

Canada Graduate Scholarship – Masters SSHRC Fall 2019

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Canada Graduate Scholarship – Masters CGSM

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

Eligibility – Applicant Criteria

- be a Canadian citizen or a permanent resident of Canada;
- 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 faculty of graduate studies (or its equivalent) at the selected Canadian institution(s) for more detailed information;
- have completed, as of December 31 of the year of application:
 - between **zero and 12 months** of full-time studies (or full-time equivalent) in the program for which you are requesting funding, which may be:
 - a master's program;
 - a doctoral program that you are entering without having ever been enrolled in a master's program (that is, 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 (that is, fast-track); or
 - 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 **four 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 subsequent doctoral program for which you are requesting funding;
- not have previously held a CGS M;
- 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); UVic minimum for first class is 7.00/9.00
- submit a maximum of one scholarship application per academic year to either CIHR, NSERC or SSHRC.

Eligibility – Subject Matter/Research Component

There are three federal research councils:

- Natural Sciences & Engineering Research Council (NSERC)
- Canadian Institutes of Health Research (CIHR)
- Social Sciences and Humanities Research Council (SSHRC)
 - You need to apply to the correct council which is determined by the subject matter of your research
 - If you are not sure which council, talk to a Scholarship Officer
 - You will indicate the council you are applying to in the Research Portal (application)

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 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.

Selection Criteria

Academic excellence (50%)

- Academic record (first-class average)
- Scholarships and awards
- Duration of previous studies
- Type of program and courses pursued
- Course load
- Relative standing (if available)

Selection Criteria

Research Potential (30%)

- 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 the candidate's academic experience

Selection Criteria

Personal Characteristics & Interpersonal Skills (20%)

- Work experience
- Leadership experience
- Project management including organizing conferences and meetings
- The ability or potential to communicate theoretical, technical and/or scientific concepts clearly and logically in written and oral formats
- Involvement in academic life
- Volunteerism/community outreach

