Canadian Institutes of Health Research Canada Graduate Scholarship Doctoral Workshop (CIHR CGS D)

Fall 2023

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University of Victoria

TERRITORY ACKNOWLEDGMENT

We acknowledge and respect the lək̓ʷəŋən 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.

AGENDA

CIHR CGSD COMPETITION

- General Information

- Application Process

- Eligibility

- Selection Criteria

- How to apply

- CIHR Coach

- Final Steps

- Tips for Success

- Resources

IMPORTANT DISCLAIMER: While every effort has been made to provide accurate information, it's important to refer to CIHR program material as your primary source; this session does not supersede CIHR guidelines and may not include all application information.

CIHR DOCTORAL AWARDS: GENERAL INFORMATION

- The **CIHR CGS D** program provides special recognition and support to students who are pursuing a doctoral degree in a health-related field in Canada. 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.

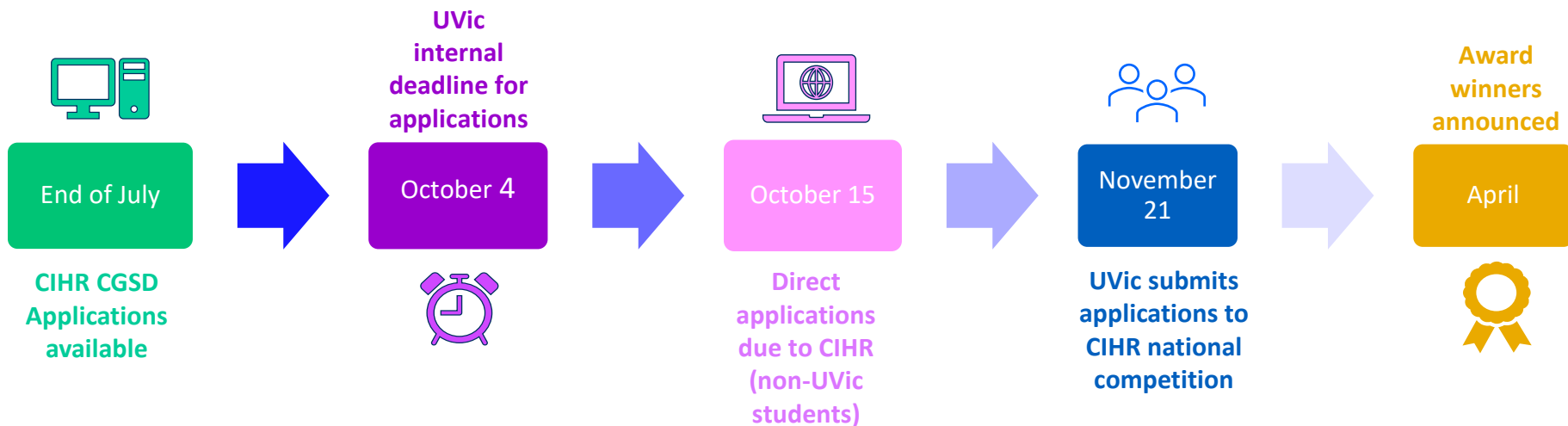   Value: $35,000 per year
    Duration: up to 36 months
    Tenure: Canadian institutions only

- NSERC and SSHRC have their own doctoral award and application, please refer to their tri-agency application instructions for more information or attend the NSERC or SSHRC UVic workshops.

- UVic internal application deadline is October 4, 2023

TIP: Review the subject matter guidelines for Selecting the Appropriate Federal Granting Agency.

CIHR CGSD COMPETITION TIMELINES

End of July

CIHR CGSD Applications available

UVic internal deadline for applications

October 4

October 15

Direct applications due to CIHR (non-UVic students)

November 21

UVic submits applications to CIHR national competition

Award winners announced

April

GENERAL 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** doctoral award application in the application year; Vanier CGS program do not count towards this limit.

Cannot have already received a doctoral-level scholarship or fellowship from CIHR, NSERC, or SSHRC.

