Instructions for 2023-24 Queen's University Ontario Graduate Scholarship (OGS) application

GO TO OUR WEBSITE:

Click on OGS application button on the SGSPA website.

ARE YOU ELIGIBLE?

Make sure to review the eligibility requirements for this application, to determine if you are eligible to apply to this competition.

If you meet all the eligibility requirements, proceed to the online OGS application website by clicking on the link: "Access the Online OGS Application".

ONLINE APPLICATION WEBSITE:

queensu.ca/grad-postdoc/apps/ogs/ is the SGSPA OGS online application website.

CREATE AN OGS APPLICATION ACCOUNT:

For Queen's Students: Note that if you are a current Queen's student you can click where directed, under "Applicants with an active Queen's NetID" to sign on to the OGS application site via the Queen's University Single Sign On (SSO) website, using your NetID. When you successfully login, your OGS application account will be created. If for some reason you choose to use the login for Non-Queen's Students, that will still work, but you will have to verify your email address in order to proceed (see below).

For Non-Queen's Students: First time users: Under "Sign in", click the "registration page" link to create an OGS account. Fill in the information there under "Registration for Non-Queen's University Applicants". If you have previously set up an OGS account, you can enter your email and password on the OGS homepage and click the "Sign in" button to login.

Email verification: You should receive an email from sgspa.ogs@queensu.ca or ogs@queensu.ca, with a 6 digit passcode for you to enter. You will need this passcode to complete the "Email Verification" step of your application (more information below). This allows us to verify your identity.

Sometimes the email generated goes to the applicant's junk, spam or trash mailbox, so check there. If you're still having problems getting the verification email use the "Contact Us" form from within the OGS application, or email sgspa.ogs@queensu.ca directly.

SELECT YOUR OGS APPLICATION:

You should now be on a screen that reads, "There are two different OGS Applications. Please answer the following questions to determine which type of application to create."

Answer the questions. Depending on your responses, you will be directed to submit either:

1. The OGS application for NEW students: This is for students who will be starting a new graduate degree in 2023-24. This category is also for current Queen's Master's students who will be applying to the PhD program at Queen's for 2023-24.
   OR

2. The OGS application for CONTINUING students: This is for students who are currently enrolled in graduate studies at Queen's University and who will be continuing on in the *same graduate degree, in the same department/ program*, in 2023-24. For example if you are in year 1 of a PhD here in 2023-24, your responses to these questions should lead you to the OGS application for Continuing students, so that you can apply for OGS for your 2nd year of study in the PhD in 2023-24.

DASHBOARD:

After you answer the question and select the application to use, you should now be on a screen with the words "Dashboard - OGS Application" near the top of the screen. From this screen you will be able to see all details about the status of your OGS application until the application is considered complete. You will also be able to log out of your application from the dashboard, and access our contact us page from the dashboard.

THE OGS APPLICATION:

On the dashboard screen, you should see a link title "Edit" for each section of the OGS application:

1. Personal Information
2. Previous Awards (this required section collects information about prior funding from the federal funding agencies SSHRC, NSERC or CIHR, or previous awards from the Ontario government, in the form of OGS, QE II GSST or OTS awards. We need this information as part of the OGS eligibility check we do).
3. Awards and Prizes (optional)
4. Research Proposal
5. Publications
6. Significant Accomplishments (optional)
7. (For non-Queen's Students) Email verification. This section can be completed at any time. To complete it, you will need the passcode from the email sent when you first established your OGS account.

Some sections are mandatory, and some sections are optional. Review any on-screen instructions. Fill in all the mandatory sections and any optional sections you want.

SAVE YOUR WORK:

MAKE SURE you click on "Save" button in each section frequently, to ensure all the data you have entered gets saved. When you complete each section, clicking on the "Save and mark complete" button will mark the section as complete in your application.

TIMEOUT OF SESSION:

Each session times out after 30 minutes of inactivity. Save your data at regular intervals.

REFERENCES:

1. **FOR CONTINUING STUDENTS:** OGS applicants who are current graduate students who will be in the same graduate degree, in the same department/ program, in 2023-24, will be required to submit information for 2 referees who have agreed to submit letters of reference in support of their OGS application.
2. **FOR NEW STUDENTS**: OGS reference letters are NOT REQUIRED for OGS applicants who will be starting a new graduate degree in 2023-24. The reference letters submitted when you applied or apply to a graduate program for 2023-24 will be used in the evaluation of your OGS application.

Queen's Master's students who will be applying to the PhD program at Queen's for 2023-24 do not have to provide OGS reference letters. The reference letters submitted when you applied or apply to a graduate program for 2023-24 will be used in the evaluation of your OGS application.

All other sections of the OGS application are the same for both kinds of applicants.

APPLICATION COMPLETION:

Your application dashboard will display the status of each section as either "Incomplete" or "Completed". In order to submit your application all sections (including optional sections) must be marked as completed.

SUBMIT YOUR APPLICATION:

When all sections are complete the "Submit Application" button will be enabled. Click on "Submit application". You should receive an email confirming successful submission. Sometimes the email generated goes to the applicant's junk, spam or trash mailbox, so check there.

MULTIPLE APPLICATIONS:

There is a limit of one application per applicant per program. If you need to submit application to another program, use the "My Applications" link on the top navigation bar. The "My Applications" will allow you add an additional application, and switch between your applications.

FOR YOUR REVIEW:

You can log back into the application queensu.ca/grad-postdoc/apps/ogs/ and review the status of your reference letters, and review your submitted application via the Dashboard, at any time. Changes to a submitted OGS application are not permitted.

OGS REVIEW:

The review of the OGS applications is done by the department/program you apply to, according to their own schedule and processes. It may take some time (several months) for the department/program to determine the outcome of the competition and to notify applicants of their decisions.

FREQUENTLY ASKED QUESTIONS (FAQ)

For technical issues related to the functioning of the OGS Application website you may email sgspa.ogs@queensu.ca. For any other issues please check the Q/A below or refer to the "Contact Us" page inside the OGS application to find out who to contact about your application.

Q: I created a continuing application when I should have created a new application. What do I do?

Use the "Contact Us" form, or email sgspa.ogs@queensu.ca directly and request your application be converted to the appropriate type. Both contact methods are monitored during normal SGSPA office hours.

Q: Do my references need to submit before the deadline date?

It is left up to each program/department to determine how they enforce their deadline dates. Your references will be able to access their evaluation form after the deadline. Please check with the program/department you've applied to, to find out how they enforce deadlines.

Q: Why have my references not been contacted yet?

We don't contact your references until after you've submitted your application. If you've submitted your application and your referees haven't been contacted, you can either email sgspa.ogs@queensu.ca or the program you submitted your application to and request the email be re-sent to the referees.

Q: I've submitted my application but need to change one of my referees.

Use the "Contact Us" form or email sgspa.ogs@queensu.ca with the title, name, affiliation, and email of your new referee and let us know who to replace.

Q: I submitted my application but noticed an issue, can I update my application?

All application submissions are final. We can update the data in the "Personal Information" section of an application (e.g. name, email, phone, address, referees), but no other sections can be updated after submission.

You can email the program/department you applied to, to see if they can accept an update.