	Natural Sciences and Engineering Research Council of Canada	Conseil de recherches en sciences naturelles et en génie du Canada

Scholarships Liaison Officer (SLO) Responsibilities in the Administration of the NSERC Postgraduate Scholarships-Doctoral (PGS D) 2015 Competition

- **Set university deadlines.**

- **Nominate the university designate(s)** who will be responsible **for uploading** the transcripts, and inform students of the designate's name and e-mail address. The e-mail that the designate will receive will include information from the Academic Background page of the application and the applicant's name will appear in the subject line.

  Transcripts: See document entitled *Guidelines for the Verification of NSERC PGS D Applications for the 2015 Competition* (see secure website) for complete details.

- **Register** on the On-line system (new users only).

- **Submit** the registration form to the On-line Services helpdesk at institution@nserc-crsng.gc.ca (new users only) to be granted access to the SLO Portfolio.

- **Publicize** the program, the NSERC tutorials, the tips and peer review videos, the internal deadlines, the application procedures and availability of the *Program Guide for Students and Fellows*, Form 201 and its instructions on NSERC's website.

- **Assign roles** to other university staff to use the SLO Portfolio; SLO and SLO Assistant.
  - SLO – These people can access, browse, comment on, and return scholarship applications to applicants; approve and submit these applications to NSERC. **This access should be limited to a few individuals**.
  - SLO Assistant - These people can access, browse, comment on and return scholarship applications to applicants at the institution. **These can be individuals at the department level.**

- **Verify applications.** (See the *Guidelines for the verification of NSERC PGS D applications for the 2015 competition* on the secure website). See also What you need to complete an evaluation.

- **Appoint members** to the University Scholarships Selection Committee(s) and **set the date for the meeting** to select the applicants to be recommended to NSERC for a scholarship.

- **Submit** applications to the University Scholarships Selection Committee(s) using the SLO Portfolio. The SLO Portfolio has sorting capabilities in all columns so you may sort the applications according to your needs. You will be able to view the applications, and provide read access to individuals within departments and University Scholarships Selection Committee(s).

- **Hold the meeting** of University Scholarships Selection Committee(s). (See *Guidelines for the University Scholarships Selection Committee(s)* on the secure website).

  Applicants to be evaluated and ranked with full-time students currently registered at your university also include:
  - Part-time students;
  - Applicants who have completed all requirements of a degree program during the year of the application (i.e., completed degree requirements in 2014) and who are not registered at another university;
  - Applicants who are on an approved leave of absence from your university.

- **Complete** the *2015 Recommended PGS D Applicants* form. Following the recommendations made by the University Scholarships Selection Committee(s), complete the *2015 Recommended PGS D Applicants* form found on secure website. NSERC requires an unranked list of recommended candidates on which the university will identify all Aboriginal candidates. A column exists in the SLO Portfolio which will show you who self-identified as Aboriginal.

Once completed, submit the form by e-mail to Schol-SLO@nserc-crsng.gc.ca with a copy to the Chair of the committee. If a university wishes to provide a justification for the submission of an applicant who does not meet the eligibility criterion of having obtained a first-class average in each of the last two completed years of study, they must do so in a separate document attached to this e-mail. **Using the SLO Portfolio, submit the recommended applications electronically to NSERC by 8:00 PM ET on November 25, 2014.** The SLO Portfolio will be deactivated after this date and time.

Recommendations can be made as follows:
- List A = Forwarded to NSERC (recommended, unranked)
- List B = Not forwarded to NSERC (Not recommended, based on quality they could move up to the A list, but were not sent forward due to the quota)
- List C = Not forwarded to NSERC (Not recommended, unsuccessful)
- Return = Returned to the applicant

Ensure that you do not exceed your university's quota. Any Aboriginal student recommended for a PGS D should **not** be counted as part of your university's application quota. Substitutions for ineligible or rejected applications will **not** be permitted.

Once you send your recommended applications to NSERC, the status on the applicant's portfolio will be updated to "Approved" (it may take up to 24 hours). If an application does not update to "Approved" after 24 hours, send an e-mail to Schol-SLO@nserc-crsng.gc.ca.

- **Inform** all applicants of the outcome of the university's internal selection process. Advise applicants whose application was not submitted to NSERC to contact your office regarding their status.

What you need to complete an evaluation

Before you start, you must have:

- the applicant's "Submitted" electronic version of the Application (Form 201);
- the two completed Reports on the Applicant (applicants will not be able to submit to the university if one or both reports are missing). If changes need to be made to a report after it is submitted, the applicant can unlock the report so that the referee can make modifications;
- the applicant's uploaded academic transcripts, including one copy of the legend for each set of transcripts.
- other documents as described in Form 201

Complete this evaluation for all PGS D applicants applying through your university, regardless of their current status.

Notes:
- The same person cannot complete both the Report on the Applicant, and approve the 2015 Recommended PGS D Applicants form.
- A candidate's proposed supervisor must not approve the 2015 Recommended PGS D Applicants form.

Privacy issues

The information you are asked to provide is collected under the authority of the Natural Sciences and Engineering Research Council Act. Information on applications received by NSERC is stored in a series of NSERC data banks described in the federal publication Info Source. You can find details on how this information may be used in the *Access to Information Act* and the *Privacy Act*, in the NSERC *Program Guide for Students and Fellows*.

You must use the information provided by the applicant only to help you complete the university's evaluation of the application, and not for any other purposes.

NSERC is obliged by Federal legislation to protect the personal information about applicants associated with applications to its programs. NSERC expects universities to store such information in a secure manner, not to use or disclose it for any other purpose, and to destroy, in a secure manner within a short interval after it is no longer required, any information which has not been forwarded to NSERC.

NSERC routinely gives applicants access to information about them on file, but does not provide the applicant with the name of the person who signed the evaluation or the names of any other applicants mentioned in a comparative context. However, due to the nature of the application process, applicants are usually aware of who has completed their evaluation. As a result, you cannot expect privacy or anonymity.

NSERC's Obligations under the *Official Languages Act*

Under the *Official Languages Act,* federal institutions, including NSERC, must ensure respect for the rights of individual Canadians to receive services from federal institutions and organizations that provide services on their behalf, in the official language of their choice.

NSERC is committed to promoting equitable access by:

- Ensuring that its funding opportunities enable the participation of both official language communities;
- Providing applicants with equitable access to the information and resources in the official language of their choice;
- Monitoring and promoting the participation of Official Language Minority Institutions (OLMI), researchers and students in its programs.

As partners in the co-delivery of NSERC's Postgraduate Scholarships funding opportunities, universities must respect the Act in the management of their internal selection processes. For the full text of the *Official Languages Act*, please visit http://laws-lois.justice.gc.ca/eng/acts/O-3.01/FullText.html.