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To: All Graduate Coordinators and Graduate Assistants
c. various undergraduate faculty offices at Queen's
From: Monica Corbett
Date: September 13, 2020
RE: **2021-2022 Canada Graduate Scholarships –Master's (CGS M) competition**

APPLICATION DEADLINE: DECEMBER 1, 2020 BEFORE 8:00 p.m. (ET)

Guidelines and complete instructions for the 2021-2022 Canada Graduate Scholarships – Master's (CGS M) competition are now available from this website:

http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM_eng.asp

The online *Canadian Common CV (CCV)* and the online *Research Portal* application for the 2021-2022 CGS M competition are accessed from the same website:

http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM_eng.asp

Clicking on this link will take you to a website displaying the NSERC banner and logo, but this is the procedure and information for CGS M applications to all three funding agencies: CIHR, NSERC and SSHRC.

All information is also available in French from all websites. Under the *Official Languages Act*, federal institutions, including 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) 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 via the Research Portal in either official language.

Below are details of the **2021-2022 CGS M competition**.

Description: The objective of the CGS M Program is to help develop research skills and assist in the training of highly qualified personnel by supporting students who demonstrate a high standard of achievement in undergraduate and early graduate studies. The CGS M Program supports up to 3,000 students annually in all disciplines and is administered jointly by Canada's three federal granting agencies: CIHR, NSERC, and SSHRC. The selection process and post-award administration are carried out at the university level, under the guidance of the three agencies.

Students submit their application to the university at which they propose to hold their award via the Research Portal.

Qualifying Canadian universities receive a CGS M allocation indicating the number of students to whom they can award scholarships; these allocations are divided by broad fields of study: health, natural sciences and/or engineering and social sciences and/or humanities.

Eligibility to apply for funding: To be eligible to apply, an applicant must:

- be a Canadian citizen or a permanent resident of Canada;
- be enrolled in, have applied for, or apply for, full-time admission* to an eligible graduate program at the master's or doctoral level at a Canadian institution with a CGS M allocation. Applicants not currently enrolled in an eligible graduate program must apply for admission by university's and/or graduate program's internal deadline. Applicants are not eligible to receive or accept a CGS M offer from an institution where they are not currently enrolled in, nor have applied for admission to, an eligible program of study.
- have completed, as of December 31 of the year of application, between **zero and 12 months** of full-time studies (or full-time equivalent) in:
 - the master's program for which the applicant is requesting funding; **or**
 - the doctoral program for which the applicant is requesting funding if the applicant was admitted into a doctoral program directly from a bachelor's program (the applicant never registered in a master's program, or is registered in a combined master's-PhD program); **or**
 - a master's program, but the applicant is requesting funding for a doctoral program (an example is a student who has been or will be promoted from a master's to a doctoral program within 12 months of starting his or her master's and is seeking funding for the first 12 months of his or her doctoral program); and
- not have previously held a CGS M;
- have achieved a first-class average (A-, at Queen's), as determined by the host institution, *in each of the last two completed years of study* (full-time equivalent); and
- submit a maximum of one scholarship application per academic year to either CIHR, NSERC or SSHRC.

* A part-time student registered in or applying to what is normally considered a full-time program is eligible to apply for and hold CGS M if the student is part-time for reasons of disability, illness or family responsibilities. The awarded amount will not be affected by the

part-time support arrangement; however, the duration and value of the award will be prorated accordingly.

Part-time students applying to or registered in part-time programs, are not eligible for this award.

Program of Study Eligibility: An eligible graduate program must have a significant research component. A significant research component is considered to be original, autonomous research 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.

Joint graduate degree programs with a professional degree (e.g. MD/PhD, DVM/PhD, JD/MA, JD/PhD, MBA/PhD, MA/MBA) are eligible if they have a demonstrated and significant research component as described above.

Clinically-oriented programs of study, including *clinical psychology* are also eligible programs if they have a demonstrated and significant research component as described above.

Professional Master's programs that are based only on course work are typically not eligible since they do not include a significant autonomous research component.

Tenure: Without exception, CGS M awards are tenable only at eligible Canadian universities.

Field of Research and Subject Matter Eligibility: CIHR, NSERC and SSHRC support and promote high-quality research in a wide variety of disciplines and areas which are divided into broad fields of research (health, natural sciences and engineering, and social sciences and humanities). This includes research that bridges two or more disciplines or that requires the skills of several disciplines.

