

October 1, 2009

TO: All CIHR Eligible Departments
FROM: Marcia Labiuk, Awards Officer
RE: CIHR CGS Master's Competition 2010/2011

The Canada Graduate Scholarships Master's Awards administered by CIHR are intended to provide special recognition and support to students who are pursuing a Master's degree in a health related field in Canada. These candidates are expected to have an exceptionally high potential for future research achievement and productivity. Please see www.cihr.ca for further details.

Please find enclosed the following documents.

- Eligibility and application information,
- A guide to the scoring of applications
- Departmental ranking sheet

Please note that this funding opportunity requires the use of ResearchNet to apply for funding. Students must submit their application online through ResearchNet as well as submit a hard copy of the complete application package to their department. ResearchNet can be accessed through www.cihr.ca

A complete application consists of:

- Common CV module (validated for CIHR) for the candidate only (**Draft copies will not be accepted**).
- Original official transcripts (must be an unopened original from the issuing institution; it is recognized that for applications submitted through a university, university officials will have opened the transcript envelopes before they reach CIHR).
- CIHR Sponsors' Report on a Candidate for a Canada Graduate Scholarships (CGS) Master's Award to be completed by two sponsors who have had an opportunity to assess the candidate's potential - one of these should be the candidate's most recent research supervisor, if applicable.
- Confirmation of Canadian citizenship or permanent residency

Completed applications along with the departmental priority ranking sheets must be submitted to the Faculty of Graduate Studies no later than **Wednesday, December 9, 2009**. Please do not forward non-recommended applications to Grad Studies, but still forward the non-recommended ranking sheet.

Please set a departmental deadline that provides your department with enough time to meet the Faculty of Graduate Studies deadline. Please ensure that eligible students are notified of your departmental deadline.

Feel free to contact me with any further questions. Thank you.

Funding Opportunity Details

Funding Organization	Canadian Institutes of Health Research
Program Name	Master's Award: 2009-2010 (Frederick Banting and Charles Best Canada Graduate Scholarships - Master's Awards)
Program Launch Date	2009-07-13

Important Dates

Competition	201002GSM
Application Deadline	2010-02-01
Application Notice of Decision	2010-07-15
Funding Start Date	2010-09-01

Notices

The content of this funding opportunity has been updated

Date updated: 2009-09-24

Section updated: How to Apply

Table of Contents

- [Description](#)
- [Objectives](#)
- [Eligibility](#)
- [Guidelines](#)
- [Performance Measurement](#)
- [Review Process and Evaluation](#)
- [How to Apply](#)
- [Contact Information](#)
- [Partner/Collaborator Description](#)

Description

The Canada Graduate Scholarships Master's Awards administered by [CIHR](#) are intended to provide special recognition and support to students who are pursuing a Master's degree in a health related field in Canada. These candidates are expected to have an exceptionally high potential for future research achievement and productivity.

***** NOTE:** This program is largely a university nomination-based program, therefore please refer to your current institution to confirm the **institution application deadline** which will be BEFORE the CIHR application deadline noted above. Most institutions will manage a pre-selection process to select which of their students' applications will be put forward to CIHR on the CIHR deadline date. Only applicants that are not registered at a university for the Fall semester prior to the CIHR application deadline will submit their applications directly to CIHR by the above deadline.

Funds Available

CIHR's contribution to the amount available for this initiative is subject to availability of funds voted annually to CIHR by parliamentary appropriations, and the conditions that may be attached to them.

Applications are invited in all areas of health research.

For this competition, applications will be accepted in all areas of health research.

The maximum amount awarded for a single award is \$17,500 for up to one year:

- Trainee stipend: \$17,500 per annum.
- This award is non-renewable.

Funding Opportunities in Specific Research Areas

Funds are available for this competition to support Master's Award applications in specific research areas:

- [Master's Award: Winter 2010 Priority Announcement \(Specific Research Areas\)](#)

[Top](#)

Objectives

The objective of the Government of Canada's Canada Graduate Scholarships program is to help ensure a reliable supply of highly qualified personnel to meet the needs of Canada's knowledge economy.

