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October 10, 2013

To: All CGS Master's-eligible departments

From: Tracy Sobotkiewicz, Awards Office

Re: **CGS—Master's Competition 2014-2015**

Please find enclosed information from NSERC, CIHR and SSHRC regarding the upcoming CGS—Master's competition as well as a FAQ document. Please note that this competition is for Master-level students ONLY. The information enclosed in this document consists of information provided by the Federal Granting Agencies through information sessions and information taken directly from the CGS—Master's website; links have been provided for your convenience.

Please be sure to review all the information enclosed carefully as there has been a significant change to the Master's-level application and adjudication procedures and processes for graduate students and post-secondary institutions.

Information will be presented under the following headings:

1. Background
2. Universities' Role and Responsibilities
3. CGS—Master's Competition Process and Instructions
4. Selection Criteria
5. Frequently Asked Questions

## **1. BACKGROUND**

In 2013, the Agencies implemented a new harmonized model of delivery of the CGS M Program. Each eligible University will receive an award [allocation](#) from the Agencies and the selection process will move from a two-stage process to a one-stage process. The Universities receiving the CGS applications will manage their own selection process and award the CGS. The Agencies will no longer conduct centralized, national selection processes for the Master's program. In this new context, the Agencies' and Universities' respective roles and responsibilities have been redefined.

The objectives of the CGS-Master's competition have been re-designed with the following in mind:

1. Simpler application and adjudication procedures and processes
2. Greater cross-agency alignment of key funding opportunity characteristics, such as eligibility and selection criteria, and key deadline dates
3. The opportunity for partnering Canadian post-secondary institutions to better use the scholarships as a tool for recruitment of top students
4. New opportunities for both the institutions and the agencies to achieve administrative streamlining and efficiencies in a context of limited operating funds
5. More efficient use of peer review resources at the agency-level

With these objectives in mind, key elements of the administration and adjudication processes have changed. This includes:

1. Elimination of agency level reviews; the review process is done entirely at the university level
2. NSERC has foregone the tenure abroad for its PGS M awards
3. An **incoming model** has been adopted; students apply for a CGS M scholarship through the university they wish to attend. The previous outgoing model has been eliminated in which students needed to be currently registered at the university when making a CGS M application.

The implication of the adoption of the incoming model means:

- the CGS M scholarship is no longer portable. For example, if students accept their award through the University of Manitoba, they must keep that award here. If they decide after accepting their award at the University of Manitoba to study elsewhere, they will not be able to take their CGS M with them. The result: because the award is no longer portable, the award now belongs to the institution who will pay the awardee.
- this will allow universities to use the CGS M as a recruitment tool
- helps universities retain their top students (prevents students taking their award to another university)
- universities can pursue strategic objectives aligned with institutional strengths
- use of the scholarship to support the development of new and innovative research programs of study.

## 2. Universities' Role and Responsibilities

Participating universities are responsible for:

- Administering the selection process to award the CGS M;
- Abiding by the policies and guidelines that govern the CGS M Program;
- Agreeing to the roles and responsibilities described in this document;
- Informing applicants of results;
- Managing and administering the awards;
- Using the Agencies' tools in support of the delivery of the CGS M Program;
- Reporting to the Agencies on the use of CGS M funds and outcomes related to the program, by each Agency's mandate area;
- Complying with the Agreement, including the Framework.

Information related to the [Roles and Responsibilities](#) for Universities and the Agencies Managing the Canada Graduate Scholarships-Master's Program can be found on the CGS-Master's website.

### **3. CGS—Master's Competition Process and Instructions**

#### **Award Allocations**

Each participating Institution is assigned a separate allocation of CGS M awards for CIHR, NSERC and SSHRC (refer to the [Canada Graduate Scholarships-Master's Award Allocations](#) for the number of awards available to Universities for each of the 2014 to 2016 competitions). Universities must respect the agency-specific allocation.

#### **Application Process**

Applicants applying to the CGS M Program must complete their application using the [Research Portal](#). In addition, a [Common CV \(CCV\)](#) must also be completed and linked to the applicants' application on the Research Portal. The University must ensure that the applicant is eligible once the application is submitted and received. For information regarding applicant eligibility, consult the [Canada Graduate Scholarships-Master's Program](#) description and its [instructions](#)

There are 3 components of the application which consist of: CCV, application information (on the Research Portal), and attachments. Instructions on how to complete the CGS—Master's version of the CCV can be found at the following [link](#)

#### **Transcripts**

Up-to-date official transcripts of **all** undergraduate and graduate studies must be scanned as outlined on the [website](#) and [uploaded by the applicant](#) in the appropriate section of the application. Transcripts must be those provided to the applicant from the university, not a copy of the applicant's Web transcripts. At its discretion, the granting agency can request official transcripts before the applicant takes up the award or during their award period, for verification purposes. Only official transcripts are accepted. Certified copies are accepted **ONLY** for international transcripts, except for U.S. transcripts; these must be official as well.

#### **Area of Research**

Applicants must ensure they select the area of research which will meet the agency's mandate to which the application is being made. Applicants are strongly encouraged to review the information related to [Selecting the Appropriate Federal Granting Agency](#), which is available on the website.

**Applicants can select up to five Universities where they wish to hold the award.** Applicants may select universities on the application where:

- they are currently enrolled in an eligible program of study and wish to pursue their studies; or
- they intend to apply for full-time admission to an eligible program of study if not currently enrolled at a university of their choice.

#### **Deadlines and Competition Results**

Universities cannot set their own deadlines, either for the submission of applications or for announcing competition results.

The deadline for the submission of applications to the CGS M Program is **December 1** of every calendar year.

For each competition year, the CGS M announcements of results will be made by all Universities during the **first week of April**. The results and offers of awards will be made by the University, on behalf of one of the three agencies, via the Research Portal.

#### 4. Selection Criteria

Criteria	Description	Weight
Academic Excellence	As demonstrated by past academic results, transcripts, awards and distinctions.  Indicators of Academic Excellence: <ul style="list-style-type: none"> <li>• Academic record (first class average)</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>	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: <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, autonomy and independence</li> <li>• Research experience and achievements relative to expectations of someone with the candidate's academic experience</li> </ul>	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: <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 and/or scientific concepts clearly and logically in written and oral formats</li> </ul>	

Criteria	Description	Weight
	<ul style="list-style-type: none"><li>• Involvement in academic life</li><li>• Volunteerism/community outreach</li></ul>	

## 5. [Frequently Asked Questions](#)

The above deadline and information will be distributed to all graduate students in our weekly award announcement notice, but I would ask for your assistance in distributing our deadlines to students and all interested members in your department. Please feel free to forward this information package to students and other contacts within your department.

Regards,



Tracy Sobotkiewicz  
Awards Office