

# Applying for a Canada Graduate Scholarship- Master's (CGS M)

November 5, 2019



Ryerson  
University

Graduate  
Studies



Please turn your microphone off.  
Type questions into the chat.

# Agenda

- What is the Canada Graduate Scholarships-Master's Program?
- Am I Eligible to Apply?
- Am I Eligible to Apply? - maximum months of full-time studies
- Selecting the Appropriate Federal Granting Agency
- What are the selection criteria?
- How do I Apply?
- Application Process
- Application Checklist
- The Research Proposal
- Attachment Standards
- Upcoming Dates and Deadlines
- Resources
- Questions & Answers

# What is the Canada Graduate Scholarships-Master's Program?

1. \$17,500 for 12 months, non-renewable
2. Provides support for students who demonstrate a high standard of achievement in undergraduate and early graduate studies
3. Administered jointly by Canada's three federal agencies:
  - a. Canadian Institutes of Health Research (CIHR)
  - b. Natural Sciences and Engineering Research Council of Canada (NSERC)
  - c. Social Sciences and Humanities Research Council of Canada (SSHRC)
4. Using the [Research Portal](#), students direct their application to the institution(s) at which they intend to hold their award. Awards must be held at the institution where the offer of award originates. Awards are not intended to be portable.

# Am I Eligible to Apply?

- ❑ 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;
- ❑ Have applied for admission for your intended program of study before the internal deadline
- ❑ not have previously held a CGS M;
- ❑ have achieved a first-class average ("A-" or above), in each of the last two completed years of study (full-time equivalent);
- ❑ submit a maximum of one scholarship application per academic year to either CIHR, NSERC or SSHRC.
- ❑ not have exceeded the maximum number of months of full-time study (see next page)

An eligible graduate program must have a significant research component.

# Am I Eligible to Apply? - maximum months of full-time studies

As of December 31, between **zero and 12 months** in:  
(that is, current student in or applicant to )

- A **master's** program
- A **direct-entry** master's-doctoral program
- A **combined** master's-doctoral program
- A **fast-track** master's-doctoral program
- 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

As of December 31, between **four and 12 months** in:  
(that is, current student 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;

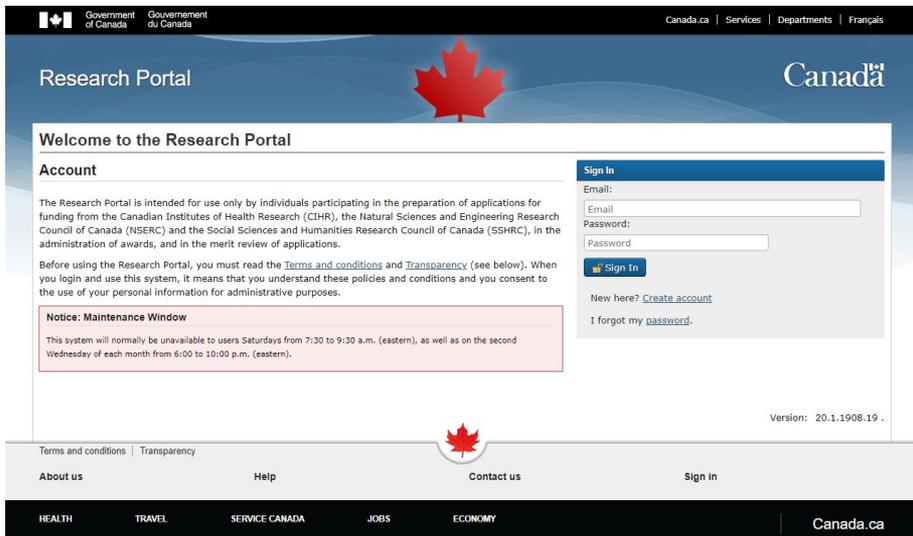
# Selecting the Appropriate Federal Granting Agency

<b>SSHRC</b>	<b>NSERC</b>	<b>CIHR</b>
social sciences and humanities	natural sciences and engineering, other than the health sciences	health sciences
research must primarily be to add to our understanding and knowledge of individuals, groups, and societies - what we think, how we live and how we interact with each other and the world around us.	research must primarily be to advance knowledge in one or more of the natural science or engineering disciplines.	research must primarily improve or have an impact on health and/or produce more effective health services and products and/or strengthen the Canadian health care system.

