

Instructions for Queen's University Ontario Graduate Scholarship (OGS) competition, 2022-23

GO TO OUR WEBSITE: Click on OGS application button on the SGS website.

ARE YOU ELIGIBLE? 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 "Click here to access the OGS online application".

ONLINE APPLICATION WEBSITE: <https://webapp.queensu.ca/sgs/ogs/> is the SGS OGS online application website.

CREATE AN OGS APPLICATION ACCOUNT:

For Queen's Students: Note that if you are a current Queen's student you must click where directed, under "Login for Queen's Students with a NetID" to sign on to the OGS application via the Queen's University Single Sign On (SSO) website, using your NetID. When you successfully login, your OGS application account will be created.

For Non-Queen's Students: First time users: Under "Login for Applicants WITHOUT a NetID", click the "Registration Page" button to register. Fill in the information there under Registration for Non-Queen's University Applicants. If you have previously registered, you can enter your email and password and click the "Sign In" button to login.

Non-Queen's Students: You should receive an email from the OGS application, with a PASSCODE for you to enter. You will need this passcode to complete the "Email Verification" step (more information below). This allows us to verify your identity when using a non-queensu.ca email address.

Sometimes the email generated goes to the applicant's junk, spam or trash mailbox, so check there. Hotmail email addresses usually have issues, so if you have another email address, use that.

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."

Depending on your responses, you will be directed to submit either:

a. The OGS application for NEW students: This is for students who will be starting a new graduate degree in 2022-23. This category is also for current Queen's Master's students who will be applying to the PhD program at Queen's for 2022-23.

b. 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 2022-23. For example if you are in year 1 of a PhD here in 2022-23, 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 2022-23.

DASHBOARD: You should now be on a screen with the words “Dashboard: Ontario Graduate Scholarship Program 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(s). You will also be able to log out of your application from the dashboard, and access our contact page from the dashboard.

THE OGS APPLICATION: On the dashboard screen, you should see a button 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 GGST 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 Information” button in each section frequently, to ensure all the data you have entered gets saved. When you complete each section, clicking on the Mark Section Complete button near the top of page 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:

a. **FOR CONTINUING STUDENTS:** OGS applicants who are current graduate students who will be in the same graduate degree, in the same department/ program, in 2022-23, will be required to submit information for 2 referees who have agreed to submit letters of reference in support of their OGS application.

b. **FOR NEW STUDENTS:** OGS reference letters are NOT REQUIRED for OGS applicants who will be starting a new graduate degree in 2022-23. The reference letters submitted when you applied or apply to a graduate program for 2022-23 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 2022-23 do not have to provide OGS reference letters. The reference letters submitted when you applied or apply to a graduate program for 2022-23 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.

FOR YOUR REVIEW: You can log back into the application <https://webapp.queensu.ca/sgs/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.