Natural Sciences and Engineering
Research Council of Canada

Conseil de recherches en sciences
naturelles et en génie du Canada

Guidelines for the Verification of NSERC PGS D Applications
2017 Competition

Please read the information section on Postgraduate Scholarships in the
PGS D Program Guide

Applicant Eligibility

Ensure that the applicant:

- is eligible to apply as of November 25, 2016, as described in the *PGS D Program Guide*.
- is currently registered <u>full</u> or <u>part-time</u> at, or on an approved leave of absence from, your university, **or** is not registered and has completed all requirements for a degree from your university in 2016.
- is a Canadian citizen or permanent resident of Canada as of November 25, 2016.
- has a first-class average in each of the last two completed years of study.

First Class Average

First class average is defined as a grade of A- in each of the last two completed years of study (full-time equivalent; two years of part-time study equals one year of full-time study). The last two years of completed study should be the 24 months prior to the last day that the student was registered in his/her program (or September 1st of the year of application for students still registered). The average should be calculated for each of these years separately as students are required to have a first class average in each of the two years; however, if there is only one mark during the full two years, then that is the mark used to determine eligibility.

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 research subject code entered on the application will determine the selection committee in which the application will be evaluated.**
- 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 ineligible applications if rejected by NSERC. If in doubt, contact NSERC.
    - Note that, as of August 2015, the NSERC mandate eligibility guidelines in the Selecting the Appropriate Federal Granting Agency document have been updated to provide greater clarity in determining the eligibility of applicants' proposed research. Additionally, an Addendum to the Guidelines for the Eligibility of Applications Related to Health, which contains examples of eligible and ineligible research topics, has been added to the NSERC website.

- The program of study the applicant is pursuing or intends to pursue is eligible for NSERC support. Joint degree programs including a professional degree (e.g. MD/PhD) are not eligible for the PGS D program. If in doubt, contact NSERC.
- Applicants must complete the *Justification for Eligibility of Proposed Research* section of the application if their research has any link with, or overlap or relevance to, health or social sciences and humanities. They must describe the natural sciences or engineering (NSE) research challenges of the project on which they propose to work during the tenure of their scholarship or fellowship. They must clearly explain why their proposed research should be considered research that is predominantly NSE and should be considered research that is directed to an NSE audience. **This document should not exceed one page and should not be evaluated by the university's internal selection committee(s).** The justification will be used by NSERC when evaluating the subject matter of applications received and must accompany the application at the time of submission. Applicants whose applications are rejected because of ineligible subject matter will not be allowed to submit the justification afterwards.

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

- Official* and up-to-date transcripts/proofs of registration for all undergraduate and graduate programs in the natural sciences and engineering must be scanned into a single PDF file and must include one copy of the university legend for each set of transcripts (do not scan the legend multiple times). It should be formatted as a black-and-white document and the text must be oriented so that it is readable on a computer monitor from left to right without any adjustment by the viewer. Transferred courses taken at other universities must also be included. A transcript is required for all programs listed in the application, even if a program was not completed.

  If the applicant is already registered in their program of study at the time of application, they must submit a transcript for this program regardless of the number of months completed in the program or whether the transcript contains any marks. This requirement also applies to programs of study started in the fall session of the year of application. If no transcript for the fall session is available, the university must submit a letter confirming the applicant's registration status.

  If a university's policy is not to provide transcripts, then a letter bearing the official university seal/stamp or a letter signed by the Dean of Graduate Studies confirming i) the applicant's program of study and registration status and ii) that the university does not provide transcripts must be submitted in lieu of a transcript.

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).

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

- 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 and certified if the original is in a language other than English or French; and
- are legible when uploaded.

If changes are to be made once the transcripts are uploaded, the university designate must communicate with the applicant. 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.

*Unofficial transcripts will be accepted ONLY from PGS D applicants applying through their university AND ONLY for programs completed or in progress at the university submitting the application. **Transcripts generated from the applicant's personal account on the university website will not be accepted.** Certified copies will be accepted **only** for transcripts from foreign locations where official transcripts would be difficult to obtain.

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 *2017 Recommended PGS D Applicants* form provided on GSAP. If an Aboriginal candidate is not identified on this list, they will be counted as part of your quota. NSERC will not accept a replacement application.

Other

Departments will be able to submit additional comments to the process, such as a justification for recommending an applicant who has not achieved a first-class average in each of the last two completed 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 as separate documents and forwarded to NSERC along with the *2017 Recommended PGS D Applicants* form at 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 Faculty (School) of Graduate Studies. This information must not be included with the applications when submitted to NSERC.

Incomplete applications will be rejected by NSERC.