



SCHOOL OF GRADUATE STUDIES
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To: Graduate Coordinators and Graduate Assistants
From: Monica Corbett
Date: August 10, 2020
RE: **2021-22 Canada Graduate Scholarships –Doctoral (CGS-D) competition**

APPLICATION DEADLINE: OCTOBER 15, 2020 at 4:00 p.m. EST

*****IMPORTANT REMINDER*****

Last year, the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council of Canada (NSERC) and the Social Sciences and Humanities Research Council of Canada (SSHRC) harmonized the Canada Graduate Scholarships –Doctoral (CGS-D) funding program. The primary goals of a harmonized CGS-D Program across the three federal granting agencies are to:

- Have consistent processes across the three agencies.
- Simplify the application and adjudication processes.
- Remove barriers.

HARMONIZED COMPETITION WEBSITE

This is the website for the harmonized CGS-D competition:

https://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSD-BESCD_eng.asp

The harmonized timeline and program description are also shown on that website.

The website is hosted by NSERC, so NSERC is in the website address. But this is where all students and programs must go, for information, guidelines and complete instructions about the 2021-22 CGS-D competition.

All information is also available in French from this main website and all related websites. Under the *Official Languages Act*, federal institutions, including the tri-councils 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. Applications can be submitted in either official language.

APPLICATIONS TO CGS-D

There is NOT one harmonized CGS-D application. Each agency has maintained its own CGS-D application and application portals. The agencies' application portals are all now open and applicants may begin preparing their applications (see below).

DEADLINE

As of last year's competitions, we will have ONE DEADLINE for all three Doctoral level competitions, and this year's deadline is OCTOBER 15, 2020. This deadline is not a major change from historical deadlines for the doctoral level competitions for CIHR and NSERC applicants /programs. The harmonized deadline is about one month earlier than Queen's historical internal SSHRC Doctoral deadline, prior to November 2019.

COVID-19: Special Circumstances

The agencies have added "pandemic" to the list of special circumstances that applicants may cite as having an impact on their research and academic trajectory.

Below are details of the **2021-22 CGS-D competition**.

Names of CGS-D award: The names of each agency's CGS-D award have not changed. The names are:
CIHR—Frederick Banting and Charles Best Canada Graduate Scholarships Doctoral Awards
NSERC—Alexander Graham Bell Canada Graduate Scholarships
SSHRC—Joseph-Armand Bombardier Canada Graduate Scholarships

Objective: The objective of the program is to promote continued excellence in Canadian research by rewarding and retaining high-calibre doctoral students at Canadian institutions. By providing support for a high-quality research training experience to awardees, the CGS-D program strives to foster impacts within and beyond the research environment. The CGS-D program supports students engaged in doctoral programs in all academic disciplines. This support allows scholars to fully concentrate on their doctoral studies, to seek out the best research mentors in their chosen fields and contribute to the Canadian research ecosystem during and beyond the tenure of their awards.

Online Application: Currently there is no harmonized application for this competition. Each agency's CGS-D application is online, and there are agency-specific portals and process. The applications are located as follows:

CIHR: <https://www.researchnet-recherchenet.ca/rnr16/LoginServlet?language=E>

NSERC: http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/Index_eng.asp

SSHRC: https://webapps.nserc.ca/SSHRC/faces/logon.jsp?lang=en_CA

Overview of CGS-D program*:

Value of award	\$35,000 per year
Duration of Award	36 months
Tenure of award	To be held at a Canadian university only
Queen's deadline to apply	October 15, 2020**
Results announced by agencies	April 2021

*** This is not the process or deadline for current students or post-doctoral fellows to apply to the post-doctoral competitions of each agency. Check the agency's website for information about post-doctoral level funding.**

Direct applicants have a different deadline. Applicants who are eligible for CGS-D funding, but who do not meet the criteria for applying through a university (see below) have to apply directly to the appropriate agency using that agency's application, before 8:00 p.m. (ET) on October 17, 2020. Applicants who meet the criteria for applying through a university, **must not apply directly to CIHR, NSERC or SSHRC. If they do so, their application will be rejected from the competition.

