

## CGSM Application Checklist – 2018-2019 Competition

### Order of Application Materials (pulled from [Research Portal](#) by graduate program)

1. Application Form
  - Outline of Proposed Research (max. 1 page)
  - Citations/Bibliography (max. 1 page)
  - Up-to-date official transcript of all undergraduate and graduate studies
  - Two (2) completed reference letters
2. Canadian Common CV

### Selection Criteria

#### 50% Academic Excellence

- As demonstrated by past academic results, transcripts, awards and distinctions.

#### 30% Research Potential

- As demonstrated by the applicant's research history, their interest in discovery, the proposed research, its potential contribution to the advancement of knowledge in the field, and any anticipated outcomes.

#### 20% Personal Characteristics and Interpersonal Skills

- As demonstrated by the applicant's past professional and relevant extracurricular interactions and collaborations.

Full description available at: [http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM\\_eng.asp](http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM_eng.asp)

### Eligibility

For eligibility criteria, please see: [http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM\\_eng.asp#eligibility](http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM_eng.asp#eligibility)

To be eligible to apply, applicant must:

- be a Canadian citizen or a permanent resident of Canada as of the 1 December 2017 application deadline
- be enrolled in, have applied for, or will apply for full-time admission to an eligible graduate program (see below) at the master's or doctoral level at UBC
- respect the internal deadline to apply for admission for your intended program of study
- have completed, as of 31 December 2017, between **zero and 12 months** of full-time studies (or full-time equivalent) in:
  - the master's program for which applicant is requesting funding; or
  - the direct-entry doctoral program for which applicant is requesting funding; or
  - the combined master's-doctoral program for which applicant is requesting funding; or
  - a master's program that was or will be fast-tracked to a doctoral program, and applicant is requesting funding for the first 12 months of this doctoral program
- not have previously held a CGS M
  - Note that for CIHR and NSERC, scholarship support for graduate studies (master's and doctoral) is limited to a lifetime maximum of four years (48 months) of full-time equivalency. If applicant has received the maximum support toward their graduate-level studies by any of the three federal granting agencies, they may not be eligible to apply for a CGS M.
- have achieved a first-class average in each of the last two completed years of study (full-time equivalent)
- submit a maximum of one scholarship application per academic year to either CIHR, NSERC or SSHRC

### 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. Master's programs that are based only on course work are not eligible since they do not include a significant research component. Any exceptions to this policy must be reviewed and approved by the Faculty of Graduate and Postdoctoral Studies, in consultation with the Tri-Agencies.

### First-class Academic Standing

It is expected that applicants will have achieved a first-class average, as determined by UBC, in each of the last two completed years of study (full-time equivalent). We may, in exceptional circumstances, offer CGSM funding to applicants who do not meet this eligibility requirement. Graduate programs nominating applications that do not meet the first-class requirement must provide a rationale for nomination. Please note that rationales should be *very compelling*, as the CGSM competition is quite competitive and Academic Excellence accounts for 50% of application evaluation at the master's level.

### Completeness

Full application instructions available at: [http://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/CGS\\_M-BESC\\_M\\_eng.asp](http://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/CGS_M-BESC_M_eng.asp)

An application will be considered incomplete, and therefore will not be accepted for the CGSM competition, for the following reasons:

- Transcripts
  - If the first-class average **cannot be calculated** without the missing transcript(s), the transcript portion of the application is considered **incomplete**.
  - If the first-class average **can be calculated** without the missing transcript(s), the transcript portion of the application is considered **complete**.