An eligible doctoral program must include a significant, autonomous research component that leads to completion of a thesis, major research project, dissertation, scholarly publication, Joint programs with a professional degree, or clinically oriented programs of study are only eligible if they have a significant autonomous research component

ELIGIBILITY STUDY MONTHS REQUIREMENT

By December 31, 2023, you must have completed no more than _____ months of full-time study	If...
24 months	If previously or currently enrolled in a graduate program
36 months	If enrolled in a joint program – e.g., MD/PhD or MA/PhD
36 months	If you enrolled directly from a bachelor's to a PhD program (not previously enrolled in a graduate program). In this scenario you must be enrolled in a doctoral program at the time of application

- For the full list of eligibility requirements can be reviewed here: https://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSD-BESCD_eng.asp#a4

ELIGIBILITY –MONTHS OF STUDY

- Eligibility is based on the number of months of full-time study that will be completed toward the degree for which you are requesting funding by **December 31 of the year of application** (including summer months)

    - Two terms of part-time = one-term of full-time; a term is 4 months of study

- All studies toward a doctoral degree for which funding is requested are counted as months of study, whether or not they were completed at the degree-granting institution.

- **Fast-track:** if you were registered in a master's program and subsequently transferred to a doctoral program, the months of study completed are calculated from the date on which you transferred into the doctoral program.

- **Joint program**: if you are registered in a doctoral program, even if a masters degree is obtained as part of the program   (e.g., MA/PhD), the months of study are calculated starting from the date on which you are official registered in the joint program (including the master's portion of the program).

- **Direct entry:** applicants who commenced studies in a doctoral program directly from an undergraduate program (i.e., has never registered in a master's program) must be enrolled inn their doctoral program at the time of application. To maximize funding, students may be eligible to apply for a CGSM for their first year of doctoral funding and later apply for a CGSD

ELIGIBILITY - A FEW NOTES

GPA
You do not need a first-class grade point average (GPA) to *apply* for an CIHR CGSD/PGSD
Grades are considered in the evaluation of applications but are not an eligibility requirement

Indigenous applicants:
Applicants who are Indigenous to Canada (First Nations – Status/Non-Status, Métis, or Inuit) are encouraged to self-identify, as UVic is permitted to recommend an unlimited number of self-identified Indigenous applicants above the application quota to the national competition. Indigenous applicants must self-identify their status on their CIHR application by uploading the Voluntary Self-Identification for Indigenous Applicants form.

STUDENT APPLICATION RESPONSIBILITIES

Ensure you have <u>uploaded</u> the following and submitted your application by **October 4th, 2023 (noon):**

- All required documents to your application.

- All your **official** transcripts, including your **current** UVic transcript for the September to December term. Do not leave this till the end of the application process.

- A signature page, which requires your primary supervisor's signature.

- Ensure the identify Referees and contacts information are completed and submitted – Your referees complete an online reference

- The Special Confirmation of Scientific Area Form signed by Supervisor

- Optional: The Voluntary Self-Identification as Indigenous student form

- FGS will review your application after October 4th and review for completeness. FGS will forward applications to academic departments before it goes to the UVic faculty review committee for applicant selection to the national competition

- Academic departments may withdraw the application of any student they do not consider a competitive applicant; if this happens your department will notify you

SUBJECT MATTER

- Submit an application that is best aligned with your research subject matter.

- The correct council (CIHR, NSERC or SSHRC) is determined by the subject matter of your research, not your faculty or department.

TIP: Review the subject matter guidelines for [Selecting the Appropriate Federal Granting Agency](#). If you are unsure, consult a Faculty of Graduate Studies (FGS) Scholarship Officer and your academic supervisor.

APPLICATION PROCESS

- Current UVic students registered in a graduate degree program between January 1st and December 31st, 2023 must apply through UVic

- UVic's internal application deadline is **October 4th, 2023, by 12:00pm;** the application will automatically close online by the deadline date and time. Late applications will not be considered.

- You must complete the online CIHR doctoral application through ResearchNet and will also need to set up a CIHR PIN

- Ensure your subject matter research aligns with the CIHR mandate

- UVic can nominate 7 students for CIHR doctoral scholarship for fall 2023

- Indigenous applications will be sent to the national competition above the UVic quota, provided they have uploaded their Voluntary Self-Identification for Indigenous Applicants form to their application and the faculty review committee approves the application

- All parts of the CIHR doctoral application must be completed, including the 'consent and submit' steps required within the application and ensuring all transcripts, research proposal, all reference letters, etc. are included.

APPLICATION PROCESS CONT.

Nominees are selected through a two-step on-campus competition:

1. Departmental review: your academic department will be sent your application for review and your department may withdraw applications they do not consider to be competitive. If this happens your department will notify you

2. Campus-wide faculty review: your application will be reviewed by UVic faculty members who will select the 7 applicants to move forward to the national competition

- You will be notified before the end of November if you were nominated to go forward to the national competition. FGS submits applications for federal review by November 21

- Winners are notified by CIHR in April 2024

IMPORTANT: Review your application for completeness and eligibility prior to the application deadline date (official transcripts and other attachments, sponsor assessments, proposal, etc.).

SELECTION CRITERIA

Criteria	Value
Research Ability or Potential	50%
Relevant experiences and achievements obtained within and beyond academia	50%

SELECTION CRITERIA:
RESEARCH ABILITY AND POTENTIAL 50%

Selection criteria is posted on the [CIHR CGSD webpage](#)

- quality of research proposal
  - specific, focused and feasible research question(s) and objective(s)
  - clear description of the proposed methodology
  - significance and expected contributions to research

- relevant training, such as academic training, lived experience and traditional teachings

- research experience and achievements relative to the applicant's stage of study, lived experience and knowledge systems

- quality of contributions and extent to which they advance the field of research
  - may include publications, patents, reports, posters, abstracts, monographs, presentations, creative outputs, knowledge translation outputs, community products, etc.

SELECTION CRITERIA: RELEVANT EXPERIENCE & ACHIEVEMENTS WITHIN & BEYOND ACADEMIA 50%

- scholarships, awards and distinctions (amount, duration and prestige)
- academic record
  - transcripts
  - duration of previous studies
  - program requirements and courses pursued
  - course load
  - relative standing in program (if available)
- professional, academic and extracurricular activities as well as collaborations with supervisors, colleagues, peers, students and members of the community, such as
  - teaching, mentoring, supervising and/or coaching
  - managing projects
  - participating in science and/or research promotion
  - participating in community outreach, volunteer work and/or civic engagement
  - chairing committees and/or organizing conferences and meetings
  - participating in departmental or institutional organizations, associations, societies and/or clubs

HOW TO APPLY: STUDENT APPLICATION

To apply for a CIHR CGSD students need to complete the CIHR online application by noon (12:00pm PT) on Wednesday, October 4th.
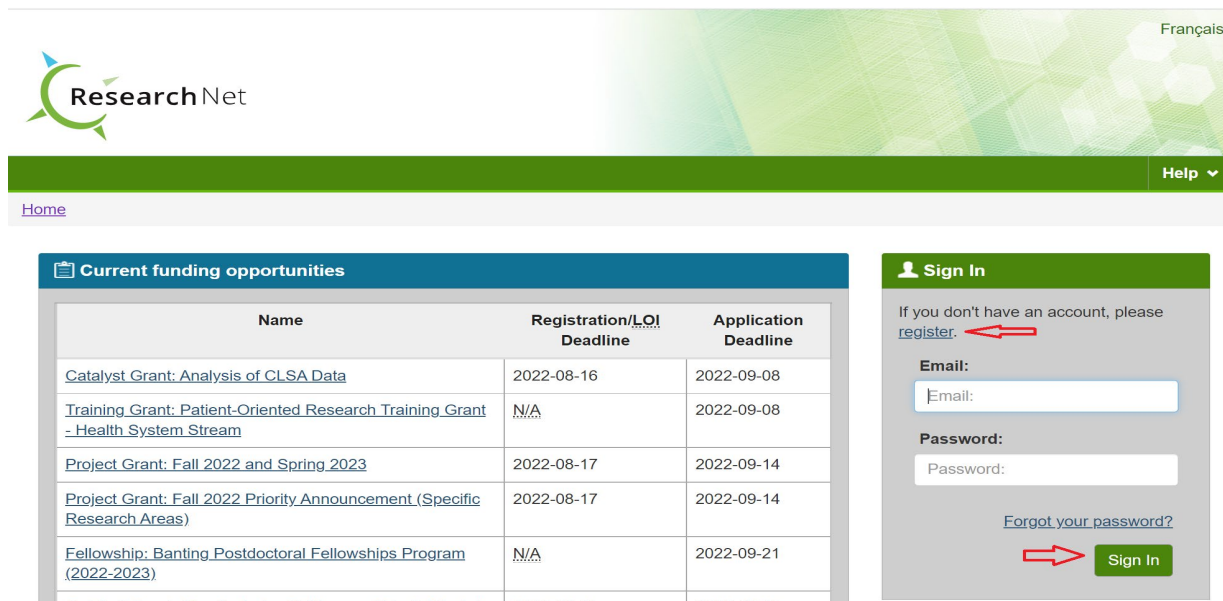
General application information:
- A ResearchNet Account
- A CIHR PIN in ResearchNet
- A Common CV (CCV) Account
- **Instructions to complete these 3 steps are online** Register with CIHR

- Your Supervisor will also need a CIHR Pin

- **Read all of the instructions carefully, some instructions are accessible via links in the main CIHR CGSD instruction page**

- If you self-identify as Indigenous, you must include the Voluntary Self-Identification Form for Indigenous Applicants with your application; this is completed on a separate website and must be uploaded to your ResearchNet application.

CREATING A RESEARCHNET ACCOUNT

Step one of the application process is to create a ResearchNet account
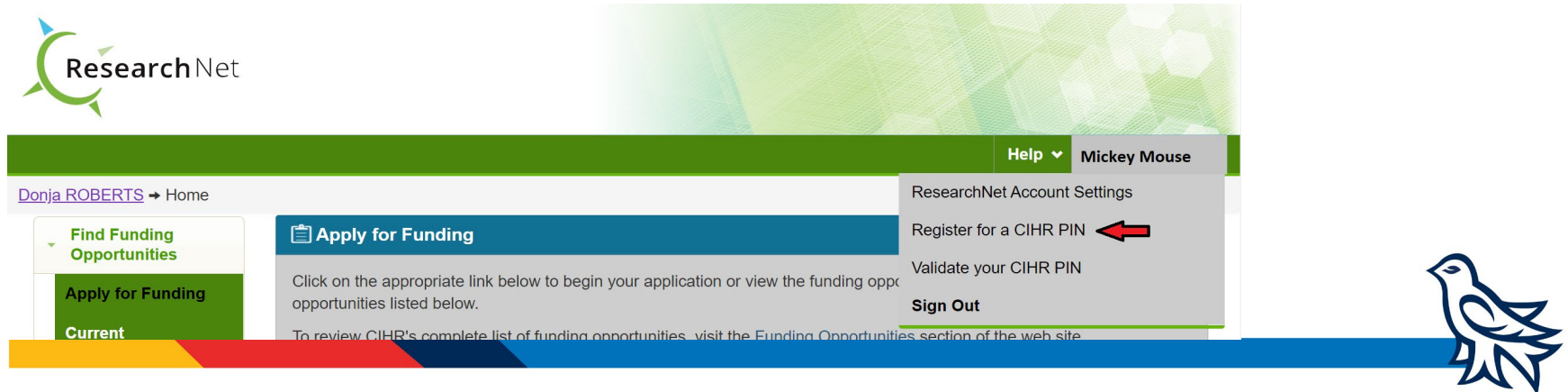
OBTAINING A CIHR PIN

- Log into your ResearchNet Account;

- Select "Register for a CIHR PIN"

- Complete and submit the on-line registration form

- CIHR PIN requests are processed Monday to Friday between 7am and 5pm (ET). You should receive a confirmation e-mail with your CIHR PIN within 24 business hours of submitting your form. If it has been longer than 24 business hours since you submitted your form and you still have not received a confirmation e-mail with your CIHR PIN, please call 1-888-603-4178 or e-mail support-soutien@cihr-irsc.gc.ca.

CREATING A CANADIAN COMMON CV (CCV)

CREATING A CANADIAN COMMON CV (CCV)

TIP: If you make any changes to your CV, you will be given a **new** confirmation number, and you **must** ensure that you are using the <u>correct</u> confirmation number when you link your CCV to your application on ResearchNet.

COMMON CV

You must register and complete the Common CV (CCV); this is a separate website from ResearchNet. 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:

- Education and completed degrees
- Recognitions – merit/accomplishment-based scholarships, awards, prizes, certificates, distinctions, etc.
- Employment – includes academic work experience, non-academic work, affiliations (work and/or non-work related)
- Sub-section *Leaves of Absence and Impact on Research* - this is where you can describe any gaps or delays in your degree or research, personal circumstances that affected your progress, grades etc.
- Research Funding – not scholarships, include research funding for which you were primary or co-applicant, co-investigator etc.
- Activities that have direct relevance to your application – academic and non-academic, supervisory activities, mentoring, community and volunteer activities, publications, presentations, intellectual property
- Contributions that directly relate to your application – presentations, media relations, publications, intellectual property, etc.

- Link your CCV to your ResearchNet application using the confirmation number you will receive

Visit the Quick Reference Guide: How to complete the CIHR Academic CCV for more information

CGS D APPLICATION:

1. [Identify Participants](#)
2. [Identify Sponsors](#)
3. [Enter Proposal Information](#)
4. [Attach Other Application Materials](#)
5. [Apply to Priority Announcements / Funding Pools (Optional)](#)
6. [Print/Upload Signature Pages](#)
7. [Preview](#)
8. [Consent and Submit](#)

TIP: As you work on your application, refer back to the selection criteria to be sure you are providing enough information so that reviewers can see how you meet, and better yet exceed the selection criteria.

IDENTIFY PARTICIPANTS

- This tasks collects information on:
    - CIHR PIN
    - CCV Confirmation Number (if you make any changes to your CCV, a new confirmation number will be issued and should be entered here)
    - Contact information
    - Supervisor CIHR PIN and contact information
- Proof of citizenship – you will need to attach valid proof of Canadian citizenship, Permanent Resident or Protected Person

INDIGENOUS APPLICANTS

Applicants who are Indigenous to Canada (First Nations – Status/Non-Status, Métis, or Inuit) are encouraged to self-identify, as UVic is permitted to recommend an unlimited number of self-identified Indigenous applicants above the application quota to the national competition.

Indigenous applicants must self-identify their status on their CIHR application by uploading the Voluntary Self-Identification for Indigenous Applicants form.

IDENTIFY SPONSORS (REFEREES)

- Your application must be accompanied by two *assessments of the applicant (you)*
- Assessments should come from people under whom you have trained and/or whose had a good opportunity to assess your potential for research
- One assessment needs to come from your current graduate supervisor
- The other assessment should be from a person very familiar with your research and other abilities, e.g., industrial supervisor (in the case of co-op students); previous academic research, industrial or USRA supervisor
- It is your choice who you will seek a reference from, keep in mind that there is no opportunity within the application to provide a justification for your choices.
- Sponsors need to include concrete examples of your accomplishments which demonstrate how well you meet and exceed the qualities listed in the Selection Criteria

HOW TO APPLY: IDENTIFY SPONSORS CONT.

What you should do:

- You should contact your sponsors early to ensure they are willing to complete an assessment report and refer them to the [Information for Sponsors](#). Provide sponsors with the following:
  - a copy of your list of research contributions/publications
  - a copy of your research proposal
  - a one-page resume of awards, conferences, etc.
  - a list of work or volunteer experience relevant to your degree that they may be able to comment on
  - a summary of the CIHR CGS D selection criteria
- You must enter the sponsors' names within your application and then press "Click and Send Sponsor Request"; this will initiate the sponsor to receive two emails: one to notify them of your request and two to provide the link the sponsors need to access and submit the electronic form.
- Ask your sponsors to complete the assessment by at least September 30th , prior to the internal UVic deadline
- Follow up with your sponsors well before the deadline
- Applications will remain incomplete until both reports have been submitted – if not completed by October 4th then your application will be withdrawn from the competition

HOW TO APPLY: PROPOSAL INFORMATION

This section collects information related to your research project

- You will identify:
    - Title (research project title)
    - Lay Title (title for project that is in a language clear to the general public)
    - Lay abstract (describe your project in a way that is accessible to a lay audience)
    - Primary Location (institution where research will be conducted)
    - Institution Paid (UVic)
    - And more – visit the Proposal Information for detailed information

HOW TO APPLY: INSTITUTION PAID SECTION

Important: The institution paid field **determines** which university will receive your application. **Failure to submit an application through the correct channel will result in an application being rejected**.

Where to apply to:

- Students who are registered at UVic at the time of applying (fall 2023) must apply through UVic, and the Institution Paid will be UVic.

- Students who are **not** registered at UVic or any other university this fall but were registered at UVic anytime this calendar year (January 2023 to December 2023) you must apply through UVic.

- Students who are **not** and have **not** been, registered at any Canadian university this calendar year, OR are registered at a foreign university you apply directly to CIHR.

HOW TO APPLY: PRESENTATION STANDARDS FOR WRITTEN PIECES

Presentation Standards for PDF Attachments:

• Use a font size of 12-point, black type. Do not use condensed/narrow font sizes or type density. Smaller text in tables, charts, figures, and graphs is acceptable, as long as it is legible when the page is viewed at 100%

• Use a minimum of single line spacing. Do not use narrow line spacing

• Insert a margin of 2 cm (3/4 inch) – minimum – around the page

• Observe page limitations, additional pages may NOT be added unless specified

• Not all Presentation Standards are reviewed on this presentation, ensure you review all presentation standards on the CIHR application website

> IMPORTANT NOTE: Failure to comply with the Presentation Standards can negatively impact the status and evaluation of your application in a competition and may make your application ineligible.

ATTACHMENT: PROPOSAL INFORMATION - TRAINING EXPECTATIONS

- Describe your professional, academic and extracurricular experiences/achievements and how they contribute to your training success. **(How are you building on what you've done so far?)**

- Describe how the training you expect to acquire will contribute to your productivity and to the research goals you hope to achieve

- Describe how your expected training strives to foster impacts within and beyond the research environment and will contribute to the Canadian research ecosystem during and beyond the tenure of the award. **Significance and impact of your research**

- Indicate why you decided upon the proposed training location and what you expect to learn from the training experience

- If registered in a joint doctoral program (e.g., MD/PhD, DVM/PhD) or a clinically-oriented doctoral program, provide a description of how your program contains a significant research component

- Maximum **2 pages**, any pages over the two-page limit will be removed

ATTACHMENT: PROPOSAL INFORMATION - RESEARCH PROJECT SUMMARY

- Your research project summary should:
  - clearly describe your role on the project
  - written in general language, applications are reviewed by multi-disciplinary committees
  - be specific, focused, include feasible research question(s), objective(s) and provide a clear description of the proposed methodology
- 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
- Maximum **1 page**, any pages over the one-page limit will be removed

RESEARCH PROJECT SUMMARY CONT.

TIPS:

- Make sure you have a well-laid out proposal that says to a committee "*this person knows what they are talking about and they have taken as much care with their proposal as we are now doing.*"

- Make yours one they will want to read!

