Natural Sciences and Engineering Research Council of Canada

Conseil de recherches en sciences naturelles et en génie du Canada

Canada

Natural Sciences and Engineering Research Council of Canada

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Research Portal

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Conseil de recherches en sciences naturelles et en génie du Canada

Social Sciences and Humanities Research Council of Canada

Conseil de recherches en sciences humaines du Canada

Canada

Canada Graduate Scholarships-Master's Program Instructions for Completing an Application

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General Information

About the Program

Read the program description before you complete the application.

Am I Eligible to Apply?

Consult the Eligibility section in the program description.

Who Completes the Application?

The applicants must complete and submit the application using the Research Portal. In addition, the Canadian Common CV (CCV) must be completed and linked to the application.

Presentation Standards

In each section of the on-line application, you will find instructions and tips on how to complete your application.

You are responsible for submitting a complete application that conforms to the following presentation standards.

- Text must be single-spaced, with no more than six lines per inch.
- The acceptable font is Times New Roman (regular, minimum 12-pt.) or any comparable serif font.
- Condensed type is not acceptable.
- Set margins at a minimum of 2 cm (3/4 of an inch) all around.
- Use a left-justified, standard page layout.
- Include your name in the page header (on every page).
- For multipage attachments, number the pages sequentially.
- The maximum number of pages permitted is indicated in each section of the application. Pages in excess of the number permitted will be removed.
- If you have supporting documents written in a language other than English or French, you must provide a translation of the document in English or French.
- All attachments must be in PDF format before they can be attached to the electronic application.

Incomplete applications will be rejected. Applications that do not meet presentation standards may be rejected, or be at a disadvantage, in comparison with those that respect the presentation standards.

Application Deadlines

The program description has information concerning application deadlines.

If you are contacting former universities to obtain transcripts and supporting documents, including the Reference Assessments, remember that it may take time for them to provide you with the information you need for your application. It is advisable to plan ahead and allow enough time before the application deadline. The Research Portal will not permit the submission of applications beyond the application deadline. Late applications will not be accepted for any reason.

With the exception of personal contact information, no changes or updates can be made to an application once it has been submitted. Personal contact information may be updated through your on-line account.

The status of your application can be verified by logging into the Research Portal.

Collection and Use of Personal Information

All personal information collected as part of this program is used by the agencies and by the relevant officials in the eligible research institutions to review applications, to administer and monitor awards. It may also be used to determine the most appropriate funding jurisdiction, or to monitor overlap in federal support. Details on the use and disclosure of this information by the agencies are described by the Canadian Institutes of Health Research (CIHR) in Info Source, by NSERC in the Use and Disclosure of Personal Information Provided to NSERC, by the Social Sciences and Humanities Research Council of Canada (SSHRC) in the Protection and Disclosure of Personal Information, and in the relevant program literature.

Each agency may publish the names and other limited award information of scholarship recipients on their Web sites in accordance with the agencies' policies on disclosure under the Access to Information Act and their Privacy Act policies and guidelines related to the collection, use, retention and disposal of personal information. For more information, consult the Access to Information Act and the

 Privacy Act.

Whom Should I Contact for Help?

For program related information, contact the staff responsible for the program. For matters related to the Research Portal, contact the Helpdesk, or complete an On-line Services Support Request.

Completing the Application

Create an Application

In the Research Portal, after signing in, click on Create Applications to gain access to the funding opportunities (programs) available. Select the funding opportunity in the list and click on Create.

Application Overview

Canadian Common CVs Uploaded

Applicants are required to complete the CCV from the Canadian Common CV Web site for this program. Refer to the Canadian Common CV – How to Complete the Canada Graduate Scholarships - Master's Version for details. Applicants to the Canada Graduate Scholarships-Master's (CGS M) Program must complete the CGS M template of the CCV. A complete CCV must be linked to the application by following the instructions provided in the Research Portal.

The CGS M CCV template was designed to cover the breadth of candidates to the program. Certain fields of entry in the template may not be applicable to your specific circumstances. In those instances, the sections should be left blank.

Information concerning language ability is used for statistical purposes, and may be used to identify prospective reviewers for this or other CIHR, NSERC or SSHRC programs. Where appropriate and depending on your discipline, language ability may also be used to assess your capacity to pursue the research proposed, for example, if the subject matter requires the study of foreign texts.

Applicants are invited to indicate, on a voluntary basis, whether they are disabled or belong to a visible minority group. This data is only used for statistical purposes.

In the **Leaves of Absence and/or Special Circumstances Impacting on Research** section, describe any special considerations that have had an effect on your performance or productivity. Include any considerations that may have resulted in delays in disseminating your research results, such as health problems, family responsibilities, disabilities or other circumstances (for example, the time necessary to complete a monograph, file a patent, or commercialize an industrial process or product). Explain any gaps in the chronology of your experience. The selection committee will take these circumstances into consideration when evaluating your application. If your current supervisor is unable to provide you with a reference letter, you may use this section to provide an explanation.

Identification

Your selections and entries in the following sections may be used for identification purposes, to determine eligibility, to assign your application to reviewers and/or to

evaluate your application.

Application Title

The title will be used for publication purposes. It should describe the research for which you are seeking support. It should not contain a company or trade name. Spell out scientific symbols and acronyms.

Field of Research

You must select the Field of Research: Health, Natural Sciences and/or Engineering, or Social Sciences and/or Humanities for the proposal. This selection determines:

which list of research or discipline codes is available for you to use in the Primary and/or Secondary Field of Study sections of the application; and
which list of universities is shown in the Proposed Canadian University section of the application.

A single selection must be made even if your proposed research is inter- or multidisciplinary in nature, and/or appears to span the mandates of two or more of the federal research granting agencies. Additional information on mandate and subject matter eligibility is available on ✍ Science.gc.ca.

Each university has an agency-specific allocation for the CGS M Program. Universities are responsible for ensuring that successful recipients are funded by the most relevant agency.

University administrators may override the applicants' selections for Field of Research if it is deemed to be incorrect. Applicants can contact the graduate studies office at the appropriate university for guidance.

Start Date or Proposed Start Date of Program of Study

Indicate the date you enrolled or expect to enroll in the program for which you are seeking support.

Number of Months of Graduate Studies Completed as of December 31 of Year of Application

Enter the number of months, **as of December 31 of the year of application**, you will have completed in your eligible program of study. If you are not currently enrolled in a program of study, indicate this by entering 0 months.

Proposed Host Organization

You must indicate the university at which you intend to hold the award. You can select up to five universities; however, you may select only universities where:

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

Applicants are not eligible to receive CGS M offers from universities where they are not enrolled or have not applied for admission to an eligible program of study. If you select a university but have not met the above criteria, your application will be

removed from the competition for that university.

Universities that do not qualify for a CGS M allocation are not listed as possible options. Refer to the Canada Graduate Scholarships-Master's Award Allocations.

Summary of Proposal and Lay Title

Provide a summary and a title for your project in language clear to members of the general public. These may be used by the granting agencies to inform the public and Canadian Parliament about the valuable research supported through public funds.

Activity Details

Keywords, Primary Field of Study and Secondary Field of Study

Select the Field(s) of Study that most closely corresponds to your proposed research. The list of available Fields of Study will change depending on your selected Field of Research.

Use keywords to further describe your proposed field of study.

Themes

If you select Health as your Field of Research, you must make a selection from the following list:

Biomedical

Clinical

Health systems services

Social, cultural, environmental and population health

CIHR Personal Identification Number

If you select Health as your Field of Research, you must provide a CIHR Personal Identification Number (PIN). To register for a CIHR PIN, you must first register for a ResearchNet account. If you do not already have an account, access ResearchNet to create an account and request a PIN.

It takes up to one full working day to process your CIHR PIN request.

Certification Requirements

The following questions relate to certification requirements that may apply if the research meets certain conditions.

Does the proposed research involve humans as research participants?

Does the proposed research involve animals?

Does the proposed research involve human pluripotent stem cells?

Does the proposed research involve controlled drugs and/or substances?

Does the proposed research involve aboriginal people? (for statistical purposes only)

Consult section 2.4 of the *Tri-Agency Framework: Responsible Conduct of Research* for additional details.

Sex- and Gender-Based Analysis

Depending on your selected Field of Research, you may be asked the following questions:

Are sex (biological) considerations taken into account in this proposal? Indicate whether sex (biological) considerations are taken into account in this proposal. For a guide to sex- and gender-based analysis, consult the CIHR Web site.

Are gender (socio-cultural) considerations taken into account in this study? Indicate whether gender (socio-cultural) considerations are taken into account in this proposal. For a guide to sex- and gender-based analysis, consult the CIHR Web site.

Describe how sex and/or gender considerations will be considered in your research study. (**Note**: This question will appear only if you have selected yes to either of the above two questions.)

Outline of Proposed Research (Attachment)

The attachment has a limit of two pages and must adhere to the following:

a maximum of one page can be used for the outline of proposed research; and
a maximum of one page can be used for citations.

Provide a detailed description of your proposed research project for the period during which you will hold the award. Be as specific as possible. Provide background information to position your proposed research within the context of the current knowledge in the field. State the objectives and hypothesis, and outline the experimental or theoretical approach to be taken (citing literature pertinent to the proposal), and the methods and procedures to be used. 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.

If you have not yet decided on a specific project, you must still provide a detailed description of a research project that interests you. You are not bound by this project. You may change your research direction or activities during the course of the award. Certain restrictions may apply. Refer to the respective CGS M guide for award holders (CIHR, NSERC, SSHRC).

In addition:

Applicants are expected to write their own research project independently. Ideas and/or text belonging to others are to be properly referenced.
Include all relevant information in the outline. Do not refer reviewers to URLs or other publications for supplemental information.
In the Outline of Proposed Research, provide the requested information according to the guidelines and format standards outlined in the Presentation Standards.