### Transcript Guidelines

Situation	Guidelines	Eligibility Status of Application
<b>Diploma or certificate</b> (college or CEGEP level) listed in CCV - transcript not included in the application.	Applicants are not required to include such transcripts. The transcript portion of the application is considered complete.	Eligible
<b>Course(s) credited to a degree program</b> (from a different institution) - transcript for credited course(s) not included in the application.	If the first-class average <b>cannot be calculated</b> due to the absence of transfer credit grade(s), the transcript portion of the application is considered <b>incomplete</b> .	Ineligible
	If the first-class average <b>can be calculated</b> despite the absence of transfer credit grade(s), the transcript portion of the application is considered <b>complete</b> .	Eligible
Transcript <b>issued before the fall term</b> which <b>confirms the completion</b> of a degree.	Transcript is considered complete and up to date.	Eligible
Transcripts which are <b>difficult to read</b> (e.g. watermarks).	<b>Follow up</b> with the candidate to obtain a legible copy	Eligible
Transcripts which are <b>missing pages, including the transcript key</b>	<b>Follow up</b> with the candidate to obtain missing pages	Eligible
<b>Degree listed in CCV</b> - transcripts not included in the application.	If the first-class average <b>cannot be calculated</b> without the missing transcript, the transcript portion of the application is considered <b>incomplete</b> .	Ineligible
	If the first-class average <b>can be calculated</b> without the missing transcript(s), the transcript portion of the application is considered <b>complete</b> .	Eligible
<b>Confirmation of current registration</b> in a degree program - transcript not included in the application.	If the first-class average <b>cannot be calculated</b> without the missing transcript, the transcript portion of the application is considered <b>incomplete</b> .	Ineligible
	If the first-class average <b>can be calculated</b> without the missing transcript, the transcript portion of the application is considered <b>complete</b> .	Eligible

<b>Confirmation of current registration</b> in a degree program - transcript not included in the application.	If the first-class average <b>cannot be calculated</b> without the missing transcript, the transcript portion of the application is considered <b>incomplete</b> .	Ineligible
	If the first-class average <b>can be calculated</b> without the missing transcript, the transcript portion of the application is considered <b>complete</b> .	Eligible
<b>Institution that does not provide a transcript</b> before the end of the program - <b>Official letter confirming current registration</b> in a degree program not included in the application.	Since the official letter does not contain grades, it cannot be used to calculate the first-class average. The transcript portion of the application is considered <b>complete</b> .	Eligible
<b>Non-official transcript</b> such as transcripts from student's account on the institution's website.	If the first-class average <b>cannot be calculated</b> without the missing official transcript, the transcript portion of the application is considered <b>incomplete</b> .	Ineligible
	If the first-class average <b>can be calculated</b> without the missing official transcript the transcript portion of the application is considered <b>complete</b> .	Eligible
<b>Degree programs in foreign institutions</b> - transcript <b>not translated</b> to either official languages (English or French) or <u>non-certified translation</u> included in the application.	A non-translated transcript or a transcript that includes a non-certified translation will not be accepted. If the first-class average <b>cannot be calculated</b> without the missing transcript, the transcript portion of the application is considered <b>incomplete</b> .	Ineligible
	A non-translated transcript or a transcript that includes a non-certified translation will not be accepted; however, if the first-class average <b>can be calculated</b> without the missing transcript, the transcript portion of the application is considered <b>complete</b> .	Eligible
<b>Transcript issued before the fall term</b> for a degree program in which the <b>candidate is still (currently) registered</b> .	If the first-class average <b>cannot be calculated</b> without the up-to-date transcript, the transcript portion of the application is considered <b>incomplete</b> .	Ineligible
	If the first-class average <b>can be calculated</b> without the up-to-date transcript, the transcript portion of the application is considered <b>complete</b> .	Eligible

- Outline of Proposed Research
  - Unacceptable
    - If the application is missing an Outline of Proposed Research
  - Acceptable, but subject to correction
    - If the Outline of Proposed Research exceeds one page by extending onto the Citations attachment, any material on the second page will be blacked out and will not be available to adjudicators.
    - If the Outline of Proposed Research does not adhere to the [Presentation Standards](#) outlined in the application instructions (font and margin size, etc.), the content of the proposal will be re-formatted according to the correct standards, and any content that does not fit within the space allowed will not be included in the file that is reviewed by adjudicators.

- Citations
  - Applicants are not required to provide citations
  - Acceptable, but subject to correction
    - If the Citations page does not adhere to the [Presentation Standards](#) outlined in the application instructions (font and margin size, etc.), the content of the Citations page will be re-formatted according to the correct standards and any content that does not fit within the space allowed will not be included in the file that is reviewed by adjudicators.