Online Application: Each agency's CGS-D application is online, using agency-specific portals and process. The applications are located as follows:

CIHR: <https://www.researchnet-recherchenet.ca/rnr16/LoginServlet?language=E>

NSERC: http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/Index_eng.asp

SSHRC: https://webapps.nserc.ca/SSHRC/faces/logon.jsp?lang=en_CA

Agency-specific doctoral awards: In addition to the CGS-D, each agency has its own doctoral awards. As has always been the case, applicants complete and submit one application to be considered for both a CGS-D scholarship and an agency-specific doctoral award. CGS-D scholarships are offered to top-ranked eligible applicants and other applicants are offered the agency-specific doctoral award. Refer to the appropriate agency's website for details.

Selecting the appropriate agency: Applicants must complete the agency application that is best aligned with their research subject matter to ensure that it is reviewed by experts in disciplines closest to their field(s) of study. For more information on selecting the appropriate federal granting agency, refer to science.gc.ca.

Quotas: The term "quota" refers to the maximum number of applications Queen's can forward to each agency's national competition. Eligible universities receive separate quotas from each agency (CIHR, NSERC and SSHRC). Queen's University will have a quota for each agency's CGS-D competition, but not all quotas have been released yet. When all our quotas are known, we will send a separate message to all departments/programs.

Eligibility to apply¹: To be eligible to apply for CGS-D, an applicant must:

- be a Canadian citizen or a permanent resident of Canada, as of the application deadline date
- have completed **no more than 24 months** of full-time study in their doctoral program by December 31, 2020 if previously enrolled in a master's program
- have completed **no more than 36 months** of full-time study in their doctoral program by December 31, 2020 if enrolled in a joint program; for example, MD/PhD
 - applicants who fall into this category have access to the 36-month window whether or not they were previously enrolled in a master's program
- have completed **no more than 36 months** of full-time study in their doctoral program by December 31, 2020 if admitted directly from a bachelor's to a PhD program (with no time spent in a master's program)
 - direct-entry applicants must be enrolled in their doctoral program at the time of application for the CGS-D

Eligibility for CGS-D is based on the number of months of full-time study that will be completed by **December 31, 2020**. Two terms of part-time study count as one term of full-time study. The months of study completed are calculated starting from the date on which an applicant is officially registered in the doctoral program; this also applies to applicants who:

- registered in a Master's program and subsequently transferred to a doctoral program (fast-track, which we call promotion); or
- registered in a doctoral program, even if a Master's degree is obtained as part of the program (e.g., MA/PhD. NOTE: We do not have the combined MA/PHD at Queen's).

An applicant who commenced studies in a doctoral program directly from an undergraduate program (i.e., never enrolled in a Master's program) must be enrolled in their doctoral program at the time of application to the CGS-D competition. These applicants may be eligible to apply to the Canada Graduate Scholarship-Masters ([CGS M program](#)) for their first year of doctoral funding, instead of CGS-D.

The agencies count all studies toward the doctoral degree for which funding is requested, whether or not they were completed at the degree-granting institution and whether or not they are in a same subject/research area as that which the applicant will pursue or is currently pursuing.

Program of study eligibility: An eligible doctoral program must include a significant research component that leads to the completion of a thesis, major research project, dissertation, scholarly publication, performance, recital and/or exhibit that is merit/expert-reviewed at the institutional level as a requirement for completion of the program.

¹ These are eligibility requirements for the CGS-D competition. Some eligibility requirements for CGS-D differ from those of the agency -specific doctoral awards. Applicants must review the eligibility requirements for the agency -specific doctoral awards, as well as information on awards tenable at institutions outside Canada, from the agency's website.

Joint programs with a professional degree (e.g., MD/PhD, DVM/PhD, JD/PhD, MBA/PhD) as well as **clinically oriented programs of study**, including clinical psychology, are eligible if they have a significant autonomous research component as described above.

Where to submit the application: An applicant must apply through a Canadian institution OR directly to the appropriate agency. Failure to submit an application through the correct channel may result in an application being rejected from the competition.

This table clarifies the application process for some sample potential applicants:

Applicant's status at time of application (Fall 2020 term)	Where to submit application
Registered in any degree program at a Queen's University Note: This includes applicants on an approved leave of absence from Queen's at the time of application	Queen's University. Even if you plan to register at a different university in 2021-22, you still submit your application through Queen's University, not the university you will attend in 2021-22, nor directly to the agency.
Not currently registered in a degree program at Queen's University but was registered in a degree program for any period of the calendar year 2020	Queen's University
Registered concurrently at Queen's University and at a foreign post-secondary institution (e.g., in a cotutelle, or on exchange).	Queen's University
Not registered at any time during the calendar year 2020 at Queen's University or any other Canadian university	Directly to the appropriate agency by the deadline of October 17, 2020.