Applicants are asked in the CGS M application to categorize their proposed "field of research" as belonging to one of health, natural sciences and engineering, or social sciences and humanities. However, the School of Graduate Studies of Queen's University is responsible for approving the applicant's categorization, and may override it if appropriate. This distinction is important because a university can only award these scholarships according to the agency-specific CGS M allocations they receive. Universities must ensure that agency-specific scholarships are awarded to applications eligible under each agency's research subject matter guidelines.

The onus is on the applicant to ensure they are directing their application to the most appropriate field of research. Applicants unsure of which granting agency is most appropriate must refer to the website *Selecting the Appropriate Federal Granting Agency* (<http://www.science.gc.ca/default.asp?lang=en&n=FEE7261A-1>).

Applicants should contact the graduate studies office at the university where they intend to apply for admission, or where they are currently, or will be, registered in an eligible program of study, for further guidance on subject matter eligibility.

Application Procedure: To apply for the CGS M scholarships, all applicants must complete and submit an application using the Research Portal.

Applicants must consult these instructions when completing their application:
http://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/CGS_M-BESC_M_eng.asp.

In the Research Portal, applicants have the option to select up to three institutions where they wish to hold the award. Applicants must only select institutions where:

- they are currently admitted to or enrolled full-time in an eligible program of study and wish to pursue their studies in that same program; or
- they will apply for full-time admission to an eligible program of study by the deadline set by their intended university and/or graduate program.

In addition, the *Canadian Common CV (CCV)* must be completed and linked to the application. Full instructions on the CCV are available to the applicant online.

Transcripts are also required (see Transcripts section below).

Note that there is no form for the department/program to complete in this process. Applications are submitted online by the applicant, checked online by staff at the School of Graduate Studies (SGS), reviewed electronically by the relevant SGS Fellowship Committee/Subcommittee members, and submitted to the Tri Agencies online by Queen's University's Scholarships Liaison Officer (SLO), Monica Corbett.

2021-2022 Allocations: For the 2021-2022 CGS-M competition, Queen's University will award the following number of scholarships:

CIHR CGS M	NSERC CGS M	SSHRC CGS M	TOTAL
9	28	46	83

Transcripts: Applicants will upload all transcripts to their online application. Full instructions are on the website. All presentation standards listed on the website must be followed.

A transcript legend must be included with the uploaded transcript.

Up to -date, official transcripts of all undergraduate and graduate studies for all programs of study listed in the CCV must be included with the application, even if these studies have been discontinued or if courses have been completed but were not part of a program of study, or if there are in-progress courses on the transcript.

Up-to-date transcripts are defined as transcripts dated or issued in the fall session of the year of application (so, in Fall 2020 term, if currently registered) or **after** the last term completed (if not currently registered). Transcript legends must be included.

Applicants enrolled in any program at Queen's at the time of application to the CGS M competition must upload an official Queen's transcript including the Queen's transcript legend. There are no exceptions made to this requirement.

Applicants who are already registered in their graduate program of study at the time of application must submit a transcript for this program, regardless of the number of months completed, to demonstrate registration in the program. 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.

Up-to-date official transcripts are also required in order to determine if the applicant has achieved a first-class average in each of the last two completed years of study.

Applicants should retain copies of any uploaded transcripts, in case the applicant or the university is asked to provide it for verification purposes at any point in the process.

IMPORTANT UPDATE: Transcripts for the Tri Agency Scholarships and Fellowships competitions with deadlines in Fall 2020 term (September 1-December 31, 2020)

CIHR, NSERC, SSHRC acknowledge that the widespread disruption caused by the COVID-19 pandemic may hinder the ability of some institutions to provide applicants with official and up-to-date transcripts in advance of the deadline date, particularly at institutions which do not currently provide official electronic versions of these documents. Therefore, for the Fall 2020 scholarships and fellowships competitions, the agencies will accept unofficial transcripts if official transcripts cannot be obtained.

At Queen's, the Office of the University Registrar will provide an electronic version of the official Queen's transcript which will be accepted for applicants to upload with their CGS M application this year. Transcripts are also required of other university level studies. Official transcripts should be obtained if possible, but unofficial transcripts will be acceptable this year. Applicants should contact the university or universities previously attended to determine what kind of transcript can be provided and in what format.

Submission of an application will continue to serve as a formal attestation that the applicant has provided true, complete, and accurate information in the application and its related documents.

Reference Assessments: Each application must be accompanied by two Reference Assessments. Individuals that are familiar enough with the applicant's research and other abilities so that they can provide a meaningful commentary (for example, current or previous academic research supervisor, industrial supervisor, teacher or thesis advisor) should complete the assessments. Assessments cannot be completed by a proposed supervisor unless that person is currently, or has already been, the applicant's supervisor and can provide an informed assessment.

