

To: Graduate Coordinators, and Graduate Assistants  
c. Various undergraduate Health Sciences programs  
From: Monica Corbett, School of Graduate Studies  
Date: November 9, 2012  
RE: **2013 Canadian Institutes of Health Research (CIHR) Frederick Banting and Charles Best Canada Graduate Scholarships - Master's Awards (CGSMA)**

**\*\*\*\*DEADLINE TO SGS: JANUARY 4, 2013\*\*\*\***

The 2013 CIHR CGSMA competition is now open. Complete information can be found on the CIHR website: <http://www.researchnet-recherchenet.ca/rnr16/vwOpprntyDtls.do?prog=1581&view=currentOpps&org=CIHR&type=AND&resultCount=25&sort=program&all=1&masterList=true>

Eligible applicants must apply online, via *ResearchNet*. An overview of the process is available in the *How To Apply* section on the website (see link above). Applicants must follow the instructions here: *Master's Awards – ResearchNET "Application" Phase Instructions* (<http://www.cihr.gc.ca/e/39310.html>).

Applicants must complete all sections as required, including uploading all required additional documentation to ResearchNet. Applicants then submit the application through ResearchNet **by the deadline of January 4, 2013**. The School of Graduate Studies receives the electronic application through ResearchNet.

The School of Graduate Studies will forward the applications selected by the internal review process to CIHR for the national competition, via ResearchNet.

**REMINDERS AND REVISIONS:** Along with the details of this year's competition, universities have been asked to provide staff, faculty and applicants with the following revisions and reminders about the competition.

**REVISION—Common CV section in ResearchNet**

The general appearance of the Vanier CV section (known as the Canadian Common CV), as well as the cv information requirements for applicants, has changed. For previous users of the Tri-Agencies' Canadian Common CV, some data may from previous cvs may appear. However applicants will require additional time for this important application section.

**REMINDER—The granting agencies' obligations under the Official Languages Act**

Under the *Official Languages Act*, federal institutions, including SSHRC, NSERC, and CIHR, 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.

**REMINDER—Selecting the correct agency to apply to**

The candidate's proposed research must be eligible within the mandate of the federal granting agency (SSHRC or NSERC or CIHR) to which the nomination will be submitted. If in doubt, applicants must consult with the agencies in advance of submitting the nomination. This particularly applies to nominations involving interdisciplinary fields of research, or research areas that span the mandates of two or more of the federal granting agencies.

Information on CIHR's mandate and subject matter eligibility is available on CIHR's website: <http://www.cihr-irsc.gc.ca/e/22630.html>. See also *Selecting the Appropriate Federal Granting Agency* (<http://www.science.gc.ca/default.asp?lang=En&n=FEE7261A-1>).

## **2013-2014 competition: Below are details of the program.**

### **University Nomination Quota**

This year, Queen's may submit 7 applications to the national competition. Please keep this in mind when processing your applications, and try to ensure that the most competitive applications are submitted.

### **Objective**

The objective of the Government of Canada's Canada Graduate Scholarships program is to help ensure a reliable supply of highly qualified personnel to meet the needs of Canada's knowledge economy. The Canada Graduate Scholarships Master's Awards administered by CIHR are intended to provide special recognition and support to students who are pursuing a Master's degree in a health related field in Canada. These candidates are expected to have an exceptionally high potential for future research achievement and productivity.

### **CIHR's funding mandate**

CIHR funds research that is intended to improve and/or increase knowledge of health, health care and health-care systems in Canada. The research proposed in the CGSMA application and the program of study of the applicant must fall under this mandate, in order to be eligible for consideration for this award. Applicants who are unsure if they meet CIHR's criteria should send an email to the Master's Program Delivery Coordinator at [cgsma@cihr-irsc.gc.ca](mailto:cgsma@cihr-irsc.gc.ca) prior to submitting their application, and request CIHR's evaluation. This is particularly important if the research proposed will involve interdisciplinary fields of research, or disciplines that span the mandates of two or more of the federal research granting agencies.

### **Value and Duration of Support**

Awardees will receive an annual stipend of \$17,500. The maximum period of support is one year. The award is not renewable.

### **Eligibility to Apply for an Award**

To be considered eligible to apply for support, a candidate must be a current student who:

- is a Canadian citizen or a permanent resident;
- at the time of the CIHR deadline for application (February 1, 2013):
  - has completed or is in the last year of a Bachelor's degree; or
  - has been registered for no more than ten months as a full-time student in a Master's program\*; or
  - has been registered for no more than ten months as a full-time Ph.D. student and were admitted to the Ph.D. program directly from the Bachelor's degree\*.
- is applying for support to pursue their **first** graduate degree (i.e., Master's or Ph.D.); and
- has not have already held an award from SSHRC, NSERC, CIHR or any other federal source to undertake and/or complete a Master's or Ph.D. degree.
- has not applied for funding for the same period from SSHRC or NSERC.

