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Master's Awards - ResearchNet "Application" Phase Instructions

How to Apply

To make sure you have access and permissions to the research application tools you'll need to apply with, refer to [Before you begin](#)

To understand the general application process for Masters programs, refer to [General Application Process](#)

To list the components that make up a complete application that are specific to this program, refer to [A complete application consists of a](#)

To get ResearchNet-specific information on a task-by-task basis, refer to [Task Tips](#)

Before you begin

Make sure you have the following or click the links to register:

- a [ResearchNet account](#)
- a [CIHR PIN in ResearchNet](#)
- access to [Common CV](#)

Note: You need your CIHR PIN to validate your Common CV for CIHR, however, your CIHR PIN cannot be used to logon to Common CV, which is an external site.

You need a Common CV account to prepare a CV to upload into ResearchNet during the e-Submission process. An Application Common CV (validated for CIHR) includes data required by all agencies (on the first screen of each section) and additional CIHR-specific data. If you have already registered with the Common CV, do not re-register. See [Common CV for Applications to all CIHR Programs](#).

You should only have one ResearchNet account. If you have already accessed ResearchNet, do not register for a new account.

General Application Process

1. In ResearchNet, complete all tasks listed for your funding opportunity following the on-screen instructions in one of the official languages.
2. Determine what signatures are needed for each part of your application. See the funding opportunity, and the [Meaning of Signatures](#) in the Grants and Awards Guide.

3. Print the Signature pages, found in ResearchNet, needed for the funding opportunity.
4. Offline, obtain signatures for all signature pages, and for any other material needing signatures.
5. Scan the signature pages.
6. Upload the signed signature pages to ResearchNet as part of your submission before the application deadline date.
7. Review the funding opportunity How to Apply section under the subsection entitled "Additional Information required for this Funding Opportunity", and provide the additional information requested.
8. Preview the Full Application Package version of your application in ResearchNet using the "Preview Application Materials" task to ensure that your application is complete.
Note: What you see previewed is exactly how your application will look when submitted to CIHR electronically.
9. Indicate that you have verified the application for completeness on ResearchNet.
10. Submit the completed electronic application through ResearchNet by completing the "Consent and Submit Application" task on ResearchNet.
Note: CIHR cannot legally accept your application until you complete this task.
11. For technical help, call 613-941-9080 or e-mail support@researchnet-recherchenet.ca, and for more information email info@cihr-irsc.gc.ca.

A complete application consists of a

- Submitted ResearchNet Application

[Task 1. Identify Participants/Supervisors](#)

[Task 2. Identify Sponsors](#)

[Task 3. Attach CVs and Supporting Documents](#)

[Task 4. Enter Degree Information](#)

[Task 5. Enter Project Information and Supporting Documents](#)

[Task 6. Attach Other Application Materials](#)

[Task 7. Apply to Priority Announcements / Funding Pools \(if applicable\)](#)

[Task 8. Print, Scan and Upload Signature Pages](#)

[Task 9. Confirm Documents Sent](#)

[Task 10. Preview Application Materials](#)

[Task 11. Consent and Submit Application](#)

- Additional Information as stated in the How to Apply section under the subsection entitled "Additional Information required for this Funding Opportunity".

Task Tips

These Task Tips provide general instruction, but do not comprise a comprehensive list of information required to ensure completeness.

Task 1: Identify Participants/Supervisors

This task collects information on all participants involved in your research application, including your supervisors, and the institution or organization that receives funds if your application is successful. Consult the Funding Opportunity and the [Individual Eligibility Requirements](#) on the CIHR website for more information.

Candidates applying during their last year of an undergraduate program, candidates registered in a program but who are applying to a different program and candidates who are not currently registered at a Canadian university, are not required to identify a supervisor at the time of application unless they have already secured a potential supervisor for the research-based Master's program. Then, the proposed supervisor(s)' name(s) and their CIHR Personal Identification Number (PIN) must be included.