Applicants must contact their proposed references to ensure they are willing to complete an assessment in time for the application deadline. After confirming this, in the appropriate section of the application, applicants will enter the required information for each of the

references. Once the information is saved, references will receive a system-generated email containing the link to their reference assessment. Referees have the option to decline the invitation to submit a reference. When this happens, the applicant must identify another referee.

Applicants will not be able to submit the application until the two assessments have been completed and linked to the application. **It is the applicant's responsibility to ensure that the reference assessments are completed early enough to allow the applicant to submit their application in the Research Portal before the December 1 deadline. It will not be possible to submit late applications: the Research Portal will close as of the deadline.**

Referees can get more information about the Reference Assessment Form, from the video tutorial [Canada Graduate Scholarships–Master's Program – Instructions for Completing the Reference Assessment Form](#).

Deadlines: There are three deadline dates associated with the CGS M Program:

a. Application deadline (date by which the complete application must be submitted by the applicant): **December 1, 2020**. Applications must be submitted using the Research Portal, before 8:00 p.m. (ET) on December 1, 2020.

Note: As this deadline date approaches, processing delays may stem from a high volume of users on the Research Portal, which may prevent the timely submission of the application. Requests to submit late applications will not be accepted under any circumstances. No changes or updates can be made to an application once it has been submitted. Only personal contact information can be updated by the application through their Research Portal account.

b. Results deadline (date on which institutions will begin posting their competition results into the Research Portal): **April 1, 2021**.

c. Deadline for Acceptance and declines of offers: Applicants will have 21 days from the date of each offer of award to accept or decline the offer. If an offer of award is accepted, the system will automatically set all other offers and alternate statuses to "Declined". The status of offers not accepted or declined within the 21 days will also automatically be set to "Declined".

Review Procedures: The School of Graduate Studies at Queen's University is responsible for coordinating the selection process for the CGS M applications. Subcommittees are comprised for this purpose, whose members are elected or appointed by the Graduate Councils/Committees through the Councils'/Committees' procedures. Applications will be grouped according to the 3 general research areas of health, natural sciences and engineering, social sciences and humanities for review and adjudication.

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

Reviewers from programs in the Humanities/Social Sciences disciplines from the Faculty of Arts and Science Graduate Council, will review and adjudicate the SSHRC CGS M competition. If application numbers warrant and if relevant subcommittees have been established, the applications and adjudication will be split between a Humanities CGS M competition and a Social Sciences CGS M competition.

A reviewer or reviewers from the School of Business and/or the Faculty of Education and/or the Faculty of Law will be asked to participate in the adjudication of the SSHRC Social Sciences CGS M competition if an application or applications are received from students who are or will be in the Master's program in those Faculties/Schools.

Reviewers from programs in the Life/Physical Sciences disciplines from the Faculty of Arts and Science Graduate Council will review and adjudicate the NSERC CGS M competition from applicants in life sciences, physical sciences and computing and math. If application numbers warrant and if relevant subcommittees have been established, the applications and adjudication will be split between a Life Sciences CGS M competition and a Physical Sciences CGS M applications.

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

Successful applicants from the general area of health research will receive CIHR CGS M awards. Successful applicants from the general area of natural sciences and engineering research will receive NSERC CGS M awards. Successful applicants from the general area of social sciences and humanities research will receive SSHRC CGS M awards.

Selection Criteria: As required by the Tri-Agencies, members of the CGS M Subcommittees will use the following criteria and weightings when choosing CGS M recipients:

Criteria	Description	Weight
Academic Excellence	<p>As demonstrated by past academic results, transcripts, awards and distinctions.</p> <p>Indicators of Academic Excellence:</p> <ul style="list-style-type: none"> - Academic record (first class average) - Scholarships and awards held -Duration of previous studies -Type of program and courses pursued -Course load -Relative standing (if available) 	50%
Research Potential	<p>As demonstrated by the applicant’s research history, his/her interest in discovery, the proposed research, its potential contribution to the advancement of knowledge in the field, and any anticipated outcomes.</p> <p>Indicators of Research Potential:</p> <ul style="list-style-type: none"> -Quality and originality of contributions to research and development -Relevance of work experience and academic training to field of proposed research -Significance, feasibility, and merit of proposed research Judgment and ability to think critically -Ability to apply skills and knowledge -Initiative, autonomy and independence -Research experience and achievements relative to expectations of someone with the candidate’s academic experience 	30%
Personal Characteristics and Interpersonal Skills	<p>As demonstrated by the applicant’s past professional and relevant extracurricular interactions and collaborations.</p> <p>Indicators of Personal Characteristics and Interpersonal Skills:</p> <ul style="list-style-type: none"> -Work experience -Leadership experience -Project management including organizing conferences and meetings -The ability or potential to communicate theoretical, technical and/or scientific concepts clearly and logically in written and oral formats -Involvement in academic life -Volunteerism/community outreach 	20%

