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September 6, 2011

To: All NSERC Eligible Departments

From: Mrs. Marcia Yoshida, Awards Officer

Re: NSERC PGS/CGS Competition 2012/2013

Please find attached information from NSERC regarding the upcoming NSERC PGS/CGS competition as well as a frequently asked questions document.

The application process for the Postgraduate Scholarships (PGS) and Canada Graduate Scholarships (CGS) programs is again a fully electronic submission system for this year's competition. Students will continue to complete their applications using NSERC's online system, but will no longer be required to print and sign paper copies.

As in the past few competitions, NSERC no longer requires departmental appraisals. As a result we are not requesting that departments review and rank the applications prior to submission to the Faculty of Graduate Studies. While a departmental review is not required, departments are strongly encouraged to assist their students by reviewing applications, in particular the proposal, and helping students to submit the best application possible.

New this year, NSERC is allowing us to permit online access to the NSERC applications to university representatives. Please contact me if you are interested in having one representative in your department provided with online access. Departments can use this access to ensure that their students' applications are complete, and to provide feedback to their students.

**There are two deadlines to note for the NSERC PGS/CGS competition; a transcript submission deadline and an online submission deadline. Applicants must submit official transcripts to all institutions attended in sealed envelopes to my attention at 500 University Centre October 3, 2011. This will provide me with time to upload transcripts so that students can submit their application electronically by our October 10, 2011 deadline.**

We will be distributing this information to all graduate students in Friday's weekly award email announcement, but I would like to ask for your assistance in distributing our deadlines and the frequently asked questions document to students and other interested parties in your department, including fourth year undergraduate students.

Thank you.



## NSERC PGS Competition Frequently Asked Questions

**Q: What is the University of Manitoba internal deadline for the NSERC PGS/CGS Competition?**

**A:** The Faculty of Graduate Studies has two deadlines for the NSERC PGS/CGS competition; **October 3, 2011 is the deadline to submit original transcripts in sealed envelopes to the Faculty of Graduate Studies and October 10, 2011 is the deadline to submit your application electronically.** It should be noted that your application must be complete, your transcripts uploaded and two references provided before you can submit your application. Please note that some departments have set their own internal deadline to review applications prior to submission. Please check with your department office to see if they have an earlier deadline.

**Q: Who is responsible for uploading transcripts? Do I need original transcripts?**

**A:** Marcia Yoshida is responsible for uploading transcripts. Please use email address [marcia\\_yoshida@umanitoba.ca](mailto:marcia_yoshida@umanitoba.ca) in the appropriate space on the NSERC application. It should be noted that you must provide original transcripts from all institutions attended for your NSERC application. These transcripts must be submitted to Marcia Yoshida at 500 University Centre by **October 3, 2011** to ensure that the transcripts are uploaded so that you can submit your application by October 10, 2011.

**Q: Where should my referees send their letters of reference?**

**A:** Referees must submit their letter of reference online. There is a space on the NSERC application form to indicate your referees and their email address. Completing this portion of the NSERC application will result in an email being sent to your referees along with a link to enable them to provide their reference for you. Please be sure to let your referees know that their reference should be completed well before our October 10, 2011 deadline, as the references must be submitted prior to your electronic submission.

**Q: When I submit the application, am I submitting it directly to NSERC?**

**A:** Your application may be submitted directly to NSERC or through a university as per your current student status. Please see the table below for details:

Registration Status at Time of Application	Where to Submit Application
You are currently registered at (or were registered at during the year of application), or are on an approved leave of	The Canadian university at which you are currently or were registered, or from which you have taken an approved leave of

absence from, a Canadian university in a degree program.	absence
You are currently registered at a foreign university.	Directly to NSERC
You are not currently registered at a university, or are registered but not in a degree program, and you graduated from a degree program from a Canadian university during the year of application (January to December 2010).	The Canadian university from which you graduated in the last 12 months
(If none of the preceding options apply to you, only then may you consider the following.)	
You are not currently registered at a university, or are registered, but not in a degree program, and you last graduated from a degree program prior to January 2010.	Directly to NSERC

Applications that are submitted through a university go through a university wide competition to determine which applications will be submitted to NSERC's national competition.