[Top](#)

Eligibility

Eligibility criteria for all [CIHR](#) research funding programs apply. The business office of the institution of an eligible Nominated Principal Applicant generally administers CIHR funds. Please refer to the [Eligibility Requirements for CIHR Grants and Awards](#) regarding the eligibility requirements for individuals and institutions.

Specific to CIHR training awards, please refer to the [General Guidelines for Training Programs](#).

Specific Eligibility Requirements

The award for which support is being sought should be under the supervision of a researcher who holds research funds obtained through a recognized competitive peer review process. These awards must be held at a Canadian institution.

Eligibility to Apply for an Award

To be considered eligible to apply for support, a candidate must:

- be a Canadian citizen or a permanent resident;
- at the time of the CIHR deadline for application (February 1):
 - have completed or be in the last year of a Bachelor's degree; or
 - have been registered for no more than ten months as a full-time student in a Master's program; or

- have been registered for no more than ten months as a full-time PhD student and were admitted to the PhD program directly from the Bachelor's degree.
- be applying for support to pursue their **first** graduate degree (i.e., Master's or PhD). All previous studies at the graduate level, regardless of discipline, either course-based or research-based, will be included in determining eligibility; and
- not have already held an award from SSHRC, NSERC, CIHR or any other federal source to undertake and/or complete a Master's or PhD degree.

Persons with a health professional degree who seek support for Master's or PhD research training may be eligible to apply to this program, but should also consult the guidelines for the CIHR Fellowship award program. Those eligible for both have the option of applying to either program but not to both in the same year (i.e., September through August). Please note that a person holding a health professional degree would receive a higher stipend only through the CIHR Fellowship award program.

Eligibility to Hold an Award

To be considered eligible to hold support, a candidate must:

- be registered full-time in the first or second year of a Master's or PhD program in which research is a major component (awards will not take effect until after proof of registration is received); and
- not have already held, or hold, an award from SSHRC, NSERC, CIHR or any other federal source to undertake and/or complete a Master's or PhD degree.

Awards must be taken up within six months of the date of offer and must start September 1 or January 1 following the offer of award.

[Top](#)

Guidelines

General CIHR Guidelines

This funding opportunity will follow the [General Guidelines for Training Programs](#). Applicants are encouraged to demonstrate the use of [Gender and Sex-Based Analysis](#) in applications.

Allowable Costs

The awards consist of a stipend.

Conditions of Funding

All conditions specified in [CIHR General Grants and Awards Policies](#) shall apply to applications funded through this Funding opportunity. Conditions cover areas such as Applicant and Institutional Responsibilities, Ethics, Official languages policy, Access to Information and Privacy Acts, and Acknowledgement of CIHR's Support. Successful applicants will be informed of any special financial requirements prior to the release of funds or when they receive CIHR's Authorization for Funding (AFF) document.

Access to Information Act and Privacy Act, and the Personal Information Protection and Electronic Documents Act (PIPEDA)

All personal information collected by CIHR about applicants is used to review applications, to recruit reviewers, to administer and monitor grants and awards, to compile statistics, and to promote and support health research in Canada. Consistent with these purposes, applicants should also expect that information collected by CIHR may be shared as described in [Use and Disclosure of Personal Information Provided to CIHR for Peer Review](#).

CIHR as a federal entity is subject to the *Access to Information Act and the Privacy Act*, therefore the requirements of these two statutes will apply to all information located in CIHR's premises including, without limitation, cost-sharing agreements related to this Funding opportunity and all matters pertaining thereto.

While respecting the application of the *Privacy Act* to federal entities, all signing parties involved in a collaborative agreement will also be bound by the *Personal Information Protection and Electronic Documents Act* (PIPEDA). All personal information (as identified by the PIPEDA) collected, used or disclosed in the course of any commercial activity under collaborative agreements related to the Funding opportunity will be collected, used and disclosed in compliance with the PIPEDA.

