# Canada Graduate Scholarships Master’s Program

# CIHR – NSERC – SSHRC

# 2020-21 Administrative Guidelines

## Overview

The Canada Graduate Scholarships Master’s (CGS-M) aim to develop research skills and assist in the training of highly qualified personnel by supporting students who demonstrate a high standard of scholarly achievement in undergraduate and graduate studies. They are available to Canadian students and permanent residents while studying in Canada at Canadian universities. Scholarships are awarded based on academic excellence.

## Agencies and Award Name

CIHR – Frederick Banting and Charles Best Canada Graduate Scholarships

NSERC – Alexander Graham Bell Canada Graduate Scholarships

SSHRC – Joseph-Armand Bombardier Canada Graduate Scholarships

## Value and Duration

$17,500 for 12 months, non-renewable

## University of Guelph Allocations

CIHR - 3

NSERC - 22

SSHRC - 20

## Application Process

Applicants submit the CGS-M application online through the Research Portal (housed on the NSERC website). If the student selects University of Guelph as an institution where they wish to hold the CGS-M award, their application will be made available for institutional viewing after December 2, 2019.

The announcement of results to applicants by Universities is April 1 of every calendar year. **Under no circumstances may results be made available to applicants before April 1.**

A student may only accept one CGS-M offer. If they accept an offer, they will be deemed to have declined any other pending offers from other institutions (if applicable). Applicants are not eligible to receive or accept a CGS-M offer from a University where they are not enrolled or where they will not apply for admission to an eligible program of study.

## Important Dates

### December 2, 2019 by 8:00p.m. Eastern

* Student deadline to submit CGS-M application through Research Portal

### December 3 – 13, 2019

* OGPS Staff download and post applications to OneDrive

### December 16, 2019 – February 7, 2020

* Departments/Schools awards committees will be responsible to complete a CGS-M Score Card for each applicant who is currently registered in their graduate program or applying for admission to their graduate program (Score Card available on the [OGPS website](https://www.uoguelph.ca/graduatestudies/faculty-staff/scholarships-and-awards-administrative-guidelines); **detailed instructions below**)

### February 7, 2020

* CGS-M Score Cards are due to OGPS by [email](mailto:grschol@uoguelph.ca?subject=CGS-M%20Score%20Cards) or OneDrive

### February 10 – February 19, 2020

* CGS-M applications will be prepared for review by the OGPS Awards Committee

### February 20 – March 13, 2020

* CGS-M applications will be reviewed and scored by the OGPS Awards Committee

### Late March

* OGPS Awards Committee meetings to select CGS-M recipients
* A confidential list of CGS-M recipients will be available on the [OGPS website](https://www.uoguelph.ca/graduatestudies/faculty-staff/scholarships-and-awards-administrative-guidelines) – **results may not be shared with students until April 1, 2020, as determined by the Tri-Council agencies (it is very important that program offers adhere to this regulation)**

### April 1, 2020

* CGS-M applicants can log into the Research Portal to view the results of the competition
* Applicants may be awarded, or not awarded, or waitlisted for a CGS-M at up to three institutions
* Applicants will have 21 days after notification to accept or decline the offers of awards made by the Universities

### April 22, 2020

* Deadline for first round of CGS-M recipients to respond to offers
* Offers not accepted by this date will be deemed to have been declined
* A University may make subsequent offers if some of the offers are declined, until the University has no scholarships remaining
* Applicants cannot change their mind; any offer declined or accepted is final. Accepted awards can only be used at the institution that the applicant accepted the offer of award

## Step-by-Step Guidelines for Determining Applicant Eligibility

As is the case each year, **it is the responsibility of departments/Schools to ensure that applicants are eligible**. Please carefully review each application to ensure that applicants meet **each** of the following criteria:

* a Canadian citizen or a permanent resident of Canada;
* enrolled or planning to enroll in an **eligible** graduate program (you may assume an applicant is planning to enroll by the fact that they have submitted a CGS-M application);
  + Note on graduate program eligibility:
    - 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.
      * Joint programs with a professional degree (e.g., MD/PhD, DVM/PhD, JD/MA, JD/PhD, MBA/PhD, MA/MBA) are eligible if they have a significant research component, as described above.
      * Clinically-oriented programs of study, including clinical psychology, are also eligible programs if they have a significant 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 indicated above, course-based programs that include an MRP are eligible if they meet the “significant research component” definition).
* 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 they are requesting funding, which may be:
    - a master’s program;
    - a direct-entry doctoral program;
    - a master’s program but will transfer to an eligible doctoral program, either before or after award activation, with no master’s degree conferred (i.e., 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 a 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 they are requesting funding (CIHR and NSERC only);
* not have previously held a CGS-M. For CIHR and NSERC, scholarship support for graduate studies (master’s and doctoral) is limited to a lifetime maximum of four years (48 months) of full-time equivalency.
* have achieved a first-class average (A-/80% minimum; refer to detailed instructions below), in each of the last two completed years of study (full-time equivalent); see “Calculating Averages” below.
  + Please note: applicants must upload **official (issued by the Registrar’s Office)** transcripts to their application. If you cannot determine whether an applicant hasa first-class average from **official transcripts, you must deem that applicant ineligible.**
    - Students who have done exchange semesters must submit their official transcripts from the institution at which they completed the exchange, and those grades must be included within the first class eligibility calculation, if the grades fell within the last two years of study; see below section on calculating averages.

### Calculating Averages

1. To be eligible, applicants must have achieved a first-class average (80.0/A-) in **EACH** of the last two completed years of study (full-time equivalent; two part-time semesters = 1 full-time semester).
2. You must **only look at the last two years of study** (full-time equivalent). **Do not go back further** into the academic record, even if there is only one grade in the last two years of study.
   * Start with **the last semester in which the student was registered** and go back two calendar years from there; e.g., if a student was last registered in W16, use: W16, F15, S15, W15, F14, S14.
   * Use grades only up to August 31, 2019 (S19), if applicable, when calculating averages (i.e., do not use F19 grades).
   * If applicants do not have grades in any year of registered studies, leave the grade field for that year blank on the score card. In the unlikely event that a CGS-M applicant’s last two years of **registered,** full-time studies did not have any grades, they are considered **eligible**.
3. Convert grades to percentages. We understand that some institutions do not provide numeric grades, however, in order to fairly assess all applicants grades must be converted to percentages. For assistance with **Canadian** transcripts, please refer to the **Reference:** University Grading Tablelocated in the CGS-M section of our website under [Administrative Guidelines](https://www.uoguelph.ca/graduatestudies/faculty-staff/scholarships-and-awards-administrative-guidelines). This document provides a comparison of all Canadian University grading systems with the approximate conversion to percentage. For international transcripts, use the [International Credential Evaluation](https://www.uoguelph.ca/graduatestudies/future/international/credential) or [OURA Guide](https://oura.ca/login/) tools.

## Ineligible Applicants

For any applicants deemed ineligible, please complete the top portion of a score card (i.e., name, ID number if applicable) and include enough information to indicate why the applicant was ineligible.

* If ineligible due to GPA, enter your GPA calculation in the appropriate section of the score card for average.
* If ineligible for any other reason (e.g., exceeds the allowable months of completed study, unofficial transcripts), please make a note in one of the department comment sections.

**DO NOT** include ineligible applicants in your department scoring/ranking. Score cards for ineligible applicants should still be submitted to the Graduate Awards Officers via [email](mailto:grschol@uoguelph.ca), so that we can see your assessment and know that those applications were not missed.

## Department Award Committee Guidelines for Assessing CGS-M Applications

The merit review of CGS-M applications will be carried out by participating Universities, and must be based on the evaluation criteria listed in the Selection Criteria table (page 5). Particular weights are assigned to the criteria and department/school awards committee members are expected to take each into consideration when ranking the application within the department/school. The OGPS Award Committee will review all applications using the same criteria.