For candidates already enrolled in a research-based Master's program, their supervisor(s)' name(s) and their CIHR Personal Identification Number (PIN) must be included.

Task 2: Identify Sponsors

This task collects information on the 2 sponsors whose assessments accompany your research application.

CIHR Sponsors' Report on a Candidate for a Canada Graduate Scholarships (CGS) Master's Award must 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.

Once you have identified your sponsors, ResearchNet will generate an automatic email to the sponsors. The email will contain a unique link where they will enter their assessment and submit it directly to CIHR. Once both sponsors submit their assessment, this task will be marked as Complete in your ResearchNet Application Task List.

Task 3: Attach CVs and Supporting Documents

CIHR formatting guidelines supersede any other statement. All attachments must adhere to the guidelines for attachments on the [Acceptable Application Formats and Attachments](#). Before preparing your proposal, please carefully review these instructions.

Candidates are required to upload a Common CV validated for CIHR.

All documents must be in PDF format. To create the CV:

1. Log in to the [Common CV](#) system.
2. Complete a current Common CV validated for CIHR.
3. Click Finalize and Submit to generate your Common CV validated for CIHR in PDF format.
Note: Draft CVs are not accepted by CIHR. Click Preview/Print to generate a Draft CV for review purposes only.
4. Return to ResearchNet.

Uploading a CV

To upload a CV and related documents:

1. Click Browse (to the right of the Curriculum Vitae field).
2. Navigate to and select the appropriate CV file.
3. Upload the Contributions Details attachments, if applicable.
4. Click Attach to upload the documents.

All documents must be in PDF format. The total size of the attached document(s) cannot exceed 30 MB.

Contributions Details - Activities and Contributions (limit to one page)

The activities and contributions defined in this section should include both academic and non-academic achievements, and their impacts.

Examples of entries follow. This is not necessarily a complete list, and is intended to provide guidance only.

- Committee membership
- For peer review committees, specify the year(s), the subject(s), and the funding organization
- For thesis examination committees, indicate the author, title of thesis, and university
- Consulting/contract activities
- Research development
- Research or technical reports
- Supervisory experience (e.g. training of students)
- Technology transfers (specify the nature of the activity and the target audience)
- Involvement in public, private, or non-profit sector activities
- Policy papers
- Presentations as guest speaker (public or invited lectures)
- Editorships (specify if editor-in-chief or member of the editorial team)
- Evaluation of articles for scientific, literary or artistic journals (specify title of journal and the

- number of articles evaluated)
- Knowledge translation/Dissemination activities
- Trainees might also mention development of a graduate seminar program, journal club or similar activity

If some of these completed works do not seem to support the research theme of the team or centre to which you belong, provide the necessary explanations.

Contributions Details - Interruptions and Delays (limit to one page)

Identify any administrative responsibilities, family or health reasons, or any other factors that might have delayed or interrupted any of the following: academia, career, scientific research, other research, dissemination of results, training, etc. Common examples of an interruption/delay might be a bereavement period following the death of a loved one, maternity/parental leave, or relocation of your research environment.

Descriptions might include the start and end dates, the impact areas, and the reason(s) or a brief explanation of the absence.

Contributions Details - Patents and Intellectual Property Rights (limit to one page)

This section should include details for patents and intellectual property rights for technology transfer, products, and services. Do not include publications in this section.

Descriptions might include the title, patents or intellectual property rights number and date, country(ies) of issue, the name of the inventors, as well as relevance or impact of the stated item.

Contributions Details - Publications list

For each of the roles as indicated, list your most important publications and other research contributions, according to the categories below. This is not necessarily a complete list, and is only intended to provide guidance. Categories can be added as needed. Use only items pertinent to the application.

For Training Awards Candidates

- o Candidates should list all publications (no page limit).
- o All candidates must, for each multi-authored publication, define their role in the publication and indicate their percent contribution to the team effort.
- o Candidates, with or without publications, are invited to comment on environmental factors that affected their capacity to publish.