CIHR Guidelines for Health Research Involving Aboriginal People

The [CIHR Guidelines for Health Research Involving Aboriginal People](#) came into effect as policy for CIHR-funded research on July 1, 2008. Applicants whose proposed research will involve Aboriginal People are strongly encouraged to familiarise themselves with these guidelines and in particular with the section "Application of the Guidelines," which outlines the situations in which these guidelines apply.

Communication Requirements

Award recipients are required to acknowledge CIHR, its institutes and partners in any communication or publication related to the project. See [CIHR General Grants and Awards Policies, Public Communication and Acknowledgement of CIHR's Support](#) for details on CIHR's communication requirements. The contributing institutes/partners will be identified on the Authorization for Funding and decision letter.

[Top](#)

Performance Measurement

[CIHR](#) is committed to demonstrating results to Canadians for the money invested in health research. Therefore, processes for monitoring progress and appropriate use of funds, as well as for performance measurement and program evaluation are in place. As a result, funding recipients must:

- contribute to the monitoring, review and evaluation of CIHR's programs, policies and processes by participating in evaluation studies, surveys, workshops, audits and providing data or reports as required for the purpose of collecting information to assess progress and results;
- encourage their associates, trainees and administration to participate in the monitoring, review and evaluation of CIHR's programs, policies and processes as required.

[Top](#)

Review Process and Evaluation

Peer Review

A [CIHR](#) peer review committee will evaluate the full applications. The committee may be drawn from one of CIHR's pre-existing committees or may be created specifically for this funding opportunity. Committee members are selected based on suggestions from many sources including the institute(s) / portfolio(s) and partner(s), following CIHR's [Policy on Conflict of Interest and Confidentiality in the context of Merit, Relevance and Peer Review](#) (CCIP). For information on CIHR's peer review process in general, see the [Understand Peer Review](#) section of CIHR's website.

Evaluation Criteria

Master's Awards are reviewed in accordance with the [Guide for Reviewers - CIHR Master's Award](#).

The following general criteria for evaluating training award applications will be used:

- Achievements and activities of the candidate.
- Characteristics and abilities of the candidate.
- Research training environment.

[Top](#)

How to Apply

Note: This funding opportunity requires the use of ResearchNet to apply for funding.

- The application process for this funding opportunity is comprised of one step: Application.
- To complete your Application, follow the instructions identified in the [Master's Awards - ResearchNet "Application" Phase Instructions](#).
- An overview of CIHR's application processes can be found under [Apply for Funding](#).
- **Reminder to applicants:** Please ensure that your application is [complete](#) (including all required signatures) and submitted on time to CIHR. Effective September 1, 2008, CIHR will assume no responsibility in following-up with applicants who submit an incomplete application. Incomplete or late applications will not be accepted into the competition.

Additional instructions that must be followed for this funding opportunity:

(Note: These additional instructions supersede all other policies or guidelines published by the Canadian Institutes of Health Research, including, but not limited to, the Grants and Awards Guide, the Memorandum of Understanding, etc.)

- Full applications for both direct applicants and those applying through a Canadian institution must be courier stamped by the competition deadline. **Canadian institutions accepting applications will set their own application deadline.**
- How is the candidate applying?
 1. **Through the Canadian institution at which the candidate will be registered* during the Fall semester prior to the CIHR deadline.**
 - (*That is, registered in any level course, or in any other capacity; for example, part-time, full-time, one course only, course not related to the master's program, or special student.)
 - **Deadlines are set by the university; please contact them for deadlines, as a pre-selection process may be held at the university level.** CIHR will provide each eligible Canadian institution an allocated number of submissions allowed by that institution.
 - Institutions must forward their applications to CIHR no later than **February 1** for them to be considered in the competition.
 2. **Directly to CIHR, for candidates who will not be registered at a Canadian institution during the Fall semester prior to the CIHR deadline.**
 - Applications must be sent to CIHR no later than **February 1**.
- A complete application consists of:
 - Common CV module (validated for CIHR) for the candidate only (**Draft copies will not be accepted**).
 - Original official transcripts (must be an unopened original from the issuing institution; it is recognized that for applications submitted through a university, university officials will have opened the transcript envelopes before they reach CIHR). Certified true copies will only be

accepted from institutions outside North America (translated in either English or French). A certified true copy is defined as a copy of the original document that has been certified to be a true copy of the original document by a commissioner of oath such as a notary or lawyer. The copy must bear the original signature and stamp of the official authority. (Updated: 2009-09-24)