Each element of the application, including academic transcripts, research history, proposed research, personal characteristics and interpersonal skills and references should be carefully considered when determining an applicant’s score amongst all applications submitted to the department/school for consideration. **Only application material submitted using the Research Portal (i.e., only information specifically provided by the applicant, in their application) can be considered during the merit review.**

* **NOTE:** The CGS-M program stipulates thatapplicants are limited to a **one-page research proposal**. If an applicant has submitted in excess of one page, the additional page(s) must be removed from the application and disregarded by the committee. The applicant must be judged solely on the information provided on the first page of the proposal.

In applying the evaluation criteria, it is important to take into account the individual applicant’s stage in his or her academic program. Committee members should also take into consideration special circumstances that may have interrupted or delayed the completion of an applicant’s current or previous degree, as described in the application.

## Score Card Instructions

1. The CGS-M score card is available under Scholarship and Awards [Administrative Guidelines](https://www.uoguelph.ca/graduatestudies/faculty-staff/scholarships-and-awards-administrative-guidelines) on our website, by clicking on the CGS-M section.
2. The CGS-M Score Card is PDF form-fillable and one must be completed electronically for each applicant. The form can be saved so changes can be made if need be. Score cards completed by hand will not be accepted.
3. **Please save the PDF with a file name in the following format: Last name\_First initial\_dept/school (example: Smith\_J\_GEOG).**
4. All fields are **mandatory** unless the information is not available (i.e. Student ID if the applicant is not yet a Guelph student). **Please provide a *brief* explanation as to how the department arrived at each score to assist the OGPS Awards Committee in their final selection.** This information is invaluable for the university-wide selection committee that will make the ultimate decisions about who receives a CGS-M award. Please also rank each applicant within your department’s total pool of CGS-M applicants (**by agency**; e.g. if you have applicants from CIHR and NSERC, compare the CIHR applicants to other CIHR applicants only).
5. **When completing the score card, please consider the Selection Criteria (page 5).**
6. It is crucial that the correct Field of Research is selected on the score card as this will determine if the applicant will be considered for NSERC, SSHRC, or CIHR. This information is identified in the application by the applicant. If the department/school awards committee feels that the applicant did not select the appropriate Field of Research, please make note of it and advise the Graduate Awards Officers.   
     
   When reviewing applications please ensure each applicant’s research statement aligns with the subject matter eligibility for the agency (SSHRC/NSERC/CIHR) to which the student has applied. If a student is awarded a scholarship that does not align with their research, the award can be withdrawn. If unsure, applicants should contact the appropriate awarding agency. You may wish to refer to the [guidelines for subject matter eligibility](http://www.science.gc.ca/default.asp?lang=En&n=FEE7261A-1), as well as the [addendum to the guidelines for eligibility related to health](http://www.nserc-crsng.gc.ca/NSERC-CRSNG/policies-politiques/Addendum-Addenda_eng.asp).
7. Send ALL score cards to the Graduate Awards Officers by [email](mailto:grschol@uoguelph.ca?subject=CGS-M%20Score%20Cards) or OneDrive by **February 7, 2020**. Score cards must be returned in their original **form-fillable format**; i.e., use Save As instead of scanning/printing to PDF when you save your completed score cards.

### CGS-M Selection Criteria

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| **Criteria** | **Description** | **Weight** |
| *Academic Excellence* | As demonstrated by past academic results, transcripts, awards and distinctions, the referee assessments.  Indicators of Academic Excellence:   * Academic record (first class average) * Scholarships and awards held * Duration of previous studies * Type of program and courses pursued * Course load * Relative standing (if available) | 50% |
| *Research Potential* | As demonstrated by the applicant’s research history, his/her interest in discovery, the proposed research, its potential contribution to the advancement of knowledge in the field, and any anticipated outcomes, and the referee assessments.  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, autonomy and independence * Research experience and achievements relative to expectations of someone with the candidate’s academic experience | 30% |
| *Personal*  *Characteristics and Interpersonal Skills* | As demonstrated by the applicant’s past professional and relevant extracurricular interactions and collaborations, and the referee assessments.  Indicators of Personal Characteristics and Interpersonal Skills:   * 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 | 20% |