THE UNIVERSITY OF BRITISH COLUMBIA

Graduate and Postdoctoral Studies
www.grad.ubc.ca

170-6371 Crescent Road
Vancouver, BC, Canada V6T 1Z2

Phone 604 822 2848
Fax 604 822 5802

CGSM Application Checklist –2020-2021 Competition

Selection Criteria
- **Academic Excellence** (50%) - As demonstrated by past academic results, transcripts, awards and distinctions.
- **Research Potential** (30%) - 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.
- **Personal Characteristics and Interpersonal Skills** (20%) - As demonstrated by the applicant's past professional and relevant extracurricular interactions and collaborations.
- Full description is available at: http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM_eng.asp

Eligibility
- See: 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 2 December 2019 application deadline
- be enrolled in, have applied for, or will apply for full-time admission to an eligible graduate program at the master's or doctoral level at UBC
- respect the internal deadline to apply for admission for their intended program of study
- have completed, as of 31 December 2019,
  - between **zero and 12 months** of full-time studies (or full-time equivalent) in the program for which the applicant is requesting funding, which may be:
    - a master's program; or
    - a doctoral program that they are entering without having ever been enrolled in a master's program (that is, direct-entry); or
    - a combined master's-doctoral program; or
    - a master's program that will transition to an eligible doctoral program, either before or after award activation, with no master's degree conferred (that is, fast-track), or
    - a master's program for which the degree requirements will be completed before the end of the award, allowing the award to continue into an eligible doctoral program; or
  - between **four and 12 months** of full-time study (or full-time equivalent) in an eligible master's program for which the degree requirements will be completed before activation of the award, allowing it to be activated during the subsequent doctoral program for which they are requesting funding
- not have previously held 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

Note: for months of study, two terms of part-time study count as one term of full-time study.

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.
- Joint programs with a professional degree (for example, MD/PhD, DVM/PhD, JD/MA, JD/PhD, MBA/PhD, MA/MBA) are eligible if they have a significant autonomous research component, as described above.

- Clinically-oriented programs of study, including clinical psychology, are also eligible programs if they have a significant research component, as described above.
- Master's programs that are based only on course work are typically not eligible since they do not include a significant autonomous research component.

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
- See: http://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/CGS_M-BESC_M_eng.asp

Incomplete applications will be removed from the CGSM competition, as CGSM does not permit applicants to revise their application after the application deadline. Please note the following:

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**.
- For further information, please refer to the Transcript Checklist. The current version is available at the Awards Resources for Programs webpage.

Outline of Proposed Research (maximum of one page)
Bibliography/Citations (maximum of one page)
- For presentation standards, consult the Research Portal Presentation and Attachment Standards.
- 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 page and/or Citations page does not adhere to the Presentation Standards outlined in the application instructions (font and margin size, etc.), the content 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.

Application Materials
For each applicant, downloaded in 2 parts from the Research Portal by graduate program after the application deadline.
1. Application Form and Attachments (includes Outline of Proposed Research, Transcripts, and Reference Assessments)
2. Canadian Common CV

Application Checking

Application Form

Number of months completed as of December 31, 2019	- Check months of all prior studies up to 31 December 2019 - See 'Eligibility' section above for the breakdown of the months of study calculation - If total months of full-time study is greater than 12 in the degree program for which they are requesting funding, the applicant is **not eligible** for the CGSM

Free-Form – Presentation Standards

- Acronyms and abbreviations must be spelled out completely on initial appearance in text
- Pages must be 8 ½" x 11" (216mm x 279mm)
- Pages must be single-spaced, with no more than six lines of type per inch
- All text must be in 12 pt. Times New Roman font
- Condensed fonts will not be accepted
- Colour imagery is acceptable* but the text should be in black
- All margins must be set at a minimum of ¾" (1.87 cm)
- Hyperlinks should not be present in documents
- If you have supporting documents written in a language other than English or French, you are required to provide a certified translation of the document

* Applicants who decide to use colour imagery should be aware that the application may not be reviewed in colour. Use of colour increases the file size of the application, and may lengthen download and upload times.

Free-Form – Outline of Proposed Research

- Maximum one (1) page
- See additional notes above

Free-Form – Bibliography and Citations

- Maximum one (1) page
- See additional notes above

Transcripts

- Calculate GPA for last two years of full-time study and indicate if first-class **on Nomination Cover Sheet**; if not first-class in either year, please **provide a 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.
- Calculate months of study as of 31 December 2019 in graduate program for which applicant is requesting funding and **include on Nomination Cover Sheet**.
- For further information about transcripts, see the Transcript Checklist. The current version is available at the Awards Resources for Programs webpage

Reference Assessment Form

- Two (2) must be provided

Canadian Common CV

Academic Background (Education)	**To include current (in progress) degree program** - 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.
Other Fields	The CGSM portal prevents applicants from uploading the incorrect CCV type. Some fields are 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.