The Process

UVic receives an allocation of awards to give per research council

- NSERC – 20 CGSM
- SSHRC – 37 CGSM
- CIHR – 5 CGSM

Don't select the council with the most awards; not a numbers game

Select the council that matches your research subject matter

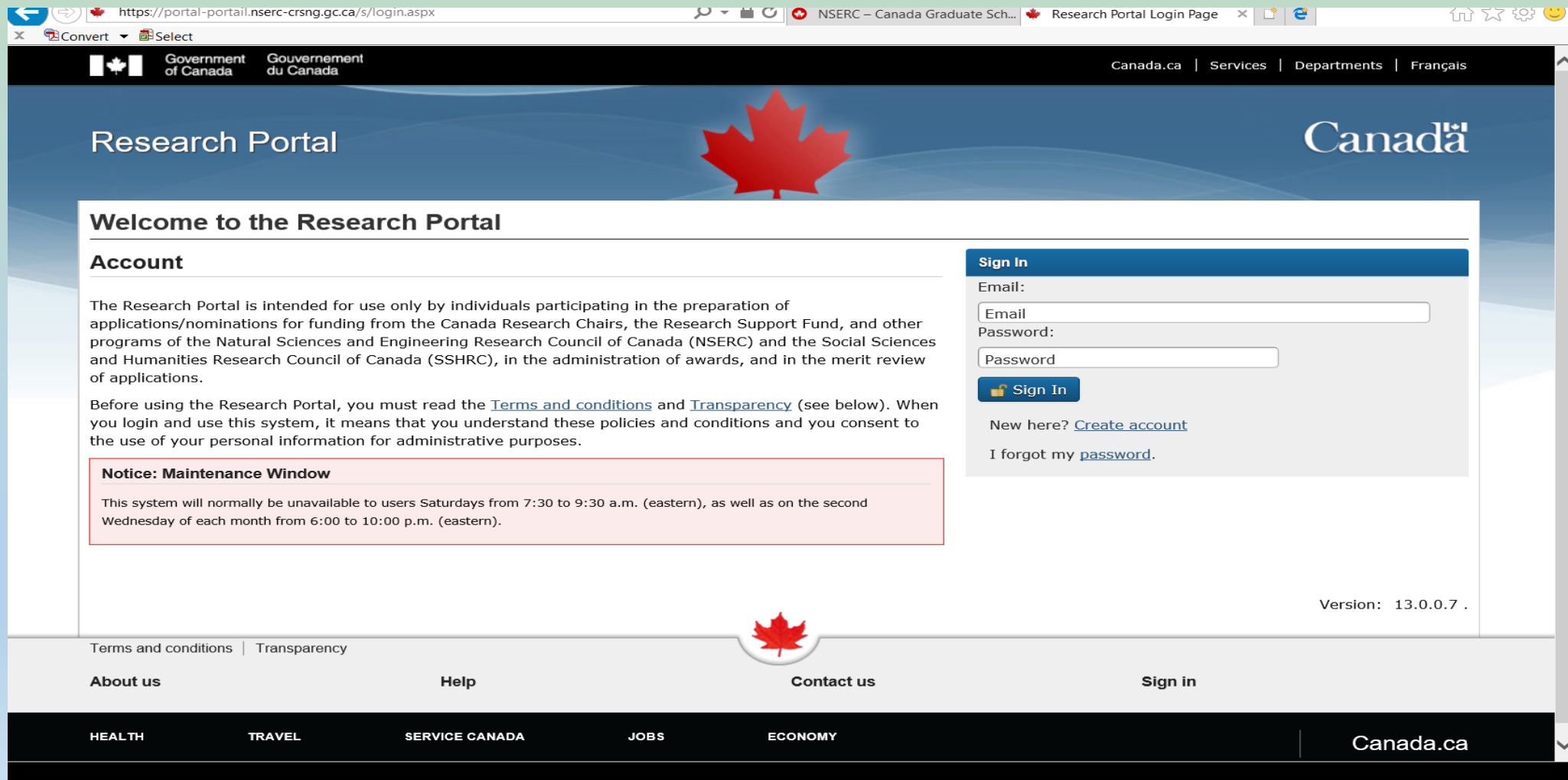
The Process

- Students complete the application by December 1, 2019
- Scholarship officers in the Faculty of Graduate Studies (FGS) extract applications from the Research Portal, check completeness and eligibility, incomplete or ineligible applications are removed
- Departments review applications and select the top candidates as their department nominees & send a ranked list to FGS
- Nominee applications are reviewed by a multidisciplinary committee of UVic faculty who score applications
- Award offers are made via the Research Portal on April 1, 2020
- Students may not be informed of their status before April 1, 2020
- Students have 3 weeks to accept or decline award offers
- Can only accept an award from one institution, and you attend that institution

How to Apply

- Read the [application instructions](#) & [CCV instructions](#)
- Complete the application in the Research Portal <https://portal-portail.nserc-crsng.gc.ca/>
- Complete the Canadian Common CV (CCV) <https://ccv-cvc.ca/>
- Write your Outline of Proposed Research (1 Page - attachment)
- Prepare your bibliography & citations (1Page - attachment)
- Order official copies of all university level transcripts – DO THIS NOW you will be scanning and uploading these
- Find your referees and provide them with information about you, once they agree enter their info in the Research Portal application

Research Portal Login Page



The screenshot shows a web browser window displaying the Research Portal login page. The browser's address bar shows the URL: <https://portal-portal.nserc-crsng.gc.ca/s/login.aspx>. The page header includes the Government of Canada logo and navigation links for Canada.ca, Services, Departments, and Français. The main content area features a large red maple leaf graphic and the text "Research Portal" and "Canada". Below this, there is a "Welcome to the Research Portal" section with an "Account" sub-section. The "Account" section contains a paragraph explaining the portal's purpose and a "Notice: Maintenance Window" box. To the right, there is a "Sign In" form with fields for "Email" and "Password", a "Sign In" button, and links for "New here? Create account" and "I forgot my password". The footer includes links for "Terms and conditions" and "Transparency", and a navigation bar with "About us", "Help", "Contact us", and "Sign in". The bottom of the page features a dark blue bar with links for "HEALTH", "TRAVEL", "SERVICE CANADA", "JOBS", and "ECONOMY", and the "Canada.ca" logo.