Categories

Use each applicable category as a different sub-title; maintain the same presentation order as shown below. In all instances, use the reference format for complete bibliographical notes of each original publication. Indicate the source of funding, if applicable.

- Published refereed papers (original articles published in journals with editorial review)
- Accepted or in press refereed papers (attach acceptance letters)
- Submitted refereed papers
- Published books and monographs (as author or editor)
- Accepted or in press books and monographs
- Submitted books and monographs
- Published contributions to a collective work and book chapters (including chapters written on invitation or collective works derived from conferences or symposiums)
- Accepted or in press contributions to a collective work and book chapters (including chapters written on invitation or collective works derived from conferences or symposiums)
- Presentations as guest speaker (including conferences, presentations, demonstrations, workshops intended for a non-academic audience, according to the type of audience)
- Published abstracts/number of notes (including name of journal, title of article, and date submitted)
- Accepted or in press abstracts/number of notes (including name of journal, title of article, and

- date submitted)
- Submitted abstracts (including name of journal, title of article, and date submitted)
- Works including individual or collective literary or artistic works (e.g. novels, short stories, poetry, film, video, visual arts work, booklet, record, sound creation, book of artists, collection, exhibition catalogue, etc.)
- Research reports or reports produced for the government
- Articles in professional or cultural journals without review committee (including popularized texts)

Proof of Citizenship or Permanent Residence

You **MUST** attach your proof of Canadian Citizenship or Permanent Resident document.

The following are the acceptable forms of proof:

- Certificate of Canadian Citizenship
- Birth Certificate/ copy of an act issued by the Director de l'état civil
- Valid Passport
- Form IMM 1000
- Form IMM 5292
- [Valid Indian Status Card](#)

Task 4: Enter Degree Information

This task collects information on any Degrees, Qualifications, Certificates and/or Licenses in progress as well as Degrees for which support is being requested.

Please note that you must indicate whether there is a degree in progress and must specify at least one degree for which support is being requested to complete this task.

Task 5: Enter Project Information and Supporting Documents

This task collects information related to your research project.

Project Title

Your Project Title is the way that CIHR identifies your research project. For this reason you cannot edit your Project Title after your application is submitted.

Lay Title

Provide a title for your project that is in a language clear to members of the general public. Lay titles are used by CIHR to inform the public and Parliament about the valuable research supported through public funds.

Lay Abstract

Describe your project in a way that is accessible to a lay audience. Be sure to indicate how your proposed research can improve personal health, the health of populations and/or the health delivery system. This information is used by CIHR to inform the public and Parliament about the valuable research supported through public funds.

Primary location where research will be conducted

Candidates applying during their last year of an undergraduate program, and candidates who are not currently registered at a Canadian university should indicate their first choice of university for the proposed research-based Master's program.

Candidates already enrolled in a research-based Master's program should indicate the university at which they are enrolled.

Institution Paid

Institution that will administer the funds for your project. Consult the [Institutional Eligibility Requirements](#) on the CIHR website for more information.

Candidates applying during their last year of an undergraduate program, and candidates who are not currently registered at a Canadian university, should use this field to indicate their second choice of university for the proposed research-based Master's program. (The rationale behind this suggestion is that it gives the reviewers a broader perspective of the applicant that does not have definitive plans for their Master's degree at the time of the application.)

Candidates already enrolled in a research-based Master's program should indicate the institution that will be responsible for administering the award. Note that this may be different than the university at which the candidate is enrolled if the university is affiliated with a teaching hospital and the administration occurs through a central body.

Certification Requirements

If you are awarded a grant, the necessary certification requirements must be met in accordance with policies on ethical conduct of research. Relevant policies:

- [Tri-Agency Memorandum of Understanding on the Roles and Responsibilities in the Management of Federal Grants and Awards](#)
- [CIHR Funding Policies](#)

Note: Not all funding opportunities include or allow trials. The Clinical Trial and Randomized Controlled Trial questions below may or may not appear on your application - consult the funding opportunity for information regarding these questions. For further information on the trials policy, refer to the [TCPS 2-2nd edition of Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#).

