# Canada Graduate Scholarships Master’s Program

# (CGS-M) CIHR – NSERC – SSHRC

# 2018-19 Administrative Guidelines

## Overview

The CGS-Ms 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 | 20 |
| SSHRC | 19 |

## 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 1, 2017. The applications will be available to Universities through the Research Portal in electronic format (PDF).

The announcement of results to applicants by Universities is April 1st of every calendar year. **No results can be made available to applicants before April 1st.**

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 1, 2017

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

### December 4 – 14, 2017

* *OGPS Staff download and post applications to File-Pro*

### December 15, 2017 – February 7, 2018

* *Departments/Schools awards committees will be responsible to complete Part A of 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* [*OGPS website*](https://www.uoguelph.ca/graduatestudies/faculty-staff/scholarships-and-awards-administrative-guidelines)*; instructions below).*

### February 7, 2018

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

### February 7 – February 21, 2017

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

### February 22 – March 12, 2018

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

### March 20 – 21, 2018

* *OGPS Awards Committee meetings to select CGS-M recipients*

### March 26 – March 31, 2018

* *A confidential list of CGS-M recipients will be available on the secure site –* ***results may not be shared with students until April 1, 2018, as determined by the Tri-Council agencies (it is very important that program offers adhere to this regulation)***

### April 1, 2018

* *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 five institutions*
* *Applicants will have three weeks after notification to accept or decline the offers of awards made by the Universities*

### April 21, 2018

* *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 accepted is final and can only be used at the institution that the applicant accepted the offer of award*

## 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 4). 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. 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.

## Calculating Averages

1. To be eligible applicants must have achieved first-class average (80.0/A-) in **EACH** of the last two completed years of study (full-time equivalent).
2. You must only look at the last two years of study (full-time equivalent). Do not go back further into the academic record if there are only a few grades 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, 2017 (S17) when calculating averages.
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.

## Score Card Instructions

1. The CGS-M score card is available under [Scholarship and Awards Administrative Guidelines on our website](https://www.uoguelph.ca/graduatestudies/faculty-staff/scholarships-and-awards-administrative-guidelines), by clicking on the CGS-M section. Part A of the form is for Department/School Awards Committee use. Part B of the form is for Office of Graduate Studies Awards Committee (OGSAC) use.
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. Each department/school awards committee will be responsible **for Part A of the score card only**. All fields are mandatory unless the information is not available (i.e. Student ID if the applicant is not yet a Guelph student). We encourage the inclusion of comments in the space provided to assist the OGSAC in their final selection. The Score Card is an assessment only; there is no requirement to rank the applicant against all applicants in the department/school. When completing the score card, please consider the Selection Criteria (page 4).
5. 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, this should be noted in the comments field.   
     
   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).
6. Send ALL score cards as attachments in an email to the Graduate Awards general email account (grschol@uoguelph.ca) by **February 7, 2018**. If the number of score cards exceeds the allowable attachment size please send in multiple emails.

# CGS-M Selection Criteria

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| **Criteria** | **Description** | **Weight** |
| *Academic Excellence* | As demonstrated by past academic results, transcripts, awards and distinctions.  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.  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.  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% |