# What are the selection criteria?

Academic excellence (50%)	Research potential (30%)	Personal characteristics and interpersonal skills (20%)
<ul style="list-style-type: none"><li>● Academic record</li><li>● Scholarships and awards held</li><li>● Duration of previous studies</li><li>● Type of program and courses pursued</li><li>● Course load</li><li>● Relative standing (if available)</li></ul>	<ul style="list-style-type: none"><li>● Quality and originality of contributions to research and development</li><li>● Relevance of work experience and academic training to field of proposed research</li><li>● Significance, feasibility and merit of proposed research</li><li>● Judgment and ability to think critically</li><li>● Ability to apply skills and knowledge</li><li>● Initiative and autonomy;</li><li>● Research experience and achievements relative to expectations of someone with the candidate's academic experience.</li></ul>	<ul style="list-style-type: none"><li>● Work experience</li><li>● Leadership experience</li><li>● Project management including organizing conferences and meetings</li><li>● The ability or potential to communicate theoretical, technical or scientific concepts clearly and logically in written and oral formats</li><li>● Involvement in academic life;</li><li>● Volunteerism/community outreach.</li></ul> <p data-bbox="1418 1022 1866 1054">Read more: <a href="#">Selection Criteria</a></p>

# How do I Apply?



The screenshot shows the Research Portal login page. At the top, there is a navigation bar with the Canadian flag, the text "Government of Canada / Gouvernement du Canada", and links for "Canada.ca", "Services", "Departments", and "Français". Below this is a header with "Research Portal" on the left, a large red maple leaf in the center, and the "Canada 150" logo on the right. The main content area is titled "Welcome to the Research Portal" and "Account". It contains a "Sign In" form with fields for "Email:" and "Password:", a "Sign In" button, and a link for "New here? Create account". Below the form is a "Notice: Maintenance Window" box with a pink border, stating that the system will be unavailable on Saturdays from 7:30 to 9:30 a.m. (eastern) and on the second Wednesday of each month from 6:00 to 10:00 p.m. (eastern). At the bottom, there is a footer with "Terms and conditions | Transparency", "About us", "Help", "Contact us", and "Sign in" links, along with a "Canada.ca" logo and the text "HEALTH TRAVEL SERVICE CANADA JOBS ECONOMY".

## Research Portal

<https://portal-portail.nserc-crsng.gc.ca/s/login.aspx>



The screenshot shows the Canadian Common CV (CCV) registration page. At the top, there is a navigation bar with the Canadian flag, the text "Canadian Common CV", and the website address "www.ccv-cvc.ca". Below this is a header with "Français", "Home", "Contact Us", "Help", and "Login" links. The main content area is titled "User Registration Personal Information" and shows a registration form with fields for "Title", "First Name", "Middle Name", "Family Name", "Email", "Email Confirm", "Month and Day of Birth", and "Correspondence Language". The "Correspondence Language" field is set to "English". There are "Next" and "Cancel" buttons. The date "2019-10-09 12:07 EST" is displayed. At the bottom, there is a footer with "Modified: 2019-06-25 13:44", a "Top of Page" link, and an "Important Notices" link.

## Canadian Common CV (CCV)

<https://ccv-cvc.ca/>

# Application Process

## Prepare

- Collect your documents
- Contact your two referees as soon as possible
- Create an application on [Research Portal](#)
- Create, Update and Save your [Canadian Common CV](#)

## Upload

- CGS M Canadian Common CV
- Outline of Proposed Research
- Bibliography and citations
- Up-to-date official transcripts

## Verify and Submit

1. Verify that the application is complete
2. Select “*Export application and attachments to PDF*”
3. Review
4. Select the “Submit” button
5. Accept the Terms and Conditions

# Application Process - Proposed host institution

- You must declare the **proposed host institution & department**
- You can select up to three institutions. Example: Ryerson, Institution 2, Institution 3
- You may select an institution only once, and you may select only one department per institution.