Is this a clinical trial?

Indicate if this application includes a [clinical trial](#). For more information regarding clinical trials, please refer to the [policy on trials](#).

Does this Application Contain a Randomized Controlled Trial?

Indicate if this application includes a [randomized controlled trial](#). Refer to the funding opportunity on specific requirements for randomized controlled trials for the program to which you are applying.

In order to carry out the proposed research in this application, is an exemption from Health Canada under Section 56 of the Controlled Drugs and Substances Act required? (Trainees are exempt and should answer No)

Indicate if your proposed research is such that an exemption from Health Canada under Section 56 of the Controlled Drugs and Substances Act (CDSA) will be required. [Consult the Department of Justice website](#) for details regarding Section 56 of the CDSA and the [Health Canada website](#) for details regarding obtaining an exemption under Section 56 of the CDSA.

Does this application propose research involving Aboriginal people?

Indicate if your application proposes research involving Aboriginal people. This information will be used for statistical purposes only. Any questions or comments may be sent to the Aboriginal Ethics Guidelines mailbox at aeg-lda@cihr-irsc.gc.ca.

Are sex (biological) considerations taken into account in this study?

Indicate if [sex \(biological\)](#) considerations are taken into account in this study. For a [guide to sex and gender based analysis](#), please consult the CIHR website.

Are gender (socio-cultural) considerations taken into account in this study?

Indicate if [gender \(socio-cultural\)](#) considerations are taken into account in this study. For a [guide to sex and gender based analysis](#), please consult the CIHR website.

Please describe how sex and/or gender considerations will be considered in your research proposal. If your study includes sex (biological) and/or gender (socio-cultural) considerations, then describe how they will be considered in your research proposal (limit of 2000 characters).

Aboriginal People

Applicants whose proposed research will involve Aboriginal People, please consult [Ethics of Health](#)

[Research Involving First Nations, Inuit and Métis People.](#)

Percentage of Time Spent on Different Activities

Indicate the percentage of time to be spent on different activities. Awardees are expected to spend at least 75% of their time in research training (Research + Course work).

Project Descriptors

Provide keywords to describe your research project, the techniques and the methodologies it will employ, and the areas of interest.

Areas of Research

Select the areas of research that best describe your proposal from the list provided.

Classification

Select the classifications that best describe your proposal from the list provided.

Themes

Select a primary theme classification. Indicate additional theme classifications only if the substance of the grant application significantly overlaps more than one theme. Consult the definition of the four CIHR [Themes](#) on CIHR website for more information.

Suggested Institutes

Select a primary CIHR Institute whose research mandate is related to this application's research area(s) and objective(s). Additional Institutes should only be selected if the substance of this grant application significantly overlaps with the research mandate of more than one Institute.

Attachments

All attachments must adhere to the guidelines for attachments on the [Acceptable Application Formats and Attachments](#).

Training Expectations

Provide an overview describing how the training you expect to acquire will contribute to your productivity and to the research goals you hope to achieve.

Follow these guidelines to prepare your document:

- At the top of each page, indicate your name, the title "Training Expectations" and your Project Title.
- Insert a margin of 2cm (3/4 inch) - minimum - around the page.
- Use a font size of 12 point, black ink. Six lines per inch. No condensed type or spacing.
- Maximum 2 pages.

Research Proposal Summary

This summary should be written in general scientific language.

For candidates applying during their last year of an undergraduate program or who are not currently registered at a Canadian university, this section should describe the research-based Master's program to which they have applied or intend to apply. A part of this information may come from the relevant university academic calendar.

For candidates already enrolled in a research-based Master's program, this section can be completed in conjunction with their supervisor(s). Include the specific hypothesis of the research and describe the candidate's role on the project.

Follow these guidelines to prepare your document:

- At the top of each page, indicate your name, the title "Research Proposal Summary" and your

Project Title.