\*All previous studies at the graduate level, regardless of discipline, either course-based or research-based, and regardless of student status will be included in determining eligibility. Also, please note that two months of part-time or special student status study will be counted as one month of full-time study.

### **Other Eligibility Requirements to Apply for an Award**

1. The award for which support is being sought should be under the supervision of a researcher who holds research funds obtained through a recognized competitive peer review process.
2. These awards must be held at a Canadian university.

3. Only students engaged in full-time master's or doctoral research training (research training is defined as a minimum of 30 hours/week dedicated to research and course work) in a graduate degree program at a Canadian university are eligible for support.
4. The maximum duration of award funding from all federal sources to undertake graduate studies is four years, including a maximum one (1) year at the Master's level. The only exception is in the case of a Health Professional funded through the CIHR Fellowship award program.
5. Persons with a health professional degree who seek support for Master's or PhD research training may be eligible to apply to this program, but should also consult the guidelines for the [CIHR Fellowship award program](#). Those eligible for both have the option of applying to either program but not to both in the same year (i.e., September through August). Please note that a person holding a health professional degree would receive a higher stipend only through the CIHR Fellowship award program.

### **Conditions of Funding**

Successful applicants funded through this funding opportunity and any other persons working on the project must comply fully with the [CIHR Funding Policies](#). Policies and guidelines cover areas such as Applicant Responsibilities, Official Languages policy, Access to Information and Privacy Acts, and Acknowledgement of CIHR's Support. Successful applicants will be informed of any special financial requirements prior to the release of funds or when they receive CIHR's Authorization for Funding (AFF) document.

### **Eligibility to Hold an Award**

In addition to CIHR standard policies and guidelines, to be considered eligible to hold support, a candidate must:

- accept the award within 15 working days of the date of offer, or the award will be cancelled and offered to another applicant;
- be registered full-time in the first or second year of a Master's program (or Ph.D., if admitted to the Ph.D. directly from a Bachelor degree program) in which research is a major component. The awards will not take effect until after proof of registration is received;
- be supervised by a researcher who holds research funds while holding this award;
- not have already held, or hold, an award from SSHRC, NSERC, CIHR or any other federal source to undertake and/or complete a Master's or Ph.D. degree.
- take up the award within six months of the date of offer and must start September 1 or January 1 following the offer of award.

### **General Guidelines and Conditions of Funding**

For general CIHR Guidelines, Conditions of Funding, Information about privacy regulations, Tri-Council Guidelines for Health Research Involving Aboriginal People, and CIHR's Communications Requirements, and other important guidelines, see the website

<http://www.researchnet-recherchenet.ca/rnr16/vwOpprntnyDtls.do?prog=1581&view=currentOpps&org=CIHR&type=AND&resultCount=25&sort=program&all=1&masterList=true>

### **Application Procedures according to Student Status**

Applicants who are students currently registered at Queen's University as of the Fall 2012 term, submit their application through ResearchNet to the School of Graduate Studies **by January 4, 2013**.

Applicants who are not enrolled in a Canadian university as of the Fall 2012 term, apply directly to CIHR. These applications must be submitted to CIHR by February 1, 2013. These applicants must submit all application materials via ResearchNet.

## How to Apply

- Applicants follow the instructions identified in the [Master's Awards - ResearchNet "Application" Phase Instructions](#).
- An overview of CIHR's application processes can be found under [Apply for Funding](#).
- Neither the School of Graduate Studies nor CIHR will assume responsibility in following-up with applicants who submit an incomplete application. Incomplete or late applications will not be accepted into the competition.
- The entire application will be submitted using ResearchNet.
- Applicants scan and upload the signed signature page(s) in the *Print, Scan and Upload Signature Pages* task in ResearchNet prior to submitting the application.
- **Applicants** scan and upload the required official Transcripts in ResearchNet prior to submitting the application. Applicants must scan and upload all undergraduate & graduate transcripts including transcripts from the Fall 2012 session.
- Transcripts must be provided by the applicant in one of the following ways:
  1. by scanning both sides of each page and uploading them as a single .pdf document (total file size not to exceed 30 Mb) under "Transcripts" in the "Attach Other Application Materials" task, or
  2. by uploading a document (1 page maximum) under "Transcripts" in the "Attach Other Application Materials" task indicating that the transcripts are being sent via courier, and explaining why they could not be transmitted electronically. Transcripts must be courier stamped no later than February 1, 2013 and sent to:

RE: "Canada Graduate Scholarships – Master's Award"

Student Awards Division

Research Capacity Development

Canadian Institutes of Health Research

Room 97, 160 Elgin Street

Address locator: 4809A

Ottawa, Ontario K1A 0W9

### Notes about Transcripts:

1. Applicants who scan and upload their transcript(s) to ResearchNet must retain the original, paper copy(ies) since they may be asked to provide these to CIHR for verification purposes at any point in the process.
2. CIHR considers transcripts issued by the Registrar's Office to the student to be official transcripts. Opening the envelope to scan the transcript will not render it unofficial for CIHR's purposes.

### Updates to applications

In order to ensure fairness in the evaluation of the Master's Award applications, equivalent time must be guaranteed for each reviewer to assess each complete application. As a result, CIHR will accept specific updates to applications (notices of acceptance of publications and notices of any other funding requested or received only) until March 1, 2013. Applicants sent forward by Queen's University to the national competition must contact CIHR directly about this.

### Sponsors' Reports

The applicant identifies two sponsors for their application. Those sponsors will be contacted via ResearchNet and directed to the sponsor's report form on ResearchNet. The sponsor completes the form online and submits it to ResearchNet.

### Supervisor/Departmental Signatures

In some cases, CIHR requires original SIGNATURES from some members of the applicant's home department, on the printed signature page(s). The applicant is responsible for collecting those signatures if necessary and for uploading the signature page(s) to their application in ResearchNet.

- At the time of application, if the candidate has not yet been accepted into a Master's program, no supervisor/departmental signatures are required.
- At the time of application, if the candidate has been accepted into a Master's program and has secured a supervisor, or is already enrolled in a research-based Master's program, the Supervisor, Authorized Official at the Institution Paid, and Authorized Official at the Institution Where the Research will be Conducted must provide a signature (even if both institutions are the same). The Department/Program Head should sign on behalf of the 2 Authorized Officials.
- All signatories should be aware of the CIHR policy, *Meaning of Signatures on Application Forms*, <http://www.cihr.gc.ca/e/22630.html#F16>.

### Evaluation Criteria

As required by CIHR, members of the School of Graduate Studies Fellowship Committee or Subcommittee will evaluate each eligible application in accordance with the *Guide For Reviewers-CIHR Master's Award*, (<http://www.cihr-irsc.gc.ca/e/33077.html>) and using the following criteria and weighting, will choose the applications to forward to CIHR:

Criterion	Weights for each criterion	
<b>Achievements and Activities of the Candidate</b>		
Research Experience and Achievement	15 %	<b>40 %</b>
Academic Performance	25 %	
<b>Characteristics and Abilities of the Candidate</b>		
Critical thinking Independence Perseverance Originality Organizational skills Interest in discovery Communication skills	40 %	<b>40 %</b>
<b>The Research Training Environment</b>		
Training program for the candidate	20 %	<b>20 %</b>
	100%	<b>100%</b>

### Other funding opportunities

Several CIHR partners or Institutes/Branches may offer other funding opportunities for students at the Master's level. Applicants interested in applying for this funding can do so when they apply for this Master's competition, via ResearchNet.

### Submission of Applications Deadline

Applications must be submitted through ResearchNet, **NO LATER THAN JANUARY 4, 2013**.

Thank you for your assistance. Please contact Lisa Marzano (ext. 77308, email [lisa.marzano@queensu.ca](mailto:lisa.marzano@queensu.ca)) or me (email [corbettm@queensu.ca](mailto:corbettm@queensu.ca)) if there are problems or questions.

Yours sincerely,  
Monica Corbett  
Director, Admissions and Student Services, School of Graduate Studies

## **CONTACT INFORMATION**

For questions on CIHR funding guidelines, how to apply, and the peer review process contact:

CGS - Master's Award Program Delivery Coordinator  
Canadian Institutes of Health Research  
Telephone: 613-952-0763  
Fax: 613-954-1800  
Email: [CGSMA@cihr-irsc.gc.ca](mailto:CGSMA@cihr-irsc.gc.ca)

Applicants experiencing technical difficulties with their ResearchNet account or the e-Submission process contact:

**CIHR ResearchNet Support**  
Canadian Institutes of Health Research  
Telephone: 613-941-9080  
Email: [support@researchnet-recherchenet.ca](mailto:support@researchnet-recherchenet.ca)