### Is the applicant in the right research area?

Applications may now be moved between agencies as appropriate, rather than being declared ineligible. Graduate programs are to ensure that the proposed research fits within the field of research chosen by the applicant (health sciences, natural sciences and engineering, or social sciences and humanities); if it does not, please indicate the appropriate agency in the Nomination Data Sheet and be certain to consider the application with the other applications in the appropriate agency. In addition, please notify G+PS of this change, as it will also require updating in the Research Portal.

### APPLICATION FORM

Number of months completed at time of taking up of award	<ul style="list-style-type: none"> <li>• Check months of all prior studies up to 31 December 2017; applicants should have completed, between zero and 12 months of full-time studies (or full-time equivalent; 2 months part-time is equivalent to 1 month full-time) in:           <ul style="list-style-type: none"> <li>○ the master’s program for which they are requesting funding; or</li> <li>○ the direct-entry doctoral program for which they are requesting funding, i.e., if they were admitted into a doctoral program directly from their bachelor’s program (they were never registered in a master’s program or they are registered in a combined Master’s-PhD program); or</li> <li>○ a master’s program, but they are requesting funding for a doctoral program (an example is a student who is fast-tracking from a master’s to a doctoral program within 12 months of starting their Master’s and is seeking funding for the first 12 months of their doctoral program)</li> </ul> </li> <li>• If total months of full-time study is greater than 12 in the degree program for which they are requesting funding, applicant is <b>not eligible</b> for CGSM</li> </ul>
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### FREE-FORM – PRESENTATION STANDARDS

<ul style="list-style-type: none"> <li>• Text must be single-spaced, with no more than six lines per inch.</li> <li>• The acceptable font is Times New Roman (regular, minimum 12-pt.) or a comparable font.</li> <li>• Condensed type is not acceptable.</li> <li>• Set margins at a minimum of 1.87 cm (3/4 of an inch) all around.</li> <li>• Use a left-justified, standard page layout.</li> <li>• Applicant’s name included in the page header on every page.</li> <li>• For multipage attachments, pages numbered sequentially.</li> <li>• The maximum number of pages permitted is indicated in each section of the application. Pages in excess of the number permitted will be removed.</li> <li>• The main body of the application should be written in either English or French and not in a mix of both official languages.</li> <li>• For transcripts or related documents written in a language other than English or French, translation of the document in English or French must be provided, see <a href="#">Transcript Guidelines table</a> above.</li> </ul>
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**FREE-FORM – OUTLINE OF PROPOSED RESEARCH**

- Maximum one (1) page
- [See additional notes above](#)

**FREE-FORM – CITATIONS**

- Maximum one (1) page
- [See additional notes above](#)

**TRANSCRIPTS**

<p>University Transcripts</p>	<ul style="list-style-type: none"> <li>• See <a href="#">Transcript Guidelines table</a> above</li> <li>• Calculate GPA for last two years of full-time study and <b>include on Nomination Cover Sheet</b>; if not first-class in either year, please provide justification letter for putting the application forward. The CGSM competition is weighted such that Academic Excellence, which includes students' marks, accounts for 50% of the applicant's score in adjudication; therefore, rationales for submitting an application below first-class average must be very compelling.</li> <li>• Calculate months of study as of 31 December 2017 in graduate program for which applicant is requesting funding; <b>include on Nomination Cover Sheet</b>.</li> </ul>
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**LETTERS OF REFERENCE**

<p>Number</p>	<ul style="list-style-type: none"> <li>• Must be two (2) provided</li> </ul>
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**CANADIAN COMMON CV**

<p>Academic Background (Education)</p>	<ul style="list-style-type: none"> <li>• <b>To include current (in progress) degree program</b></li> <li>• To include all degree programs completed or withdrawn; institutions where students did not register in a degree program may not appear in the academic background, as "transferred" was not an option in the CCV dropdown.</li> </ul>
<p>Other Fields</p>	<ul style="list-style-type: none"> <li>• The CGSM portal prevented applicants from uploading the incorrect CCV type. Some fields were required, and others optional. Apart from the academic background, none of these fields are absolutely required to be complete. Applicants should not, however, use a field for a purpose other than for what it was intended. Additional/irrelevant content should be removed.</li> </ul>