

# Transcript: CIHR CGSD, Part 2

[Introduction]

Welcome to the CIHR CGSD, Part 2: Application advice and support.

- What are the selection criteria?
- How do I fill out an application?
- What support is available?
- What are my next steps?

Learn more in this 20-minute recording presented by the Faculty of Graduate Studies.

While every effort has been made to provide accurate information, please refer to the CIHR program material as your primary source of information.

Territory Acknowledgement: I would like to acknowledge and respect the ləkʷəŋən peoples on whose traditional territory the university stands and the Songhees, Esquimalt and WSÁNEĆ peoples whose historical relationships with the land continue to this day.

## Accessibility Statement

For a copy of these slides and a transcript of this recording (including hyperlinks), please visit the Faculty of Graduate Studies (FGS) [Canada Graduate Scholarship – Doctoral](#) website. Content is available in Microsoft PowerPoint and Microsoft Word.

If you experience accessibility barriers with this presentation please contact [scholoff@uvic.ca](mailto:scholoff@uvic.ca).

## Am I eligible?

The CGSD is open to Canadian citizens, Permanent Residents, and Protected Persons (as defined by the Immigration and Refugee Protection Act).

Your doctoral program must include a significant research component that leads to the completion of a thesis, dissertation, or major research project.

You must have completed no more than twenty-four months of full-time study in your doctoral program as of December 31<sup>st</sup> of the year of application.

There are some exceptions. The table on this slide summarizes three exceptions to this requirement in which students may be eligible with up to thirty-six months of study. The

first two exceptions are if you enrolled directly from a bachelor's to a PhD program or if you are enrolled in a joint professional program in which you will receive both a master's and a doctoral degree you must have completed no more than thirty-six months of full time study in your program; the months of study are calculated when you enter your PhD portion. The third exception is if you enrolled in a joint graduate program and transferred from a master's to a PhD program without receiving a master's credential you must have completed no more than thirty-six months of full-time study in your program; the months of study are calculated when you entered your master's portion.

## Indicators of Excellence

When you visit the link to find the selection criteria you will notice that the description refers to the examples as indicators. Indicators are the evidence you will provide that demonstrates how you meet the selection criteria, so it's important to know what kind of evidence reviewers are looking for.

- The [CIHR CGSD Reviewer's Guide for Doctoral Research Awards](#) is the guide for CIHR reviewers who will evaluate your application in the national competition. This document is available to the public at the link provided. Appendix A can provide insight into the evaluation process.
- The guidelines on the '**how to highlight your research contributions and impact**' describes how reviewers will look beyond the traditional indicators of productivity when assessing your contributions and impacts. For example, contributions to research includes not only publications, but also creation of datasets, appropriate data stewardship, accessibility of research results, contributions to policy development, and communication of research results to non-specialist audiences.
- The San Francisco Declaration on Research Assessment (known as DORA) is an initiative to promote best practices in the assessment of research contributions: specifically, to avoid over-reliance on journal publications as indicators of research output.

There is considerable overlap among these documents so you don't need to read them in their entirety, but you may find it helpful to look through the examples as you highlight the indicators, or evidence, that you want to present to reviewers.

## Your Application Strategy

The diagram on this slide is a circular flowchart in which three sections labelled selection criteria, your qualifications, and application sections are in a continuous feedback loop.

As you prepare your application, work back and forth between the selection criteria and indicators, your qualifications, and the different sections of the application to ensure that all of your relevant qualifications are reflected in the application.

Consult with your academic supervisor and referees to identify which of your qualifications will have the greatest impact. Provide them with a draft copy of your Outline of proposed research, your Contributions and statements, and your CCV. Ask your referees to include qualifications that may not be reflected in your application, such as a paper that has been submitted but not yet accepted.

Think of your application not as a series of discrete text boxes and attachments, but as a single cohesive document.

## CIHR CGSD APPLICATION

You will prepare your application using the ResearchNet Online System. Consult the website to find [detailed instructions](#) and a list for a complete application. There are eight tasks to complete, as well as your Common CV, which is through the [CCV website](#).

Be sure to follow the CIHR [Online presentation & attachment standards](#): this covers things like font size and page numbering.

Initiate your application, then edit and save frequently. Don't wait until the last minute to initiate an application and upload your attachments. There are three reasons why this is helpful:

1. If you initiate an application, then send FGS an email, we can check the portal to ensure that we can see your application. This means you have selected the correct option to be in the UVic pool of applicants. If you don't select the correct options, CIHR may disqualify your application.
2. You must register for CIHR Pin for your application. Receiving your CIHR Pin may take up to 24 hours.
3. In the event of a system-wide technical problem – which does happen from time to time – we will know that you are an applicant in this competition and we will be able to provide you with information and instructions.