- Insert a margin of 2cm (3/4 inch) - minimum - around the page.
- Use a font size of 12 point, black ink. Six lines per inch. No condensed type or spacing.
- Maximum 1 page. Page limits include references.

Task 6: Attach Other Application Materials

Upload any other application materials, as listed below, with your application package. All documents must be in PDF format.

Official Transcripts

Official transcripts of the candidate's complete academic record to date are required (including Undergraduate & Graduate transcripts and transcripts from the fall session prior to the CIHR deadline). Certified true copies only will be accepted from institutions outside North America (translated into 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.

The required official transcripts must be provided by either

1. scanning both sides of each page and uploading them as a single .pdf document under "Transcripts" in the "Attach Other Application Materials" task, or
2. uploading a document (1 page maximum) under "Transcripts" in the "Attach Other Application Materials" task indicating that the transcripts are being sent via courier, and explaining why they could not be transmitted electronically. Transcripts must be courier stamped no later than the application deadline date and sent to:

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

Note: If you are scanning and uploading your transcript(s), please retain the original, paper copy(ies) since you may be asked to provide these to CIHR for verification purposes at any point in the process. CIHR considers transcripts issued by the Registrar's Office to the student to be official transcripts. Opening the envelope to scan the transcript will not render it unofficial for CIHR's purposes.

Task 7: Apply to Priority Announcements / Funding Pools (if applicable)

Priority Announcements/Funding Pools

Priority Announcements/Funding Pools on CIHR's core competitions offer additional sources of funding for highly rated applications that are relevant to specific CIHR research priority areas or mandates.

Priority Announcements/Funding Pools are listed on the CIHR website throughout the year together with CIHR's other current funding opportunities. For requirements on individual Priority Announcements/Funding Pools, verify the "How to Apply" section of each Priority Announcement/Funding Pool on the Funding Opportunities page. This section will indicate if relevance information is required at the application stage.

Identify Priority Announcements/Funding Pools and Relevant Research Areas

To apply for funding through a Priority Announcement/Funding Pool, select the Priority Announcement/Funding Pool title from the list on ResearchNet and the Relevant Research Area(s) addressed by your proposal, then press save. If a relevance form is required, a text box should appear. Complete the text box and press save again.

Priority Announcements/Funding Pools for research related to an Institute's mandate are not listed here. Your application will automatically be entered into these competitions if you have selected the relevant Institute as a primary (or, in some instances, secondary) Institute under "Suggested Institutes" on the Project Descriptors page.

Task 8: Print, Scan and Upload Signature Pages

1. Print the signature page PDF file from ResearchNet.
2. Obtain all required signatures.
 - o Verify the requirements for original signatures by consulting the sections titled [Required Signatures on Application Forms](#) and [Meaning of Signatures on Application Forms](#) in the CIHR Grants and Awards Guide.
 - o At the time of application, if the candidate has not yet been accepted into a Master's program, no signatures are required.
 - o At the time of application, if the candidate has been accepted into a Master's program and has secured a supervisor, or is already enrolled in a research-based Master's program, the Supervisor, Authorized Official at the Institution Paid and Authorized Official at the Institution Where the Research will be Conducted must provide a signature (only one signature from the Authorized Official is required if both institutions are the same).
3. Scan and upload the signed signature pages including the routing slip in the Print/Upload Signature Pages task in ResearchNet prior to submitting your application.

Task 9: Confirm Documents Sent

The documents listed below must be sent to CIHR courier-stamped by the deadline date in order for your application to be considered complete.

If not scanned and attached under "Transcripts" in the "Attach Other Application Materials", please provide:

- Official Transcripts (including Undergraduate & Graduate transcripts and transcript from the fall session prior to the CIHR deadline)

Task 10: Preview Application Materials

Review your application and print a PDF copy. If a task is incomplete, you must provide the missing information to successfully submit your application.

Task 11: Consent and Submit Application

Submit Application

You must review the terms listed and respond to the questions regarding consent in order to submit your application.

You must click Submit to send your application.

Modified: 2011-07-07

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