- Ensure you convey what you are proposing is relevant, unique, and will benefit the health of Canadians

- Select a small, supportive group to read your research proposal and training expectations, including a friend, or family member who is not an academic – if they can follow it you are communicating clearly

- Seek input, without overwhelming yourself and remember this is YOUR application; you don't have to take everyone's advice

- Maximum **1 page,** any pages over the one-page limit will be removed

OTHER ATTACHMENTS - FORMS

- **Confirmation of Scientific Area Form** – required for all applicants. You must retrieve and print this form from the CIHR website under Index of Funding Related Forms. Once completed, the form must then be uploaded as a single PDF document (unprotected) not to exceed 30 MB under "**Other**" in the "**Attach Other Application Materials**" task. Detailed instructions on how to select the most appropriate scientific area are indicated on the form.

- **Self-identification for Indigenous Applicants** – the Voluntary Self-Identification form for Indigenous Applicants can be completed by applicants who would like to self-identify as Indigenous to be considered beyond their institutions quota and must complete the Canada Graduate Scholarship Doctoral Awards (CGS D): Voluntary Self-Identification Form for Indigenous Applicants [PDF (253 KB)]. Once completed, the form must then be uploaded as a single PDF document (unprotected) not to exceed 300 MB under "**Other**" in the "**Attach Other Application Materials**" task.

- **Special circumstances document** – applicants are encouraged to explain any personal circumstance (including when gender, race, diversity, ability, sexuality, health disparities, educational access, etc.) have played a role in shaping your path in order to allow for a fair assessment of their research productivity.
    - Part-time studies must be outlined in this section and must be reflected in the transcripts (specific on the application which semesters)

OTHER ATTACHMENTS - TRANSCRIPTS

- CIHR will only accept **official** transcripts which are defined as transcripts issued by the Registrar's Office with a signature; unofficial transcripts will not be accepted

- All transcripts must be complete and up to date, and you must include your UVic transcript (fall 2023), even if you have not completed courses yet – this is important for proof of registration and number of months of study

- Order transcripts to be sent to you, do not have them sent your academic department

- You are responsible to upload your transcript(s); transcripts must be scanned together into a **single continuous** PDF including one copy of the legend (back page of transcripts) for each set of institutional transcripts

- If you were on an exchange or have transfer credit courses, you must have a transcript from that institution (including a legend)

UPLOAD SUPERVISOR SIGNATURE PAGE

Do not forget to have your supervisor complete the signature page.

- Only supervisor signature is required. Printed names should always accompany signature
- Scan and upload the signed signature pages to your application

WORKING WITH YOUR "CIHR COACH"

CIHR coach - Dr. Ryan Rhodes, EPHE – contact 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!

FINAL STEPS

- Preview your application to be sure it is complete, check for typos, grammar errors etc.

- CCV must be completed in the CCV website and then the confirmation number must be entered under "Identify Participants" section on your application on ResearchNet

- You are responsible to ensure your application is complete, accurate, and conforms to the application requirements and all attachments are included in your application

- Click the consent questions and submit by the UVic internal deadline – <u>Wednesday, October 4, by noon (12:00 PM)</u>

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.

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 CIHR 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 UVic internal deadline

- Contact your referees early and follow up well before the October 4th 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

- Submit your application by the UVic deadline of October 4, 2023 by noon (12:00pm)

HELP AND RESOURCES

- CIHR Coach, Dr. Ryan Rhodes rhodes@uvic.ca

- FGS Scholarship Administrative Officer, Donja Roberts scholoff@uvic.ca

- Graduate Advisor/Supervisor in your department

- [CIHR application instruction website](): general application process, list and links to tasks required for completing your application

- CIHR Doctoral Research Awards – [Frequently Asked Questions]()

- For help with terminology visit the CIHR [Glossary of Funding Related Terms]()

- These slides will be available on the FGS website under the Canada Graduate Scholarship – Doctoral award page.