## New applicants:

You must apply for **both** admission and CGS-M to be considered for CGS-M

# Application Checklist

1. CGS M Canadian Common CV (CCV)
2. Online Application form
3. Outline of the proposed research, including Bibliography and Citations
4. Up-to-date official transcripts of all undergraduate and graduate studies
5. Two reference assessments

A green checkmark will appear when each completed section has been **saved** and **validated** and when each reference assessment has been received. You cannot submit an incomplete application.

Remember to **Save** and **Validate** frequently; otherwise, the information entered will be lost.

# Checklist: CGS M Canadian Common CV (CCV)

- You are required to complete a Canadian Common CV.
- Select as Funding Source: “CGS-Master’s”
- Select as CV Type: “CGS-Master’s”
- Mandatory fields are indicated with an asterisk (\*).
- Once you have completed the CGS M CCV and all sections have a green checkmark, click “Submit”.
- A **confirmation number** will automatically be provided. **Keep track** of this number.
- Back in Research Portal, in the Application Overview, go to “Canadian Common CVs Attached section”
- Enter your CGS M CCV confirmation number and select “Upload”.

# Checklist: Online Application form

- Go to Research Portal and select Create Applications (“CGS M program”)
- Application overview
  - Identification
  - Application (Project) title
  - Field of Research
  - Proposed start date of program of study (i.e. September 2020)
  - Number of months of graduate studies completed as of December 31
  - Proposed host institution & department (You can select up to three institutions. Ryerson, 2 ,3)
    - You may select an institution only once, and you may select only one department per institution.
  - Summary of proposal: Maximum of 1,800 characters including spaces of your Outline of proposed research in language that the public can understand.

# Checklist: Online Application form (continued)

- Activity details
  - Themes (if you selected Health as your field of research)
  - CIHR Personal Identification Number (if you selected Health as your field of research)
  - Certification requirements (research-ethics related questions)
  - Sex- and gender-based analysis
  - Keywords and fields of study

# Checklist: Outline of the proposed research (1 page)

- Maximum of one page
- A detailed description of your proposed research project
- Outline the objectives of your research, the context, methodology and contribution to the advancement of knowledge.
- Ideas and text belonging to others must be properly referenced.

(We provide some writing and formatting tips later...)

# Checklist: Bibliography and Citations (1 page)

- Provide a bibliography that includes citations for all works referenced in the research proposal.
- Just one page of references, but you can probably include 20-25 items on the page.
- These citations should be in a format used by the primary discipline of the proposed research.
- You must ensure that all citations are clear and complete, to allow reviewers to easily locate the sources.

# Checklist: Up-to-date Official Transcripts

- Up-to-date official transcripts of all undergraduate and graduate studies - scanned together as a single document.
- 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).
- 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).
- The text orientation should be upright (if possible) and must be readable on a computer monitor without any adjustment by the viewer.
- Keep the paper copy of any uploaded transcripts, as you may be asked to provide it.

# Checklist: Two Reference Assessments

- You must contact your referees as soon as possible to ensure they are willing to provide a **GOOD reference** for you **before December 1**. Provide them with a copy of your proposal and CV.
- Provide your referees with these instructions:
  - [Canada Graduate Scholarships-Master's Program – Instructions for completing the reference assessment form](#)
  - [Canada Graduate Scholarships–Master's Program – Instructions for completing the reference assessment form \(tutorial video\)](#)
- The letters should address:
  - **Your Academic Excellence**, as demonstrated by past results, transcripts, awards & distinctions
  - **Your Research Potential**, as demonstrated by your research history, interest in discovery, the proposed research, its potential contribution to the field, and any anticipated outcomes
  - **Your Personal Characteristics and Interpersonal Skills**, as demonstrated by past professional and relevant extracurricular activities and collaborations.