If you are experiencing technical difficulties with your application, contact the [CIHR help desk](#) for support.

## Equity Initiatives

Indigenous student researchers. As part of the Tri-Agencies commitment to supporting research by and with Indigenous peoples, institutions may recommend an unlimited number of applications from Indigenous students to the national competition.

Black student researchers. The Tri-Agencies have dedicated resources to address the disproportionate underfunding of Black scholars. This support will help strengthen efforts to address inequities, making Canada's research culture more equitable, diverse, and inclusive.

In order to be considered for these initiatives, students are invited to self-identify in their online application.

## Optional Documents

The [Special Circumstances](#) document includes any personal circumstances (including gender, race, diversity, ability, sexuality, health disparities, educational access, etc) that have played a role in shaping your path can be explained. This includes any interruptions to studies – parental leave, illness, community or cultural responsibilities, trauma and loss, socio-economic context, etc. Any part-time studies **must** be outlined in this document and match your transcript.

Indigenous Researchers: Applicants who would like to self-identify as Indigenous must complete the [Voluntary Self-Identification Form for Indigenous Applicants](#) and upload to their application in the “Attach Other Application Materials” section.

## The Core of Your Application

Your Outline of proposed research, Training expectations, Common CV (CCV) and Sponsor Assessments on the applicant represent the core of your application. This important information will be touched on in the next few slides.

### Outline of your Proposed Research

This is a one-page document including citations, so ensure sure that you are following the formatting standards. For example, do not go over the one-page requirement, if you do we will delete any excess sentences and your research outline may not be clear to reviewers anymore. Make sure that you are answering these questions:

- How does your research fit within CIHR funding agency priorities

- What is the key question your research addresses?
- What is new and important about your research? Explain the significance of your project.
- State objectives and hypothesis, outline your approach and your role, and methods and procedures that you will use.
- Use a space saving citation style
- Use headings for readability

## Training Expectations

You have two-pages to give a description of experiences that contributed to the development of your interest in research. You should provide an overview of how your previous research training and/or experience outside of academia relates to your present research proposal. For example, how will your previous experience benefit your current or upcoming research training work.

Answer these questions in your work:

- How does the training you expect to acquire contribute to your research goals and impacts that you hope to achieve?
- How do you and your research fits with your supervisor and department?
- Why did you choose to do research at this location and what do you expect to learn from the training? – i.e., skills you gain from your supervisor, reputation of institution, etc. - How will training contribute to your productivity and research goals
- Have you outlined your future goals and your career path relating it to your research?
- Have you included student groups, presentations, conferences, community work, etc., that you are or have been involved in that relate to your research?
- Use section headers for readability.

## Common CV

All applicants must complete a CIHR [Common CV](#) (CCV). A CCV provides important information to reviewers that is not included in your training expectations or proposed research outline. You do not have to complete every field in the CCV.

Some areas your CCV will include are:

Recognitions, employment, Research funding history, activities, contributions and a list of post-secondary institutions. Ensure your post-secondary institution list matches the

transcripts you will be uploading. Visit the CCV instruction page for more information on how to complete your CCV.

Note: During peak periods, there can be a delay between the time that you submit the CCV and when ResearchNet is able to validate it. It is highly recommended that you submit your CCV well in advance of the competition deadline.

## Sponsor Assessments

These are two assessment reports within the application; one sponsor should be your current graduate supervisor. If your graduate supervisor cannot provide you with a sponsor assessment, you should provide a rationale in the Special Circumstances section of the application.

Sponsor assessments play a critical role in the review process so it is important to select a sponsor who will provide you with a strong assessment. CIHR recommends that the applicants choose sponsors under whom they have trained and who have had a good opportunity to assess their potential for research

Provide your sponsors with a copy of your draft application, CCV, and direct them to the [CIHR Information for Sponsors](#) website.

You will need to enter the sponsor contact information into the online form: this will generate an email with instructions on how to link the assessment form and will include a unique URL. The sponsor assessment is submitted via ResearchNet. I recommend that you set an earlier deadline with your sponsors, as you will not be able to submit your application until they have submitted their letters. Your sponsors may choose to share their assessments with you, but you cannot view them in the application portal.

Tips for your sponsor:

- Avoid being too personal
- Support points by providing specific examples
- Be accurate, fair, clear and balanced
- Use inclusive language

Give your sponsor ample time to complete their assessment.