Transcripts (Attachment)

Transcripts must be scanned in black and white, and all transcripts saved as a single PDF file. The orientation of the transcript text must be upright (if possible), regardless of whether the transcript itself is in portrait or landscape orientation. The text must be oriented so that it is readable on a computer monitor from left to right without any adjustment by the viewer. You must include one copy, but only one copy, of the

legend located on the reverse of each transcript, to help the reviewers understand the grading system at your university. **Do not scan the legend multiple times**.

Up-to-date transcripts of all undergraduate and graduate studies must be scanned as indicated above and uploaded by the applicant in the appropriate section of the application. Transcripts must be those provided to you from the university, not a copy of your Web transcripts. At its discretion, the granting agency can request official transcripts before you take up the award or during your award period, for verification purposes.

> If you are already registered in your program of study at the time of application, you must submit a transcript for this program, regardless of the number of months completed, to demonstrate registration in the program. This requirement also applies to programs of study started in the fall session of the year of application.

> 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). As new studies may not have been completed, up-to-date transcripts may not include new entries or grades.

> If you are registered in a degree program that does not have any course work, you must still provide an up-to-date transcript to demonstrate registration in your program.

> All programs of study listed in the CCV, even if not completed, must be accompanied by an up-to-date transcript.

> If your university does not provide transcripts, you must submit, in lieu of a transcript, a letter bearing the official university seal/stamp or a letter signed by the Dean of Graduate Studies confirming i) your program of study, ii) your registration status and iii) the fact that the university does not provide transcripts.

Reference Assessments

Each application must be accompanied by two Reference Assessments.

These must be completed by persons capable of making an informed assessment, and they cannot be completed by a proposed supervisor unless that person is, or has been, your supervisor.

One assessment should be from a person very familiar with your research and other abilities, e.g., current academic research supervisor or industrial supervisor (in the case of co-op students), previous academic research or industrial supervisor. The second assessment should be from a person sufficiently familiar with your research and other abilities to provide a meaningful commentary.

You must contact your proposed references to ensure they are willing to complete an assessment for you. In the appropriate section of your application, enter the required information for each of the references. Once the information is saved, an e-mail containing the appropriate links will be forwarded to them so that he or she may complete the assessment. The status of the request can be verified on this page.

You will not be able to submit your application until these assessments have been completed and linked to your application.

Signatures

There is no need for original signatures on applications or other documents submitted electronically using the Research Portal.

Before you, as an applicant, submit your application, you must read and agree to the following terms and conditions.

By submitting your application, you are certifying that:

You have provided true, complete, accurate information in your funding application and related documents, and you have represented yourself, your research and your accomplishments in a manner consistent with the norms of the relevant field.

You are not currently ineligible to apply for and/or hold funds from CIHR, NSERC or SSHRC or any other research or research funding organization worldwide for reasons of breach of policies on responsible conduct of research, such as ethics, integrity or financial management policies. If at any time you become ineligible for any of these reasons, you will advise your institutional officials and CIHR, NSERC or SSHRC immediately, in writing.

You have read, understood and agree to comply with the Tri-Agency Framework: Responsible Conduct of Research both in the submission of your application and in carrying out the research related to this grant/award. This includes informing the agencies of any notification of inspection or investigation by Health Canada in the case of an application for a clinical trial and the forwarding of a copy of any ensuing report to the agencies immediately upon receipt.

If you are or have been (at any time during the past 12 months) a federal public servant, you have complied with and will continue to respect the Values and Ethics Code for the Public Service.

You understand the Access to Information Act and the Privacy Act and the Use and Disclosure of Personal Information as they pertain to your information.

You consent to the sharing among the three federal granting agencies (CIHR, NSERC and SSHRC) and with any academic institution to which you are, or may become, affiliated, of any and all information, including personal information, in any way related to the application and to the grant/award.

In the event of any change in your eligibility status, you will inform CIHR, NSERC or SSHRC and your institutional officials immediately, in writing.

You acknowledge and accept that the agencies reserve the right to defer or cancel a grant/award installment if the continued need for funds is not demonstrated, if the program objectives and eligibility criteria are not being met, or subject to the availability of funds.

By submitting your application, you are also confirming that, during tenure of the grant/award, you will comply with the terms and conditions of the grant/award.

Consent to Disclosure of Personal Information: You understand that maintaining public trust in the integrity of researchers is fundamental to building a knowledge-based society. By submitting any application, by linking your Canadian Common CV as a co-applicant to an application, or by accepting funding from CIHR, NSERC and/or SSHRC, you affirm that you have read and you agree to respect all the policies of

these agencies that are relevant to your research, including the 🔴 Tri-Agency Framework: Responsible Conduct of Research . In case of a serious breach of agency policy, the agency may publicly disclose your name, the nature of the breach, the institution with which you were affiliated at the time of the breach and the institution with which you are currently affiliated. You accept this as a condition of applying for, or receiving, agency funding, and you consent to such disclosure. If you do not agree to the disclosure of your personal information, you cannot participate in this application.

Note: If you have any concerns about your ability to comply with the terms and conditions listed above, contact your institutional official or the granting agency staff responsible for the program immediately. Do not agree to the terms and conditions and do not submit your application until you are certain that you can and will comply with all of the requirements.

Date Modified: 2013-09-16   ^ Top of Page ^   Important Notices

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