# Checklist: Two Reference assessments (continued)

- In the **Invitations** section of your application, enter the required contact information for each of your referees.
- Once the information is **saved**, your referees will receive a system-generated email containing the link to their reference assessment.
- Check back frequently to see if the reference has been submitted.
- You will not be able to submit your application until these assessments have been completed and linked to your application.
- It is **your responsibility** to make sure your references complete and submit their assessments early enough to allow you to submit your complete application in the Research Portal before the **December 1** deadline.

# The Research Proposal – Before Writing

## What

**What** issue/question will the research address?  
**What** is already known about the issue or question?  
**What** is your hypothesis?  
**What** do you imagine your conclusion about it will be?

## Why

**Why** is this issue or question important?  
**Why** it matters—to anyone, and to everyone.  
**Why** is this the most appropriate way to explore your questions  
**Why** is this program the best place to do the work?

## How

**How** will the issue/question be answered? (“method”)  
**How** have others pursued similar interests?  
**How** is your approach innovative?  
**How** will it advance knowledge in the field?  
**How** your background has prepared you?

## Who

**Who** are you? Why are you qualified to carry out the research?  
**Who** is the audience?  
**Who** will read your application?

# The Research Proposal - Format & Headings

## Background & Context

Provide background information to position your proposed research within the context of current knowledge in the field (citing literature pertinent to the proposal).

## Objectives & Hypothesis

State the objectives and hypothesis, and outline the experimental or theoretical approach to be taken (citing literature pertinent to the proposal).

## Methodology

Provide a detailed description of your methodology or interpretive or creative approach.

## Significance/ Impact

State the significance of the proposed research to a field or fields in the health sciences, natural sciences and/or engineering, or social sciences and/or humanities, as appropriate.

## Preparation & Relevant Background

Explain in some detail how your background has prepared you for this project. Connect some of the experiences and items on your CV with aspects of the research project. Why is this program the best place to do the work?

**Your title should create a positive impression and stimulate reader interest: Ten to fifteen words**

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# The Research Proposal – Writing Tips

## Style

Be logical. Narrative is important. Avoid grandiose annoying statements and clichés. Write clearly and avoid jargon.



## Voice

Be credible. Engage the relevant scholarship. Cite key researchers in the field.



## Tone

Be confident. Believe in what you propose, and write enthusiastically (but not uncritically) about it.

**Think about who will read your application!**

Try the **30-second rule**: can you explain to a non-specialist what you proposed research is about?

# The Research Proposal – Advice and Resources

- [Scholarships and Fellowships - Making your application stand out](#)
- [U of Calgary: Creating Strong Applications](#)
- [UBC: Hot Tips for Scholarship Applications](#)
- [UBC: Scholarships Workshops](#)
- [MUN: Optimize your chance for Success \(pdf\)](#)

# Attachment Standards

- Stick to the page limit. Extra pages are not allowed.
- Upload PDF files (.pdf extension); unprotected.
- 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: black and white recommended. Colour imagery is *acceptable* but all 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.

# Upcoming Dates and Deadlines

- Contact your referees as soon as possible.
- Order your Official Transcripts as soon as possible.
- Application deadline: December 1, before 8:00 p.m. (ET).
  - If the deadline falls on a weekend, applications must be submitted by the following business day before 8:00 p.m. (ET). This year December 1, 2019 falls on a Sunday. So you will need to submit before Monday, December 2, 2019 at 8:00 pm.
- Competition results will be available in the Research Portal as of April 1.

# Resources

The following resources are available on the [CGS M website](#)

- Instructions for completing an application
- Instructions for completing a Canadian Common CV
- Instructions for completing the reference assessment form
- Instructions for completing the reference assessment form (tutorial video)

[Research Portal Helpdesk](#) (technical difficulties)

Monday to Friday; 8:30 a.m. to 4:30 p.m., eastern

# Questions & Answers