## What are the Selection Criteria?

[CGSD selection criteria](#):

## Research Ability and Potential

Fifty per cent of your score is based on research ability and potential. Reviewers will be looking at your: Training Expectations, Research Project Summary, CCV, Sponsor Assessments, Publication list and Special Circumstances (optional) and more.

Make sure you are answering these questions have been answered in your application:

- Is your research proposal outline specific, focused, and feasible?
- Have you demonstrated how your training expectations are directly related to your research?
- Have you included relevant contributions to your field (publications, papers, abstracts, presentations, patents, etc)
- Have you communicated your concepts and methodology clearly?
- Have you conveyed the significance of your project and its impact?
- Have your sponsors completed a well-rounded assessment of you with the materials you provided?

## Relevant Experience and Achievements Obtained within and Beyond Academia

The other fifty per cent of your score is based on relevant experience and achievements within and beyond academia. Reviewers will be looking at your CCV, academic transcripts, Activities, collaborations, awards, training expectations, sponsor assessments and again special circumstances (if applicable). Make sure you:

- Have you completed your CCV and included all post-secondary institutions and corresponding transcripts?
- Have you included on your CCV: scholarships, awards, distinctions professional, academic and extracurricular activities, community and volunteer work, participation in clubs, etc.
- Have your sponsors complete a well-rounded assessment of you with the materials you provided as well as any other information you want them to know about you.

## Transcripts

It is very important that your transcripts meet both the CIHR requirements, and UVic requirements or you risk having your application disqualified.

- Your transcripts must be complete. You must have transcripts for all post-secondary studies including transfer credit, study abroad, and programs not completed. If you participated in international exchange and those courses are listed in your home institution's transcript, it must include a letter grade or score, not just a complete or incomplete designation. If a score isn't included you will need an official transcript from the host institution.
- Your transcripts must be up-to-date including fall 2024 registration. This is important for proof of registration and the months of study eligibility requirement.
- Transcripts from other institutions: must be official.
- Transcripts from UVic: official is preferred but unofficial is accepted. You can access an unofficial transcript through your Online Tools.
- Include one copy of the legend for each transcript.
- Your transcript must be in English, French, or accompanied by a certified translation.
- When ordering transcripts, request that they be sent to you, not FGS.

See complete instructions on the FGS CGSD website under the Application Procedures section.

## What Support is Available?

The Faculty of Graduate Studies provides support throughout the application process. My contact information is provided here: Donja Roberts, Scholarship Administrative Officer, email [scholoff@uvic.ca](mailto:scholoff@uvic.ca).

Your CIHR Coach, Dr. Ryan Rhodes email [rhodes@uvic.ca](mailto:rhodes@uvic.ca) can provide advice and feedback on your application, particularly your outline of proposed research and your application strategy.

Additional writing support is available through UVic's Centre for Academic Communication (CAC) located in the Library. You can book individual appointments or you can upload your writing to their online portal to receive feedback. While the CAC can't advise on the technical aspects of your proposal, they can help you polish your writing into a compelling argument.



Finally, please keep in mind that your technical support is through CIHR, not UVic, so allow extra time for any technical issues that may arise (for example, difficulty uploading your transcripts or a forgotten password). Before you contact CIHR you may want to review their [frequently asked questions](#) and [troubleshooting tips](#) webpages.

## What Are My Next Steps?

1. If you haven't already done so, contact your referees.
2. Order your official transcripts.
3. Set yourself a schedule to meet the deadline that allows time for feedback, particularly on the Outline of Proposed Research and the Contributions and Statements sections of your application/CCV. Ask for feedback from your CIHR Coach, academic supervisor, your committee, the graduate advisor in your program, the CAC, and your peers.
4. Work with your CIHR Coach Dr. Ryan Rhodes on your research proposal.
5. Submit your application in the portal by the UVic internal deadline: Thursday, October 3<sup>rd</sup>, noon Pacific time.
6. In the weeks following the internal deadline, FGS will conduct a technical review of your application. We will contact you with feedback and provide a time period during which you may make revisions, then re-submit your application in the portal.

Campus review and selection for the national competition will take place throughout October and November. Departments will review applications and withdraw any they do not consider to be competitive. Next, a committee of UVic faculty members will review and score your applications. The top ranked applications will be forwarded to the national competition, up to a maximum number set by CIHR (known as the quota). This year UVic's CIHR quota is 10. You will be advised of the outcome – whether or not you have been selected for the national competition – in late November. The review process for the national competition takes place in the new year, and CIHR will announce the results in April.

This concludes the presentation. Thank you.