*The only exception is changes to personal contact information.*)

THINGS YOU SHOULD DO THIS WEEK

(IF YOU HAVEN'T ALREADY)

- ★ Go online and start navigating the CGSM application pages to get a sense of what is needed for the application.
- ★ **Decide on and contact references.**
- ★ Make a timeline and start an outline of your proposal.

YOUR RESOURCES

We encourage you to use the resources available:

- ★ FGS Scholarship Officer, Kathy McCarthy fgsaward@uvic.ca
 - Help with the application instructions.

- ★ SSHRC Coaches:
 - Dr. Mary Elizabeth Leighton mleight@uvic.ca
 - Dr. James Rowe jkrowe@uvic.ca
 - Help with your Outline of Proposed Research.

- ★ Graduate Advisor in your department (or intended department).

- ★ [CGSM website](#) (hosted by NSERC): application instructions, policy on subject matter eligibility, award holders guide, etc.