To complete the application process, students must refer to the appropriate agency's instructions.

- [CIHR instructions](#)
- [NSERC instructions](#)
- [SSHRC instructions](#)

Indigenous applicants: Universities may recommend applications from self-identified Indigenous applicants to the doctoral awards competition beyond their application quota. Indigenous applicants must agree to their personal information being used for this purpose by making the appropriate

selection in the application form. Any such applications will be evaluated through the regular adjudication processes and must meet all application and eligibility requirements in order to be considered in the university-level competition.

Self-identified Indigenous applicants who have to apply directly to the appropriate agency are automatically evaluated at the national competition.

Transcripts requirements: SPECIAL ARRANGEMENTS, THIS YEAR ONLY: Transcripts are a mandatory requirement for the CGS-D application, and there are no exceptions. Normally applications that do not include up-to-date official transcripts of all current and previous studies will be automatically and irreversibly rejected by SGS.

However, the disruption caused by the COVID-19 pandemic may hinder the ability of some applicants to access official and up-to-date versions of their transcripts in advance of the deadline date, particularly at institutions which do not currently provide official electronic versions of these documents. To date, only NSERC has declared that the inclusion of **unofficial transcripts in lieu of official transcripts will not lead to automatic disqualification**. Clarification of the transcript requirements for CIHR and SSHRC is expected soon.

Queen's University is currently producing official transcripts as pdfs, and that version will be acceptable for the purpose of this year's CGS-D competition (all CGS- D applications must include a Queen's transcript).

Keeping in mind that unofficial transcripts may or may not be permissible, and to be clear, each agency's CGS-D complete application must include **up-to-date transcripts of all current and previous study**. Here are the rules about transcripts:

- a. **Up-to-date transcripts** are defined as official transcripts dated or issued in the Fall 2020 term (if currently registered) or after the last term completed (if not currently registered).
- b. **Official transcripts** are defined as transcripts issued by the Registrar's Office of the university. Transcripts from other sources, such as those printed from the student's SOLUS account (or equivalent) are not official. If unofficial Queen's transcripts are permitted, they should be the version that Queen's staff members can access, not the SOLUS version that the student can access.
- c. An official transcript includes one copy of the **transcript legend**. Without the legend, the transcript is considered incomplete and the application will be rejected.
- d. Transcripts from the student file in the department/program are not acceptable, unless the department/program has an up- to -date official transcript or transcripts that meet the requirements under a. and b. and c. above. Photocopies are not acceptable.
- e. SGS staff will not retrieve transcripts from a student file nor from the student's online application to graduate studies for the CGS- D application. An exception is made only for transcripts issued by universities outside of North America. Students who need those kinds of transcripts for the purpose of applying to the CGS- D competition should contact the School of Graduate Studies well in advance of the October 15, 2020 deadline. A small fee for copying the international transcript(s) will be charged.

- f. A transcript is required for all programs listed in the application, even if the program was not completed.
- g. **Applicants currently enrolled in a degree program at Queen's University as of Fall 2020 term must provide an up-to-date Queen's University transcript to demonstrate registration in the program, even if there are no grades on the up-to-date Queen's transcript.** This requirement also applies to students who **start** their programs of study in Fall 2020 at Queen's University, and even if there are no grades on the up-to-date Queen's transcript.
- h. Applicants registered in a degree program that does not have any course work, must still provide an up-to-date transcript to demonstrate registration in the program.
- i. If an applicant has transcripts written in a language other than English or French, the applicant must provide a certified English or French translation.
- j. Applicants should retain the paper copy(ies) of any uploaded transcripts, as they may be asked to provide these for verification purposes at any point in the process.

Applicants must also follow the agency's specific instructions for providing their transcripts. Applications with transcripts that do not respect the agency's requirements will be rejected.

