**Canadian Institutes of Health Research (CIHR)**

# Administrative Guidelines for

# Graduate Program Assistants and Graduate Program Coordinators

**2020-2021**

## Overview

CIHR offers scholarships that provide financial support to outstanding graduate students pursuing a doctoral degree in health research. Canada Graduate Scholarship Doctoral (CGS-D) awards are valued at $35,000 per year for 3 years and are open to Canadian citizens or permanent residents of Canada.

Due to the Tri-Agency Harmonization of the CGS-D, universities will now be assigned a quota of CIHR applications that may be forwarded to the national competition each year. As such, departments with CIHR applicants will be asked to submit a Department Ranking form for each of their applicants. The form can be found under the CIHR Doctoral tab on the [Faculty & Staff – Administrative Guidelines](https://graduatestudies.uoguelph.ca/faculty-staff/scholarships-and-awards-administrative-guidelines) section of the OGPS website.

For the 2020-21 CIHR Doctoral competition, the University of Guelph is permitted to forward **four (4)** applications (no quota last year) to CIHR for consideration in the national competition. Applicants who self-identify as indigenous on the application may be forwarded to the national competition over and above the quota given to the institution.

## Important Dates

### September 2019

* Please encourage your students to get started on their CIHR applications as soon as possible.
* Graduate Program Assistants are encouraged to review the following to become familiar with the competition and application:
	+ [Harmonized CGS-D Website](http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSD-BESCD_eng.asp)
	+ [CIHR Doctoral Research Awards – Application instructions](http://www.cihr-irsc.gc.ca/e/38887.html)

### September 30, 2019

* Deadline for students to submit complete application on-line

### October 1, 2019 – October 3, 2019

* Graduate Awards Officers upload all submitted CIHR Doctoral Applications to OneDrive, placing them in folders by Department/School

### October 3, 2019 – October 17, 2019

* Department Awards Committee review applications on OneDrive
* Graduate Program Assistants calculate cumulative graduate averages and complete Departmental Ranking Forms on behalf of the Department Awards Committee

### October 17, 2019

* CIHR Departmental Ranking Form is due to the Graduate Awards Officers by email grschol@uoguelph.ca

### October 18-23, 2019

* CIHR Doctoral applications and rankings are prepared by Graduate Awards Officers for adjudication by the Office of Graduate &Postdoctoral Studies Awards Committee

### October 23 – November 6, 2019

* OGPS Awards Committee review and submit score sheets for final selection meeting

### November 7\*, 2019 (tentative date)

* OGPS Awards Committee meet to select applications that will be forwarded to CIHR
* Applicants will be notified after the meeting if their application will be moving forward, or not moving forward, to the national competition
* Applicants chosen to be forwarded will be given feedback, if any, from the Awards Committee so that changes may be made to the application before final submission

### November 21, 2019

* Selected CIHR Doctoral applications are finalized on-line by the Graduate Awards Officers and due to CIHR

## CIHR Doctoral Administration

### Transcript Requirements – Advice for Students

Applicants are required to provide the following documents, which must be uploaded as a single PDF document:

* Applicants must complete and print the Doctoral Studies Timelines form available from the CIHR website under [Index of Funding Related Forms](http://www.cihr-irsc.gc.ca/e/797.html).
* Up-to-date official transcripts of the applicant's complete academic record (this includes all undergraduate and graduate studies, completed or ongoing). One copy of the legend (reverse of each transcript) must be included and transcript text must be horizontal and uploaded in order from least recent to most recent. Students are advised to keep the original copies of their transcripts as CIHR may request them for verification purposes.

Up-to-date official transcripts are defined as transcripts issued by the Registrar's Office and dated or issued in the fall session of the year of the application (if currently registered) or after the last term completed (if not currently registered). Opening the envelope to scan the transcript will not render it unofficial for CIHR's purposes.

Certified true copies of official transcripts from the institution are accepted. A certified true copy is defined as a copy of the original document (or of the original translated document if official transcript is not in either English or French).

Applicants who are or were registered at an institution that does not provide transcripts must submit, in lieu of a transcript, a letter bearing the official institution seal/stamp or a letter signed by the Dean of Graduate Studies confirming the applicant’s program of study, the applicant’s registration status, the date of initial registration, the degree obtained or sought and the fact that the institution does not provide transcripts.

**Please be advised that it is the applicant’s responsibility to ensure that their transcripts follow the presentation standards detailed by CIHR, and are complete (no missing pages, no upside down pages, that their registration record is complete on their transcript, that all transcripts are there and none are missing). Failure to do so may result in the applicant being deemed ineligible.**

For more information on CIHR’s Transcript uploading instructions, consult CIHR’s [website](http://www.cihr-irsc.gc.ca/e/38887.html#t5).

## Accessing the Applications through OneDrive

The applications are electronic and should be shared with the department awards committee electronically. There is no need to print off the applications. Graduate Program Assistants will receive an email when the files are available in OneDrive and ready to be reviewed.

1. Go to the OneDrive link that will be provided to you via e-mail.
2. You will need to sign in via your official University of Guelph central login.
3. Click on **2020-21 CIHR Doctoral Applications**
4. Click on your department’s folder.
5. Click on the appropriate Department/School to view the application files.
6. You may download and share the folders via OneDrive with your Department Awards Committee as appropriate.

\*Please note that all applications will be unshared following the 2020-21 Competition.

## Department Ranking Forms

All applicants must be recorded on the *CGS-D Departmental Ranking Form*. When determining how the applicants rank among other applicants in the department, the department awards committee should utilize the *Canada Graduate Scholarships Doctoral Selection Criteria and Weightings* document. Both the ranking form and selection criteria document will be posted on OneDrive in a folder named *CIHR Selection Criteria and Ranking*. They are also available as secured documents on the [OGPS website](https://www.uoguelph.ca/graduatestudies/faculty-staff/scholarships-and-awards-administrative-guidelines), under CIHR Doctoral.

## Verifying Applicant Eligibility

To be considered eligible for support, as of the application deadline date, applicants must:

* be a Canadian citizen or a permanent resident of Canada;
* intend to pursue, in the following year (S20, F20, or W21 as the starting semester), full-time graduate studies and research at the doctoral level in an eligible program in one of the areas of health research supported by CIHR;
* have completed no more than 24 months of full-time study in their doctoral program by December 31 of the year of application (no more than 36 months if transferred directly from Bachelors to a PhD or enrolled in a joint program, e.g., MD/PhD, MA/PhD);
* the months of study completed are calculated starting from the date on which an applicant is officially registered in the doctoral program – specifically applying to applicants registered in a Master’s program who subsequently transferred to a doctoral program. If an applicant transferred to a PhD, you would start counting based on the first month of the first semester of their transfer.
* submit only one doctoral award application in a given academic year. Nominations to the [Vanier CGS](http://www.vanier.gc.ca/en/home-accueil.html) program do not count towards this limit;
* must not hold, or have held, a scholarship or fellowship from SSHRC, NSERC or CIHR to undertake or complete a doctoral program.

## Calculating the Cumulative Graduate Average

The applicant’s entire academic record including their transcripts is to be taken into account when evaluating the overall strength of the application, which is why we ask you to provide the cumulative graduate average and total credit equivalents earned (if there are no grades, simply note – “no grades”). For example, 93%/2.5 crd.

Colleague tip - you may determine the cumulative graduate average through utilizing the STAT screen in Colleague for current University of Guelph students. To determine the cumulative graduate average for students who have previously completed graduate level studies at institutions other than Guelph, ImageNow would be the best resource to view previous transcripts. While the cumulative graduate average will not be used to determine the applicant’s eligibility, it is still a useful tool in assisting Awards Committees in their analysis of the strength of each application.

NSERC provides a [University Grading Table](http://uoguelph.ca/graduatestudies/system/files/2018%20-%20University%20Grading%20Systems%20-%20Syst%C3%A8mes%20de%20notation%20universitaire%20%281%29.pdf) to assist institutions in determining averages at all Canadian Universities (you will need to login with your central login ID to access the table; if you do not currently have access to secured OGPS documents, please request access [via this form](https://uoguelph.eu.qualtrics.com/jfe/form/SV_5o4cFMdcKyAarYN)).

If you notice any other discrepancies in an application – i.e. a transcript is missing, or the student is beyond the allowable number of months of study as outlined in the ‘Verifying Applicant Eligibility” section of this document, please flag this on the Department Ranking Form.

If you have any further questions, please do not hesitate to contact us at grschol@uoguelph.ca.

*This document will be updated once allocation information is released.*