Government of Canada / Gouvernement du Canada

Canada.ca | Services | Departments | Français

Research Portal

Welcome to the Research Portal

Account

The Research Portal is intended for use only by individuals participating in the preparation of applications/nominations for funding from the Canada Research Chairs, the Research Support Fund, and other programs of the Natural Sciences and Engineering Research Council of Canada (NSERC) and the Social Sciences and Humanities Research Council of Canada (SSHRC), in the administration of awards, and in the merit review of applications.

Before using the Research Portal, you must read the [Terms and conditions](#) and [Transparency](#) (see below). When you login and use this system, it means that you understand these policies and conditions and you consent to the use of your personal information for administrative purposes.

Notice: Maintenance Window

This system will normally be unavailable to users Saturdays from 7:30 to 9:30 a.m. (eastern), as well as on the second Wednesday of each month from 6:00 to 10:00 p.m. (eastern).

Sign In

Email:

Password:

[Sign In](#)

New here? [Create account](#)

I forgot my [password](#).

Version: 13.0.0.7 .

[Terms and conditions](#) | [Transparency](#)

[About us](#) | [Help](#) | [Contact us](#) | [Sign in](#)

HEALTH | TRAVEL | SERVICE CANADA | JOBS | ECONOMY

Canada.ca

Select Canada Graduate Scholarship Master's Program

The screenshot shows the Research Portal dashboard for Yvonne Rondeau. The page is titled "Research Portal" and features a navigation menu with "Profile", "Institution Administration", and "Feedback". The user is logged in as Yvonne Rondeau, with a "Sign out" button. The "Applicant" section is active, and the "Create Application" dropdown is expanded, showing a table of funding opportunities.

Funding Opportunity	Start Date	End Date	Action
Stage: Application			
Canada Graduate Scholarships-Master's Program	2018-09-04 08:30:00	2018-12-03 20:00:00	
Discovery Grants Program - Individual	2018-08-09 08:00:00	2018-11-01 20:00:00	
Research Tools and Instruments	2018-08-09 08:00:00	2018-10-25 20:00:00	Create
Subatomic Physics Envelope - Individual	2018-08-09 08:00:00	2018-11-01 20:00:00	
Subatomic Physics Envelope - Major Resources Support Program	2018-08-09 08:00:00	2018-10-01 20:00:00	
Subatomic Physics Envelope - Project	2018-08-09 08:00:00	2018-11-01 20:00:00	
Subatomic Physics Envelope - Research Tools and Instruments Cat. 1	2018-08-09 08:00:00	2018-10-25 20:00:00	Create
Subatomic Physics Envelope - Research Tools and Instruments Cat. 2 & 3	2018-09-10 08:00:00	2018-10-01 20:00:00	

Application – Research Portal

The screenshot displays the Research Portal application interface. The browser address bar shows a secure connection to <https://portal-portal.nserc-crsng.gc.ca/a/appdet-detapp.aspx?appId=1875702d-4db1-4b9c-9849-298fee45876>. The page header includes the Government of Canada logo and navigation links for Canada.ca, Services, Departments, and Français. The main content area is titled "Application Overview" and features a "Sign out" button.

Application Overview

Status	Title	Funding Opportunity	Stage	Updated	Action
⚠		Canada Graduate Scholarships-Master's Program	Application	2017-09-06 16:22:47	Edit Preview

Module Status

Status	Module Name	Status	Module Name
⚠	Identification	⚠	Summary of Proposal
⚠	Activity Details		

Attachments

Status	Title	Document Type	Updated	Action
⚠		Outline of Proposed Research	2017-09-06 16:22:47	Attach
⚠		Transcripts	2017-09-06 16:22:47	Attach

[Export application and attachments to PDF](#)

Canadian Common CVs Attached

Status	Title	Role	Updated	Action
⚠		Applicant	2017-09-06 16:22:47	Attach

Invitations

Status	Role	Family Name	First Name	Email	Invitation Status	Updated	Action
⚠							

Must provide two references

The Windows taskbar at the bottom shows the system clock at 2:49 PM on 2017-09-06, along with various application icons including Outlook, Word, Excel, Oracle, and the Research Portal application.

List for a Complete Application

Use the following list to make sure your Application for the CGSM is complete

- ✓ The completed application form - 3 sections Identification, Activity Details, Summary of Proposal (different from outline of proposed research)
- ✓ An outline of proposed research (2 page document - one page research, one page for citations) you create and attach as a PDF
- ✓ CCV (to be completed on the Canadian Common CV online system)
- ✓ Two letters of reference (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) *applications with administrative or unofficial transcripts will be considered ineligible and removed from the competition*

References

- 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 you taught in within the last year or two

Referees – What you need to do

- Contact your proposed referees to ensure they are willing to complete a report for you
- In the Research Portal in the section, *Invitations* enter the name and contact information of your referees
- Once the information is saved, an email will be sent to them with instructions for completing the assessment
- Your application will remain incomplete until both reports have been submitted – ask them to complete assessment by Nov. 26th.

Referees – What you need to do

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.
- a summary of the CGSM selection criteria

Transcripts/Proof of Registration

- All transcript MUST BE OFFICIAL UP-TO-DATE COPIES
- Including your UVic transcript, even if you have not completed courses yet – confirms your current status and months of study
- Official transcripts are defined as transcripts issued by the Registrar's Office; transcripts from other sources, such as those printed from the student's account on the institution's website, are not official
- Order transcripts to be sent to you, you will be opening them, scanning them and uploading them
- Do not have transcripts sent to you department office or the Faculty of Graduate Studies

Transcripts/Proof of Registration

Presentation Standards for Transcripts

Transcripts must be scanned in accordance with the following presentation standards and uploaded by the applicant in the appropriate section of the application:

- Scanned together as a single document.
- Include one copy of the legend (reverse of each transcript). Do not scan the legend multiple times.
- PDF file (.pdf extension); unprotected.
- Maximum file size of 10 mb (black and white recommended).
- Page size 8 ½ in. x 11 in. (216 mm x 279 mm) or A4 (210 mm x 297 mm).
- Transcripts text orientation should be upright (if possible) and must be readable on a computer monitor without any adjustment by the viewer.
- If you have transcripts written in a language other than English or French, you are required to provide a certified translation of the transcripts.

All documents must be converted to PDF before they can be attached in your application

Canadian Common CV - CCV

Applicants are required to complete a Canadian Common CV (CCV) and attach it to the application in the Research Portal

There is a [tutorial](#) online with screenshots to help you access and complete the CCV

- ❓ Next to sections, click to get a description of what to include

Comments on the CCV

- 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 sure you record your confirmation number and attach the latest 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**

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 – not scholarships, 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

CCV – Leaves of Absence & Impact on Research

Reviewers will take into consideration special circumstances that may have affected applicants' 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

Outline of Proposed Research- Attachment

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;
 - Colour imagery is acceptable but the text should be in black;
 - All margins must be set at a minimum of ¾" (1.87 cm);
 - Do not introduce 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 decide to use colour imagery should be aware that the application may not be reviewed in colour. Use of colour increases the file size of your application, and may lengthen download and upload times.

Outline of Proposed Research – 1 page

- 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.

Bibliography & 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

Use the resources available

- Read all the instructions carefully -
- Once you've read the instructions, if you are not sure about any of it, contact a Scholarship Officer (Yvonne or Kathy) - your department secretary, graduate advisor may not have most up to date application information
- Meet with a SSHRC coach for help with your Outline of Proposed Research
- Ask friends or family to read your Outline when they are tired and don't want to and to put a red X next to any line they need to read twice, this will be a good indicator of sentences you still need to work on

Use the Resources Available

- Scholarship Officers, Kathy McCarthy fgsaward@uvic.ca and Yvonne Rondeau scholoff@uvic.ca
- SSHRC Coaches you can contact them directly for a meeting, Dr. Adrienne Williams Boyarin aboyarin@uvic.ca or Dr. James Rowe jkrowe@uvic.ca
- CGSM Website (hosted on NSERC) – Application instructions, policy on subject matter eligibility, award holders guide
- Graduate Advisor in your academic department, or intended department
- FGS Website – [External Awards – Canada Graduate Scholarship - Masters](#)