Notification of Decision: The CGS M announcements of results will be made by all universities during the first week of April. The results and offers of awards will be made by the university, on behalf of each of the three agencies, via the Research Portal. Following the one week window that university administrators will have to post their offers, applicants will have three

weeks to *Accept* or *Decline* the offers. Each university will may make subsequent offers when someone declines an offer, until the university has no scholarships remaining.

It is the responsibility of the applicant to check the Research Portal for results of the competition.

A student may only accept one CGS M offer. If they accept an offer, they will be deemed to have declined any other pending offers (if applicable), and they will not be eligible to receive further offers.

Applicants are not eligible to receive or accept a CGS M offer from a university where they are not enrolled in nor applied for admission to an eligible program of study.

Reversion lists: Reversion lists are generated from those eligible and ranked applicants remaining after our 2021-2022 allocations for each of CIHR, NSERC and SSHRC have been decided. Reversion lists will be used if someone offered a Queen's CGS M declines it or does not accept it by the deadline (see *Notification of Decision* above). The reversion list ranking results from the work of the subcommittees, who will compile a ranked list of all the applications reviewed in the competition they adjudicate. **The ranked position of someone on reversion will not be released to anyone.** Applicants who receive an award as a result of reversion will be notified through the same processes explained in *Notification of Decision* above.

Conditions of the Award: Awards must be held at the university where the offer of award originates. Awards are not intended to be portable between universities. Awards may be portable within the host university and within the same field (e.g. change of department/program) as long as award eligibility requirements continue to be met, and at the discretion of the host university.

Applicants and award holders must comply with the policies and guidelines set out in the **Tri-Agency Research Training Award Holder's Guide** *Canada Graduate Scholarships-Master's (CGS M) Award Holder's Guide* http://www.nserc-crsng.gc.ca/Students-Etudiants/Guides-Guides/TriRTA-TriBFR_eng.asp

and in any other documents related to scholarship applications and awards. In addition, the award is subject to final approval by the relevant agency before funds can be released.

The agencies reserve the right to interpret and enforce the policies and guidelines for their funding opportunities set out in their published materials.

Use and Disclosure of Information: All personal information collected as part of this program is used by the agencies and their research institutions, and by the relevant officials at Queen's University, to review applications, to administer awards and to monitor awards. It may also be used to determine the most appropriate funding jurisdiction, or to monitor overlap in federal support. Details on the use and disclosure of this information by the agencies can be found on the website of each agency. Each agency may publish the names and other limited award information of scholarship recipients on their websites in accordance with the agencies' policies on disclosure under the federal government's *Access to Information Act* and their

Privacy Act policies and guidelines related to the collection, use, retention and disposal of personal information.

Related Opportunities:

1. CGS M holders may be eligible to apply for the Canada Graduate Scholarships – Michael Smith Foreign Study Supplement (details on this website: http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSForeignStudy-BESCEtudeEtranger_eng.asp)
2. CGS M holders may be eligible to apply for the Department of National Defence Mobilizing Insights in Defence and Security (MINDS) scholarship initiative (details on this website: <https://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/dnd-minds-eng.aspx>)

Contact Information: Along with the School of Graduate Studies, applicants can contact any of Canada’s three federal granting agencies for information about this program. Applicants should correspond with the agency whose mandate corresponds to the applicant’s field of research.

CIHR: Email: cgsma@cihr-irsc.gc.ca

NSERC: Email: schol@nserc-crsng.gc.ca

SSHRC Email: fellowships@sshrc-crsh.gc.ca

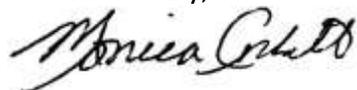
Technical support: For technical issues related to the research portal, contact The Helpdesk <https://portal-portail.sshrc-crsh.gc.ca/s/help-aide.aspx>

The agencies aim to respond to inquiries within 48 hours. During peak periods (November to January), response time may be delayed.

Please inform your eligible students of this competition and the December 1 deadline as soon as possible.

Thank you for your assistance. Please email one of the SGS Awards Officers, 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
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School of Graduate Studies