CIHR: (may be revised at a later date) requires the applicant to upload PDF copies of up to date official transcripts including legends of all current and previous studies to their application in ResearchNet. (CIHR doctoral level applicants have always done this). Complete instructions are provided by CIHR. Successful uploading of all required up- to- date official transcripts is the responsibility of the applicant, and must be completed in time for the application to be submitted online by the October 15, 2020 deadline.

SSHRC: (may be revised at a later date) requires the applicant to upload PDF copies of up –to- date official transcripts including legends of all current and previous studies to their application in the SSHRC online application portal. Successful uploading of all required up- to- date official transcripts is the responsibility of the applicant, and must be completed in time for the application to be submitted online by the October 15, 2020 deadline.

NSERC requires that the up-to-date official transcripts (if being issued by the university; otherwise unofficial versions are acceptable) including legends of all previous and current studies be scanned and uploaded, in the Transcripts - University page of each application, by SGS staff (this has been NSERC's method for quite a few years). It is the responsibility of the applicant to ensure that the SGS has a copy of all up-to-date official transcripts for all the degree programs listed under Academic Background section of their application, *****BY THE NSERC TRANSCRIPT DEADLINE OF OCTOBER 8, 2020*****. **Either hard copies or electronic copies of transcripts are acceptable.**

The transcript deadline of October 8, 2020 will hopefully allow enough time for the transcripts to be uploaded to the application by the university designate (see next paragraph) so that the NSERC application can be submitted by the applicant by the October 15 deadline.

The NSERC online application process requires universities to assign a university designate(s) who will upload transcripts for applicants. There is a place in the online application where the applicant has to enter the university designate’s name and email address (in the Transcripts – University page). For this 2021-22 CGS-D competition, the name for the applicant to enter is Monica Corbett, and the email address is corbettm@queensu.ca .

The NSERC applicant is responsible for checking that their transcripts have been uploaded to their application. The applicant, not the university official, is responsible for ensuring that their transcripts are complete and legible once uploaded. In all cases, the applicant is responsible for ensuring that the application is complete by reviewing the final version of the on-line application before it is submitted.

Reference requirements: 2 references are required for each agency’s CGS-D application. Detailed instructions for this part of the application have been provided by each agency in their Instructions.

Selection criteria: The selection criteria for the CGS-D competitions are:

Criteria	Description	Weight
Research ability and potential	<p>Indicators of research ability and potential:</p> <ul style="list-style-type: none"> ○ quality of research proposal <ul style="list-style-type: none"> ○ specific, focused and feasible research question(s) and objective(s) ○ clear description of the proposed methodology ○ significance and expected contributions to research ○ relevant training, such as academic training, lived experience and traditional teachings ○ research experience and achievements relative to the applicant’s stage of study, lived experience and knowledge systems ○ quality of contributions and extent to which they advance the field of research—contributions may include publications, patents, reports, posters, abstracts, monographs, presentations, creative outputs, knowledge translation outputs, community products, etc. ○ demonstration of sound judgment and ability to think critically ○ demonstration of responsible and ethical research conduct, including honest and thoughtful inquiry, rigorous analysis, commitment to safety and to the dissemination of research results and adherence to the use of professional standards ○ enthusiasm for research, originality, initiative, autonomy, relevant community involvement and outreach ○ ability or potential to communicate theoretical, technical and/or scientific concepts clearly and logically in written and oral formats 	50%

Criteria	Description	Weight
Relevant experience and achievements obtained within and beyond academia	Indicators of relevant experience and achievements obtained within and beyond academia: <ul style="list-style-type: none"> ○ scholarships, awards and distinctions (amount, duration and prestige) ○ academic record <ul style="list-style-type: none"> ○ transcripts ○ duration of previous studies ○ program requirements and courses pursued ○ course load ○ relative standing in program (if available) ○ professional, academic and extracurricular activities as well as collaborations with supervisors, colleagues, peers, students and members of the community, such as <ul style="list-style-type: none"> ○ teaching, mentoring, supervising and/or coaching ○ managing projects ○ participating in science and/or research promotion ○ participating in community outreach, volunteer work and/or civic engagement ○ chairing committees and/or organizing conferences and meetings ○ participating in departmental or institutional organizations, associations, societies and/or clubs 	50%

Queen’s University internal review processes: Note that we have an internal university level deadline only. Last year, SSHRC harmonized with CIHR and NSERC and ceased to require a department/program appraisal form or departmental ranking. This means, there does not have to be a department/program SSHRC deadline.

Also note that applications are submitted online by the applicant, checked online by staff at the SGS, reviewed electronically by the relevant School of Graduate Studies Fellowship/Awards subcommittee members (see below) and will be submitted online to each agency by the harmonized deadline of November 21, 2020 by the university’s Scholarships Liaison Officer (SLO). At Queen’s University, the SLO is the Director of Admissions and Student Services, Monica Corbett. Monica, and the SGS Awards Officers, Erfanieh (Erfan) Aghdasi and Tanya Broadfoot, are the only staff people with access to the agencies’ online databases. Departments /programs will not be able to review their students’ applications in the database. SGS staff will be able to save the applications as pdfs and send them the departments/programs. SGS would do that if there was something in an application that had to be clarified, such as the proposed research, or the eligibility of an applicant, etc.

Internal Selection Processes and Participants: The School of Graduate Studies at Queen's University is responsible for coordinating the internal selection process for the CGS-D applications. At Queen's members of the School of Graduate Studies Fellowship Committee and/or Graduate Councils' Fellowships Subcommittees will normally review and rank the applications received from their Council/Committee. Normally the reviewers will be the elected/appointed members of the Graduate Council Award Subcommittees.

Reviewers from the Health Sciences Graduate Council will review and adjudicate the CIHR CGS-D competition.

Reviewers from the Arts/Social Sciences Graduate Council will review and adjudicate the SSHRC CGS-D competition. The SSHRC CGS-D applications and adjudication will be split between a Humanities CGS-D competition and a Social Sciences CGS-D competition.

A reviewer or reviewers from the School of Business and/or the Faculty of Education and/or the Faculty of Law will be invited by SGS to participate in the adjudication of the SSHRC Social Sciences CGS-D competition if an application or applications are received from students who are or will be in the Doctoral program in those Faculties/Schools.

Reviewers from the Science Graduate Council will review and adjudicate the NSERC CGS-D competition from applicants in life sciences, physical sciences and computing and math. The NSERC CGS-D applications and adjudication will be split between a Life Sciences CGS-D competition and a Physical Sciences CGS-D applications.

Reviewers from the Applied Science and Engineering Graduate Council will review the NSERC CGS-D competition from applicants in engineering and applied sciences.

The task for these review committees is to select those applications that Queen's will forward to the national competitions in fulfilment of the university's quota, using the selection criteria shown above.

The SGS will notify all applicants of the outcome of the university's internal selection process. Departments/programs will also be informed of the internal results.

Notification of results: Applicants whose applications were submitted to the agencies, whether directly or via their institution, will be notified of results in April 2021. The agencies will also publish the names (and other basic award information) of scholarship recipients on their respective websites. For more information about this, see the [Access to Information Act and the Privacy Act](#).

Conditions of the award: Applicants and award holders must comply with the policies and guidelines set out in the [Tri-agency Research Training Award Holder's Guide](#) and in any other documents related to scholarship applications and awards. The agencies reserve the right to interpret and enforce the policies and guidelines for their funding opportunities set out in their published materials.

Award holders may be eligible to hold their awards part-time. Refer to the [Tri-agency Research Training Award Holder's Guide](#) for further information.

Related opportunities: CGS-D holders may be eligible for:

- [Canada Graduate Scholarships—Michael Smith Foreign Study Supplements Program](#)
- [Canada Graduate Scholarships to Honour Nelson Mandela](#)
- [SSHRC supplements and related initiatives](#)
- [NSERC supplements](#)
- [CIHR related initiatives](#)

Contact information for the agencies: For further information, contact the appropriate agency:

CIHR Contact Centre
support-soutien@cihr-irsc.gc.ca

NSERC
schol@nserc-crsng.gc.ca

SSHRC
fellowships@sshrc-crsh.gc.ca

Please inform your students of this competition and university deadline as soon as possible.

Thank you for your assistance. Please contact Erfan Aghdasi (aghdasie@queensu.ca), Tanya Broadfoot (tb120@queensu.ca) or me (corbettm@queensu.ca) if there are problems or questions.

Yours sincerely,



Monica Corbett
Director, Admissions and Student Services
School of Graduate Studies