

CGSM Application Checklist – 2019-2020 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 1 December 2018 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 their intended program of study
- have completed, as of 31 December 2018, 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.

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. 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

- **Order of Application Materials** (pulled from the [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

Application Form

Number of months completed at time of taking up of award	<ul style="list-style-type: none"> • Check months of all prior studies up to 31 December 2018; 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"> ○ the master's program for which they are requesting funding; or ○ 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 ○ 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) • If total months of full-time study is greater than 12 in the degree program for which they are requesting funding, applicant is not eligible for CGSM
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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)
- * Applicants who decide to use colour imagery should be aware that the application may not be reviewed in colour.

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

- Calculate GPA for last two years of full-time study and **include on Nomination Cover Sheet**; 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.
- Calculate months of study as of 31 December 2018 in graduate program for which applicant is requesting funding; **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)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.