**Q: I have questions about the NSERC competition and the application process. Where can I get assistance with my questions?**

**A:** NSERC has a very helpful online video tutorial. You may find that many of your questions are answered by viewing this video. The tutorial can be found at the following link: [http://www.nserc-crsng.gc.ca/Students-Etudiants/Tutorial-Tutoriel/Tutorial-Tutoriel\\_eng.asp](http://www.nserc-crsng.gc.ca/Students-Etudiants/Tutorial-Tutoriel/Tutorial-Tutoriel_eng.asp)

If you review the tutorial and still have questions, please feel free to contact Marcia Yoshida at [marcia\\_yoshida@umanitoba.ca](mailto:marcia_yoshida@umanitoba.ca) or 474-9836 or you can drop by to see her at the Faculty of Graduate Studies, 500 University Centre.



**FROM:** Serge Villemure, Director, Scholarships and Fellowships Division  
**TO:** NSERC Scholarships Liaison Officers  
**C.C.:** Deans of Graduate Studies  
**DATE:** August 23, 2011  
**SUBJECT:** **2012 NSERC Scholarships and Fellowships Competition**

## **WHAT'S NEW IN THE SCHOLARSHIPS AND FELLOWSHIPS DIVISION**

### **NSERC Postgraduate Scholarships (PGS) / Alexander Graham Bell Canada Graduate Scholarships (CGS) programs**

#### **Form 201 - Scholarships Liaison Officer (SLO) Portfolio**

The SLO can now assign roles to other university staff so they can have read access to the applications: Access SLO and Access SLO Assistant.

Access SLO - Can access, browse, comment on, and return scholarship applications to applicants; approve and submit applications to NSERC. **This access should be limited to very few individuals.**

Access SLO Assistant - Can access, browse, comment on and return scholarship applications to applicants at the institution. These can be individuals at the department level.

The SLO Portfolio now has sorting capabilities in all columns so you may sort the applications according to your needs.

A comment box is available in the SLO Portfolio which will allow SLO's and SLO Assistants to communicate with applicants. Due to technical issues, the *comments from university* section of the application will be available only on September 9<sup>th</sup>, 2011. Although the comment box is available on the SLO portfolio, applicants will not be able to view the comments until this is implemented on September 9<sup>th</sup>, 2011.

A new column exists in the SLO Portfolio to highlight who self-identified as Aboriginal.

#### **Form 201-Reports on the Applicant**

Two Reports on the Applicant will be required before an application can be submitted electronically to the university.

A function has been added to the Report on the Applicant page of the application which will allow the applicant to unlock the report so the referee can make modifications, if requested. Once the application is submitted to NSERC, this functionality is no longer available.

#### **Form 201 - Transcripts**

The SLO-assigned university designate(s) who will upload transcripts for applicants will now receive more information in the email sent to them by the applicant. The applicant's name will appear in the subject line and information from their Academic Background page will be included in the message. This will help to identify which transcripts to upload. We also ask that university designates upload one copy of the university legend for each set of transcripts.

### **Increased number of PGS/CGS/PDF committees**

The Scholarships and Fellowships Selection Committee for Electrical Engineering and Computing Sciences (176) has been split in two committees: Committee for Electrical Engineering (197) and Committee for Computing Sciences (198). The Scholarships and Fellowships Selection Committee for Earth Science and Ecology (186) has also been split in two committees: Committee for Earth Sciences (168) and Committee for Evolution and Ecology (169). The Scholarships and Fellowships Selection Committee for Life Sciences (195) has been renamed Plant and Animal Biology.

### **NSERC Postdoctoral Fellowships (PDF) program**

#### **PDF eligibility criteria**

A reminder that the deadline for completing all requirements of the first doctoral degree is September 1 of the year of the award announcement. The date all requirements were met includes the successful defence and submission of the corrected copy of the thesis (in accordance with the university's regulations). It is not the conferred or convocation date.

#### **Banting Postdoctoral Fellowships Program**

The 2011-2012 competition cycle for the program has been launched. The updated program literature and forms are now available on the [Banting Postdoctoral Fellowships](#) Web site. The deadline for submitting applications is **November 2, 2011**.

#### **Vanier Canada Graduate Scholarships Program**

Please consult the [Vanier CGS](#) Web site for information on program changes, and updated literature and forms, for the upcoming competition. The deadline for submitting nominations is **November 9, 2011**.

#### **Eligibility Criteria for Students and Fellows**

Again this year, we urge universities and applicants to consult the [Eligibility Criteria for Students and Fellows](#) section of the program guide for important information on eligibility criteria pertaining to proposed program of study and research.

Applicants should also consult the tri-agency document [Selecting the Appropriate Federal Granting Agency](#) which contains important information, and guidelines of each agency, to help select the one best suited to consider their application.

#### **Justification for the Subject Eligibility of Proposed Research**

A module was added to the application form 201 inviting applicants to justify the subject eligibility of the proposed research. We ask them to complete this section if their research is in a discipline that could fall under the mandate of more than one federal granting agency (e.g., psychology, management studies, geography, physical education, bio-medical engineering, life sciences, bioinformatics, biostatistics, etc.). They must describe the natural sciences or engineering research challenges of the project on which they propose to work during the tenure of their scholarship or fellowship. They must explain clearly what they will be doing and why it should be considered research that is predominantly directed to a natural science or engineering audience. **This section should not exceed one page and should not be evaluated by the internal selection committees nor by the NSERC committees.** NSERC staff, as well as SLOs will be able to use the information to determine whether the research falls within the NSERC mandate.

## **PROGRAM REMINDERS**

### **1. PGS Deadline Reminder:**

- The deadline for universities to submit PGS M and PGS D applications to NSERC is **Friday November 25, 2011, at 8:00 p.m., ET.**

**Note:** The university is responsible for notifying all applicants of the outcome of the university's internal selection process.

- For PGS applicants submitting directly to NSERC, the deadline is **Monday, October 17, 2011, at 8:00 p.m., ET.**
2. **Updated Literature Posted on the NSERC Web Site:** The 2011 [Program Guide for Students and Fellows](#) is now available on the NSERC Web site.
  3. **On-line Submission Process and Form 201:** *The Application for a Postgraduate Scholarship or Postdoctoral Fellowship*, [Form 201](#), has been updated and is available on the NSERC Web Site. Please ensure that all applicants use the updated Form 201.
  4. **Global Payments Guide for Universities:** An updated version of the *Canadian Universities Global Payments Guide* for students holding an NSERC PGS/CGS or a SSHRC Doctoral Fellowship or CGS was posted on the NSERC secure site in May 2011.
  5. **Aboriginal Applicants:** NSERC is continuing to encourage Aboriginal students to pursue university studies in the natural sciences and engineering. Any Aboriginal student recommended by a Canadian university for an Undergraduate Student Research Award (USRA) or a PGS **will not be counted in that university's application quota**. All submitted applications from Aboriginal candidates must be identified on the Recommended Applicants Form.
  6. **Summer Program in Japan or Taiwan:** NSERC will be accepting nominations for these programs sponsored by the Japan Society for the Promotion of Science (JSPS) and the National Science Council of Taiwan. They provide the opportunity for graduate students to spend an eight-week period developing collaborative research links with Japanese or Taiwanese researchers. The application deadline is December 15, 2011. Successful students nominated this year will begin in the summer of 2012. A separate e-mail will be sent to university representatives explaining the changes that were made to the program. For more information, contact NSERC at [Japan-Taiwan@nserc-crsng.gc.ca](mailto:Japan-Taiwan@nserc-crsng.gc.ca).
  7. **JSPS Postdoctoral Fellowships:** NSERC will be accepting nominations for the JSPS Postdoctoral Fellowships Program. This program provides opportunities in universities or other research institutions in Japan for postdoctoral researchers to conduct, under the guidance of their hosts, cooperative research with leading research groups. The application deadline is January 25, 2012. For more information, contact NSERC at [Japan-Taiwan@nserc-crsng.gc.ca](mailto:Japan-Taiwan@nserc-crsng.gc.ca).

## **PGS/CGS INFORMATION PACKAGE FOR Scholarship Liaison Officers (SLOs)**

The information package for university SLO for the 2012 PGS/CGS competition has been posted on NSERC's [secure Web site](#). On this site you will find documents pertaining to the receipt, processing and review of NSERC Postgraduate Scholarship applications from your university. All documents are posted under **Documents common to all institutions – NSERC Scholarships**. Please follow the guidelines carefully and provide the information needed in the format requested. The quotas will soon be posted on NSERC's secure web site. Please note that this year, the quotas will be posted under **Documents common to all institutions – NSERC Scholarships**, rather than the individual sites.