- CIHR Sponsors' Report on a Candidate for a Canada Graduate Scholarships (CGS) Master's Award to be completed by two sponsors who have had an opportunity to assess the candidate's potential - one of these should be the candidate's most recent research supervisor, if applicable.
- Confirmation of Canadian citizenship or permanent residency

Your Application will be submitted using ResearchNet. Only the signed Signature Pages must be sent (courier stamped no later than the application deadline date) to:

RE: "Canada Graduate Scholarships Master's Awards"
Research Capacity Development
Canadian Institutes of Health Research
Room 97, 160 Elgin Street
Address locator: 4809A
Ottawa, Ontario K1A 0W9

[Top](#)

Contact Information

For questions on [CIHR](#) funding guidelines, how to apply, and the peer review process contact:

CIHR Master's Awards Program Delivery Coordinator
Research Capacity Development
Canadian Institutes of Health Research
Telephone: 613-946-0093
Fax: 613-954-1800
Email: cgsma@cihr-irsc.gc.ca

If you are experiencing technical difficulties with your ResearchNet account or the e-Submission process contact:

CIHR ResearchNet Support
Canadian Institutes of Health Research
Telephone: 613-941-9080
Email: support@researchnet-recherchenet.ca

[Top](#)

Partner/Collaborator Description

Canadian Institutes of Health Research (CIHR)

CIHR is the Government of Canada's agency for health research. CIHR's mission is to create new scientific knowledge and to enable its translation into improved health, more effective health services and products, and a strengthened Canadian health-care system. Composed of 13 Institutes, CIHR provides leadership and support to nearly 12,000 health researchers and trainees across Canada.

[Top](#)



[Home](#) > [Understand Peer Review](#) > [Policies and Procedures](#)

Guide for Reviewers - CIHR Master's Award

Table of Contents

[Responsibilities of Reviewers](#)

[Avoid Conflict of Interest](#)

[Respect the Confidentiality of Applications](#)

[Reviewing the Assigned Applications](#)

[Read the Applications](#)

[Rate the Applications](#)

[Provide Other Information for CIHR and Feedback to Applicants](#)

[Send Review and Rating to CIHR via ResearchNet](#)

[Be Prepared for a Re-Review Request from CIHR](#)

[Annex 1: Criteria](#)

[Annex 2: Rating Scales and Notes to Reviewers](#)

[Annex 3: Examples of Electronic Forms Available via ResearchNet](#)

Responsibilities of Reviewers

- Avoid conflict of interest;
- Respect the confidentiality of applications;
- Review and rate each assigned application using the criteria provided by CIHR;
- Submit reviews and ratings to CIHR via ResearchNet by the deadline specified; and
- Provide a re-review if requested by CIHR.

Avoid Conflict of Interest

- As soon as you receive the applications to be reviewed, look over the candidates' names, the names of their proposed supervisors and their institutions, and indicate using ResearchNet your ability to review each application that has been assigned to you.

You must not be involved in the review if the applicant or the proposed research supervisor:

- **Is from your institution** (unless they are located in another campus);
- **Has collaborated with you** within the last five years;
- **Has been supervised by you** within the last ten years;
- **Is a close personal friend or relative;**
- **Has major differences of opinion with you;**
- **If you could be affected financially** from the outcome of the application; or
- **Are for some other reason unable to provide an objective review.**

If you would be in conflict of interest, or might be perceived to be in conflict of interest, notify CIHR immediately (via ResearchNet) and the application will be assigned to another reviewer.

Respect the Confidentiality of Applications

Do not forward copies of applications or discuss them with others.

