# Natural Sciences and Engineering Research Council (NSERC)

# Administrative Guidelines for

# Graduate Program Assistants and Graduate Program Coordinators

**2018-2019**

## Overview

NSERC offers scholarships that provide financial support to outstanding graduate students pursuing a doctoral degree in natural sciences or engineering. Canada Graduate Scholarship Doctoral (CGS-D) awards are valued at $35,000 per year for 24 or 36 months (depending on eligibility). Post-graduate Scholarships (PGS-D) awards are valued at $21,000 per year for 24 or 36 months (depending on eligibility). Both the NSERC CGS-D and PGS-D are open to Canadian citizens or permanent residents of Canada. There is a single application and selection process (Form 201) for the CGS-D and the PGS-D.

For the 2018-19 NSERC Doctoral competition the University of Guelph is permitted to forward **46** applications to NSERC for consideration in the national competition.

## Important Dates

### September

* Graduate Program Assistants can create an account through the [NSERC On-line System](http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/Index_eng.asp) in order to be able to review the applications submitted. This allows Graduate Program Assistants to confirm the transcripts that have been uploaded correctly and return the application to the student if need be. In order to gain access, contact the Graduate Awards Officers via email providing the email address used to create the account.
* Graduate Program Assistants are encouraged to review the following to become familiar with the competition and application:
	+ [NSERC Doctoral Overview](http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/BellandPostgrad-BelletSuperieures_eng.asp)
	+ [Application Form 201 Information and Instructions](http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/instructions/201/e.asp)
	+ [Copy of Application Form 201(pdf version)](http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/pdf/F201_e.pdf)

### October 6, 2017

* Student deadline to submit transcripts to Graduate Program Assistant in department/school; transcripts should be uploaded by the Graduate Program Assistant in advance of the student submission deadline (Oct. 13) as students will not be able to submit their application without the transcripts

### October 13, 2017

* Deadline for students to submit complete application on-line

### October 16, 2016 – October 18, 2017

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

### October 19, 2017 – November 2, 2017

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

### November 2, 2017

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

### November 2-3, 2017

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

### November 6-10, 2017

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

### November 22, 2017

* OGPS Awards Committee meet to select applications that will be forwarded to NSERC

### November 25, 2017

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

## NSERC Doctoral Administration

### Transcript Requirements

Official and up-to-date transcripts/proofs of registration for all undergraduate and graduate programs must be scanned into a single PDF file and must include one copy of the university legend for each set of transcripts (do not scan the legend multiple times).

The PDF file should be formatted as a black-and-white document and the text must be oriented so that it is readable on a computer monitor from left to right without any adjustment by the viewer. A transcript is required for all programs listed in the application, even if a program was not completed.

If the applicant is already registered in their program of study at the time of application, they must submit a transcript for this program regardless of the number of months completed in the program or whether the transcript contains any marks. This requirement also applies to programs of study started in the fall session of the year of application.

If a university’s policy is not to provide transcripts, then a letter bearing the official university seal/stamp or a letter signed by the Dean of Graduate Studies confirming i) the applicant’s program of study and registration status, and ii) that the university does not provide, transcripts must be submitted in lieu of a transcript.

Certified copies will be accepted **only** for transcripts from foreign locations where official transcripts would be difficult to obtain.

Up-to-date transcripts are defined as transcripts dated or issued in the fall session of the year of application (if currently registered) or after the last term completed (if not currently registered).

### Uploading Applicant Transcripts

The applicant will be asked to provide the name and email address of a university designate who will be uploading their transcripts. Applicants should name the Graduate Program Assistant in the department that they are currently registered in or plan to be registered in.

Once the Graduate Program Assistant is listed in the application an automated email will be sent from NSERC to the Graduate Program Assistant. The email will include a link which will be used to upload the transcript file. Click on the link and follow the instructions to select Canada, Ontario, University of Guelph and then department. Click on Transcripts – University and save. Add a document description of student last name and first initial. Browse computer to find the previously saved pdf file of the student’s transcripts and attach.

If the transcripts need to be re-uploaded for any reason, a new email will need to be generated with a new link. Contact the student and ask them to delete the Graduate Program Assistant as the designate and then re-add the Graduate Program Assistant. This will generate a new email with a new link.

## Accessing the Applications through FilePro

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 FilePro and ready to be reviewed.

1. Go to the University of Guelph [FilePro](https://uoguelph.civicweb.net/Documents/DocumentList.aspx) main page:
2. In the top right-hand corner of the screen click on Sign In
3. If you do not know the login ID and password please contact the Graduate Awards Officers
4. Click on **Office of Graduate Studies**
5. Click on **Graduate Awards Committee**
6. Click on Sept/17 – Aug/18 Graduate Award Applications file folder
7. Click on the NSERC Doctoral folder
8. Click on the appropriate Department/School to view the application files.

## Department Ranking Forms

All applicants must be recorded on the *NSERC Departmental Ranking Form*. When determining how the applicants rank among other applicants in the department, the department awards committee should utilize the *NSERC Doctoral Selection Criteria and Weightings* document. Both the ranking form and selection criteria document are posted on FilePro in a folder named *NSERC 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 NSERC 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, full-time graduate studies and research at the doctoral level in an eligible program in one of the areas of the natural sciences and engineering supported by NSERC;
* have completed, as of December 31 of the year of application, between zero and 24 months (between four and 36 months if admitted to the doctoral program directly from a bachelor’s program) of studies (full-time equivalent) in the doctoral program for which they are requesting funding;
* must not hold, or have held, a scholarship or fellowship from SSHRC, NSERC or CIHR to undertake or complete a doctoral program.
* have obtained a first-class average (a grade of "A-") in each of the last two completed years of study (full-time equivalent).

The Graduate Awards Officers will verify all aspects of eligibility except the first-class average prior to forwarding the applications to the department for review.

## Calculating the Average

First class average is defined at Guelph as a grade of A- (80% minimum) in each of the last two completed years of study (full-time equivalent; two years of part-time study equals one year of full-time study). The last two years of completed study should be the 24 months prior to the last day that the student was registered in his/her program (for in-course students, 24 months prior to August 31 of the year of application). The average should be calculated for each of these years separately as students are required to have a first class average in each of the two years; however, if there is only one mark during the full two years, then that is the mark used to determine eligibility.

In the event that there are no grades in one or either of the last two years, please indicate “thesis” on the ranking form instead of an average. Students with no grades in each of the last two year are eligible to apply.

NSERC provides the [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 first class average 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)).

## Special Circumstances

If an applicant is deemed ineligible to apply, the candidate should be flagged on the *Departmental Ranking Form*. If an applicant is ineligible to apply because they do not meet the minimum academic requirement but the department/school feels strongly that they should be considered under special circumstances, a detailed explanatory letter from the Chair or Director must be attached to the *Departmental Ranking Form*. In some instances the OGPS Awards Committee may choose to consider an applicant with special circumstances in the competition.