The documents you should access are:

1. **Quota (to come):** Indicates the application quota for your university. This is a global quota and may be divided at your university between the PGS M and PGS D categories and the discipline groupings, as deemed appropriate.
2. **Table I:** Lists the selection criteria and where their indicators are found in the application form.
3. **Table II:** Lists the selection criteria and their relative weightings by program.
4. **SLO Responsibilities:** Summarizes the responsibilities of the SLOs in the administration of the PGS

competition.

5. **Verification Guidelines:** Provides detailed information for verifying PGS applications.
6. **University Selection Committee Guidelines:** Provides detailed information and regulations for use by the university scholarships selection committee(s).
7. **Recommended Applicants Form:** All universities must send NSERC an unranked list of the applicants that were forwarded (with any Aboriginal applicants identified) by e-mail at [Schol-SLO@nserc-crsng.gc.ca](mailto:Schol-SLO@nserc-crsng.gc.ca). If a university wishes to provide a justification for the submission of an applicant who does not meet the eligibility condition of having a first-class average in each of the last two years, they must do so in a separate document attached to this e-mail.

## **MEMO DISTRIBUTION AND THANKS**

Please distribute this memo, along with the **Verification Guidelines**, as widely as possible within the university to Department Chairs, faculty members and administrative staff responsible for processing NSERC Postgraduate Scholarship applications.

Should you have any questions, do not hesitate to contact our office at [Schol-SLO@nserc-crsng.gc.ca](mailto:Schol-SLO@nserc-crsng.gc.ca). You can also search our [staff directory](#).

On behalf of NSERC and the whole Scholarships and Fellowships team, I would like to extend my sincere thanks to you and your colleagues for your collaboration in promoting our programs and for your work in relation to the annual competition.



## Guidelines for the University Scholarships Selection Committee(s)

Check the 2011 *Program Guide for Students and Fellows* for further information on the PGS program ([http://www.nserc-crsng.gc.ca/Students-Etudiants/ProgramGuide-GuideDesProgrammes\\_eng.asp](http://www.nserc-crsng.gc.ca/Students-Etudiants/ProgramGuide-GuideDesProgrammes_eng.asp)).

### Background:

Each university is given an overall quota of applications that it may submit to NSERC. The University Scholarship Liaison Officer (SLO) will advise you of your university's quota. The university is free to determine how it will divide the quota between the PGS M and PGS D applications. Please note that any self identified Aboriginal student recommended by your university for a PGS will not be counted in your university's application quota.

### When evaluating the Applicants:

- Evaluate together all currently registered students (full and part-time) and all non-registered applicants who will have completed their degree requirements in 2011. This should also include any self identified Aboriginal students even though they are not part of the quota.
- When completing the evaluations, please consider all PGS M applicants together, regardless of whether they are undergraduate or graduate students.

### Which Applicants to Recommend:

- Recommend the best applicants, regardless of their current status or proposed location of tenure.
- Recommend only applicants who have obtained an overall **first-class average** in each of the last two completed years (24 months) of study.
- Exceptions – include information on a statement (one for each applicant) that will be sent along to NSERC with the List of recommended candidates
  - specify the reasons that could offset a marginal academic record. Do not use this statement to indicate that the student is a self-identified Aboriginal student.
  - describe international degrees or diplomas used as a basis for the applicant's admission to the current program.
  - address any unusual situation that you wish to communicate to NSERC.

### For reference purposes, please consult:

- **Table I:** describes the selection criteria and their indicators in the application. It is used by the NSERC Scholarships and Fellowships Selection Committees.
- **Table II:** shows the relative weightings assigned to each criterion.





**Table II: Criteria and Relative Weightings**

**NSERC Postgraduate Scholarships and Postdoctoral Fellowships**

**Competition 2012**

<b>Relative Weightings</b>			
<b>Criterion</b>	<b>PGS M</b>	<b>PGS D</b>	<b>PDF</b>
Academic Excellence	50	30	N.A.
Research Ability/ Potential	30	50	70
Communication, Interpersonal & Leadership Abilities	20	20	30
Total	100	100	100

**Table I: Selection Criteria and Indicators For PGS and PDF (FORM 201)**

<b>CRITERION</b>	<b>INDICATORS</b>	<b>EVIDENCE</b>
<b>Academic Excellence</b>  (PGS M 50%) (PGS D 30%) (PDF – N.A.)	Academic record	<ul style="list-style-type: none"> <li>• University Transcripts</li> </ul>
	Departmental/university comments (e.g. for justification of exceptions or to explain international degrees)	<ul style="list-style-type: none"> <li>• Free-form document (maximum one page)</li> </ul>
	Scholarships/awards (competitiveness, amount, duration and prestige)	<ul style="list-style-type: none"> <li>• Page 4 - Scholarships and Other Awards Offered</li> </ul>
	Duration of previous studies	<ul style="list-style-type: none"> <li>• Page 1 - Academic Background</li> <li>• Page 5 - Thesis Completed or in Progress (<b>PGS D/PDF</b>)</li> </ul>
<b>Research Ability or Potential</b>  (PGS M 30%) (PGS D 50%) (PDF 70%)	Scholarships/awards (competitiveness, amount, duration and prestige)	<ul style="list-style-type: none"> <li>• Page 4 - Scholarships and Other Awards Offered</li> </ul>
	Duration of previous studies	<ul style="list-style-type: none"> <li>• Page 1 - Academic Background</li> <li>• Page 5 - Thesis Completed or in Progress (<b>PGS D/PDF</b>)</li> </ul>
	Academic training and relevant work experience (co-op included)	<ul style="list-style-type: none"> <li>• Page 2 - Academic, Research and Other Relevant Work Experience</li> <li>• Contributions and Statements – Part III, Applicant's Statement</li> <li>• Report on the Applicant</li> </ul>
	Justification for location of tenure ( <b>PDF Only</b> )	<ul style="list-style-type: none"> <li>• Page 6 - Justification for Location of Tenure (<b>PDF Only</b>)</li> </ul>
	Contribution to research and development (publications, patents, reports, posters)	<ul style="list-style-type: none"> <li>• Page 5 –Thesis Most Recently Completed or in Progress (<b>PGS D/PDF</b>)</li> <li>• Contributions and Statements – Part I, II, and III</li> <li>• Report on the Applicant</li> </ul>
	Research proposal (feasibility, merit and significance)	<ul style="list-style-type: none"> <li>• Outline of Proposed Research</li> </ul>
	Critical thinking, application of knowledge, judgment, originality, initiative, autonomy, enthusiasm for research	<ul style="list-style-type: none"> <li>• Contributions and Statements – Part III, Applicant's Statement</li> <li>• Report on the Applicant</li> </ul>

CRITERION	INDICATORS	EVIDENCE
	Ability to complete projects within an appropriate time period	<ul style="list-style-type: none"> <li>• Page 1 – Academic Background</li> <li>• Page 5 –Thesis Most Recently Completed or in Progress (<b>PGS D/PDF</b>)</li> <li>• Report on the Applicant</li> </ul>
<p><b>Communication, Interpersonal and Leadership Abilities</b> (PGS 20%) (PDF 30%)</p> <p><i>Note: Consider length of time in Canada for applicants whose mother tongue is neither English nor French.</i></p>	Awards for papers, reports, posters or oral presentations	<ul style="list-style-type: none"> <li>• Page 4- Scholarships and Other Awards Offered (e.g., best paper award at a conference)</li> </ul>
	Quality of presentation of application	<ul style="list-style-type: none"> <li>• Outline of Proposed Research</li> <li>• Page 6 - Justification for Location of Tenure (<b>PDF only</b>)</li> <li>• Contributions and Statements – Part III, Applicant’s Statement</li> </ul>
	Participation in publication writing (e.g., Contributions and Statements)	<ul style="list-style-type: none"> <li>• Contributions and Statements – Part II, Most Significant Contributions to R&amp;D</li> <li>• Report on the Applicant</li> </ul>
	Rating and detailed evaluation of applicant	Report on the Applicant
	Professional and extra curricular interactions and collaborations with supervisors, colleagues, and peers (e.g. teaching, mentoring, supervising, project managing, chairing committees, organising conferences/meetings, elected positions and industrial work experience)	<ul style="list-style-type: none"> <li>• Page 2 – Academic, Research and Other Relevant Work Experience</li> <li>• Contributions and Statements – Part III, Applicant’s Statement</li> <li>• Report on the Applicant</li> </ul>



## Guidelines for the Verification of NSERC PGS M and PGS D Applications for the 2012 Competition

Please read the information section on Postgraduate Scholarships in the 2011 *Program Guide for Students and Fellows* ([http://www.nserc-crsng.gc.ca/Students-Etudiants/ProgramGuide-GuideDesProgrammes\\_eng.asp](http://www.nserc-crsng.gc.ca/Students-Etudiants/ProgramGuide-GuideDesProgrammes_eng.asp)).

### **Applicant Eligibility:**

Ensure that the applicant:

- is eligible to apply as of November 25, 2011, as described in the 2011 *Program Guide for Students and Fellows*.
- is currently registered full or part-time or on an approved leave of absence at your university, or is not registered and has completed all requirements for a degree from your university in 2011.
- is a Canadian citizen or permanent resident of Canada as of November 25, 2011.
- has a first-class average in each of the last two completed years of study (full-time equivalent; 2 years of part-time study equals 1 year of full-time study).

### **Proposed research and program of study:**

For each application, verify that:

- the research subject code corresponds to the applicant's **proposed** field of study (see Form 201).
- the proposed research is in an area of natural sciences or engineering supported by NSERC. Do not send an application to NSERC from an applicant who should be applying to CIHR or SSHRC. You will not be able to replace this application if it is rejected by NSERC. If in doubt, contact NSERC as soon as possible.
- the program of study the applicant is pursuing or intends to pursue is eligible for NSERC support. Clinically-oriented programs (e.g. clinical psychology) will be eligible only if the applicant proposes a research project deemed eligible to be funded by NSERC, and their proposed supervisor is a researcher holding an active NSERC Discovery Grant. Candidates proposing a clinically-oriented program of study must meet these two criteria at the time of application, otherwise they will not be eligible. Joint degree programs including a professional degree (e.g. MD/PhD) are not eligible. If in doubt, contact NSERC as soon as possible.
- A module was added to the application form 201 inviting applicants to justify the subject eligibility of the proposed research. We ask them to complete this section if their research is in a discipline that may fall under the mandate of more than one federal granting agency (e.g., psychology, management studies, geography, physical education, biomedical engineering, life sciences, bioinformatics, biostatistics, etc.). They must describe the natural sciences or engineering research challenges of the project on which they propose to work during the tenure of their scholarship or fellowship. They must explain clearly what they will be doing and why it should be considered research that is predominantly directed to a natural science or engineering audience. **This section should not exceed one page and should not be evaluated by the internal selection committees nor by the NSERC committees.** NSERC staff, as well as SLOs will be able to use the information to determine whether the research falls within the NSERC mandate.

### **Completeness:**

Ensure that:

- the applicant used a font comparable to 12 point, Times New Roman regular for all free form attachments.
- two Reports on the Applicant have been completed.

### **Transcripts:**

The university designate(s), or the SLO must ensure that the transcripts:

- of all university studies in the natural sciences and engineering (including current program) are uploaded (no web transcripts), including any transferred courses taken at other universities.
- are official and up-to-date, clear, and suitable for uploading. Certified copies will be accepted **only** for transcripts from foreign locations where official transcripts would be difficult to obtain.
- indicate any semesters when the applicant was not a full-time student or was registered even though no courses were taken.
- provide the exact date when a student was transferred from a master's degree to a doctoral degree without having completed their Master's.
- are translated if the original is in a language other than English or French.

The university designate(s) must scan all transcripts as a black-and-white document and upload them as one document. Include one copy of the university legend for each set of transcripts. If changes are to be made once the transcripts are uploaded, the university designate must communicate with the applicant using the comment box. The university designate must advise the applicant to delete and re-enter the information on the University-Transcripts page of their application. The university designate will then receive a new invitation email that can be used to upload the revised document.

### **Aboriginal Applicants:**

A column exists in the SLO Portfolio which will show you who self-identified as Aboriginal in their application. Applications submitted by Aboriginal applicants will not be counted as part of the university quota. The university must indicate this information on the *List of recommended candidates* (template provided on the NSERC secure Web site).

### **Other:**

Departments will be able to include additional comments to the process, such as justification for recommending an applicant who has not achieved a first-class average during the last two years of study, or a description of international degrees or diplomas used as a basis for the applicant's admission to the current program. Those comments should be written on separate sheets and forwarded to NSERC along with the List of recommended candidates at [Schol-SLO@nserc-crsng.gc.ca](mailto:Schol-SLO@nserc-crsng.gc.ca) .

For internal evaluation purposes universities may request that each department provide an evaluation for the applicants that they are recommending to the School of Graduate Studies. This information must not be included with the applications when submitted to NSERC.

**Incomplete applications will be rejected by NSERC.**