[Return](#) 

Reviewing the Assigned Applications

Read the Applications

Read all of your assigned applications before rating any of them. As you examine each application, jot down notes to capture your impressions. Please do not forward copies (paper or electronic) of these notes to CIHR.

Be alert to unconscious bias related to gender, discipline or geographic location. Remember that:

- Career interruptions for child bearing and raising can influence opportunity for knowledge production, publications and related variables;
- Different disciplines and environments offer different opportunity for publication; and,
- The reputation of institutions should not affect your view of applicants or their research training environment.

You are free to consult published lists of journal impact factors when assessing the candidate's research accomplishments. Note however that journal impact factors vary from one discipline to another and that they do not necessarily indicate the quality of individual articles.

Rate the Applications

Examine each application in detail and rate it against each of the three criteria described in [Annex 1](#). Use the rating scales and notes to reviewers described in [Annex 2](#) to help in determining an appropriate rating for each criterion.

Please note that only applications rated 3.5 or higher are eligible for CIHR funding. The range 3.0 to 3.4 should be used for applications which, while rated as good, are not considered to be a high priority for CIHR funding. Please note that applications rated 3.0 to 3.4 are not eligible for CIHR funds, including those from partnership programs.

Reviews and ratings for CIHR Master's Award applications are submitted to CIHR via ResearchNet. The electronic rating forms are available to reviewers when they access ResearchNet.

Provide Other Information for CIHR and Feedback to Applicants

Length of Term: If you think that the proposed duration for the master's award is too long or too short, indicate the length that you recommend.

Human Stem Cell Research: Indicate if the candidate's research involves human stem cells.

Other Comments for CIHR: Mention any ethical issues, et cetera.

Feedback for the Applicant: Prepare brief comments on the application for transmittal to the candidate by CIHR via ResearchNet after the competition. Carefully avoid language that might be construed as sarcastic, flippant, arrogant, or inappropriate in any way. Cover both strengths and weaknesses, particularly those that could be realistically addressed by the applicant.

Send Reviews and Rating to CIHR via ResearchNet

Please respect the deadline provided by CIHR by submitting your reviews and ratings via ResearchNet by the date specified via correspondence with CIHR staff responsible for the Master's Awards program.

Be Prepared for a Re-Review Request from CIHR

When all scores are received, CIHR will calculate an average for each application. CIHR will then identify applications which are at risk of an unfair decision because of a wide spread between the two reviewers' ratings. In such cases, CIHR will ask both reviewers to reconsider their initial assessment and resubmit scores. Usually this second review will reduce the gap between scores to an acceptable size. If it does not, CIHR will obtain a third review.

Just in case you are asked to do a re-review, keep the applications and your working notes on file until competition results have been announced.

[Return](#) 

Annex 1: Criteria

Overview of the Three Selection Criteria for CIHR Master's Awards

The raw scores that you submit via ResearchNet for each criterion on the 0 to 4.9 scale will be weighted automatically by CIHR in the calculation of an overall score.

The Three Criteria and their Weights in the Overall Score:

Criterion	Weights for each criterion	
Achievements and Activities of the Candidate		
Research Experience and Achievement	15 %	40 %
Academic Performance	25 %	
Characteristics and Abilities of the Candidate		
Critical thinking Independence Perseverance Originality Organizational skills Interest in discovery Communication skills	40 %	40 %
The Research Training Environment		
Training program for the candidate	20 %	20 %
	100%	100%

[Return](#) 

Annex 2: Rating Scales and Notes to Reviewers

Variable Assessed	Information Source	Rating Scale	Notes to Reviewers
Achievements and Activities of the Candidate			
Research Experience and Achievement Review information on the candidate's research experience (summer research projects, research honours and awards, etc.) and achievements such as conferences, presentations, research prizes or publications.	Common CV completed by the candidate and Sponsors' Assessments	4.5 - 4.9 outstanding 4.0 - 4.4 excellent 3.5 - 3.9 very good 3.0 - 3.4 good 2.0 - 2.9 average 1.0 - 1.9 below average 0 not acceptable	Assess the research activity and achievements of the candidate relative to your expectations of someone with their academic experience. Consider: <ul style="list-style-type: none"> • extent of previous involvement in research; • complexity of research accomplished; • attendance at research conferences; • presentation of results at conferences or other meetings;

			<ul style="list-style-type: none"> importance of results; research honours or awards; the extent of publication; and the scientific impact of the journals involved. <p>In considering the candidate's input to any publication, take into account the number of co-authors and the prominence of the candidate's name on the list of authors.</p>
<p>Academic performance</p> <p>Review undergraduate academic transcripts and, if available, graduate transcripts</p>	<p>Academic transcripts of the candidate</p>	<p>4.5 - 4.9 outstanding 4.0 - 4.4 excellent 3.5 - 3.9 very good 3.0 - 3.4 good 2.0 - 2.9 average 1.0 - 1.9 below average 0 not acceptable</p>	<p>Consider:</p> <ul style="list-style-type: none"> Type of program and courses pursued Course load Grades obtained Relative standing (if available) Overall average Trend (give credit for a steadily improving or consistently good performance)

Characteristics and Abilities of the Candidate

<p>Critical thinking</p> <p>Independence</p> <p>Perseverance</p> <p>Originality</p> <p>Organizational skills</p> <p>Interest in discovery</p> <p>Communication skills</p>	<p>Sponsors' Assessments</p>	<p>4.5 - 4.9 outstanding 4.0 - 4.4 excellent 3.5 - 3.9 very good 3.0 - 3.4 good 2.0 - 2.9 average 1.0 - 1.9 below average 0 not acceptable</p>	<p>Assess the extent to which the box scores and narratives provided by the sponsors are consistent and provide a score based on your overall impression.</p>
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The Research Training Environment

<p>** Please note that only applications rated 3.5 or higher are eligible for CIHR funding. Please note that applications rated 3.0 to 3.4 are not eligible for CIHR funding. Please note that applications rated 3.0 to 3.4 are not eligible for CIHR funding. Please note that applications rated 3.0 to 3.4 are not eligible for CIHR funding.</p> <p>Training program for the candidate</p> <p>Review the candidate's training expectations and proposed master's research program, including project and planned non-research activities.</p> <ul style="list-style-type: none"> Form for Reporting Special Issues with an Application [PDF (84.9 KB) Help] 	<p>Training module completed by the candidate</p>	<p>4.5 - 4.9 outstanding 4.0 - 4.4 excellent 3.5 - 3.9 very good 3.0 - 3.4 good 2.0 - 2.9 average 1.0 - 1.9 below average 0 not acceptable</p>	<p>The candidate's proposed research may be outside your research specialty. From a non-specialist's perspective, assess the intellectual challenge and excitement of the research in which the candidate will be involved.</p> <p>Consider the extent to which the training program appears to fit with the candidate's training expectations.</p>
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Annex 3: Examples of Electronic Forms Available via ResearchNet

Departmental Ranking Sheet for:

CANDIAN HEALTH RESEARCH INSTITUTE (CIHR)

CANADA GRADUATE SCHOLARSHIP – MASTERS (CGSM)

2010/2011

Deadline to Graduate Studies: December 9, 2009

DEPARTMENT:

CONTACT PERSON:

PHONE NUMBER:

HIGHLY RECOMMENDED AND RECOMMENDED IN ORDER OF MERIT

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

COMMENTS:

DEPARTMENT HEAD:

SIGNATURE:

NOT RECOMMENDED ONLY

CANDIAN HEALTH RESEARCH INSTITUTE (CIHR)

CANADA GRADUATE SCHOLARSHIP – MASTERS (CGSM)

Note: Please do not forward not recommended applications. It is the department's responsibility to contact those students who are not recommended to the Faculty of Graduate Studies. Any not recommended applications forwarded to Graduate Studies will be returned.

2010/2011

DEPARTMENT:

CONTACT PERSON:

PHONE NUMBER:

CGSM

1.

7.

2.

8.

3.

9.

4.

10.

5.

11.

6.

12.

DEPARTMENT HEAD:

SIGNATURE: