

To: Graduate Assistants, NSERC departments
c. Various undergraduate faculty offices
From: Monica Corbett
Date: September 14, 2012
RE: 2013-2014 NSERC PGS/CGS COMPETITION

DEADLINE TO SGS: OCTOBER 25, 2012

Guidelines, complete instructions, and the online application form for the 2013-2014 NSERC Postgraduate Scholarships (PGS) and Canada Graduate Scholarships (CGS) competitions are now available at the NSERC website, http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/index_eng.asp

Please inform your students of this competition and university deadline as soon as possible.

Applications are completed and submitted online. NSERC will not accept paper copies of applications. Complete instructions for completing and submitting the online application are found here: <http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/instructions/201/e.asp>

All information is also available in French. 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.

Here are some details of the 2013-2014 Competition and application processes.

1. The online application: NSERC applications are submitted online by the applicant, checked online by staff at the School of Graduate Studies (SGS), reviewed electronically by the relevant School of Graduate Studies Fellowship Committee members, and submitted to NSERC online by the university's Scholarships Liaison Officers (SLO). The online application is known as Form 201. NSERC will not accept paper copies of applications.

At Queen's University, the SLO is the Director of Admissions and Student Services, Monica Corbett. Monica, and the SGS Awards Officers, Lisa Marzano and Leisa McDonald, are the only staff people with access to the online database of NSERC applications. Therefore departments/programs will not be able to review their students' applications in the database. SGS staff will be able to save the applications as pdf and send them the departments/programs. SGS would do that if there was something in an application that had to be clarified, such as the proposed research, or the academic eligibility of an applicant, etc..

2. Transcripts:

a. Applicants to postgraduate scholarships must submit official, up to date transcripts of all undergraduate and graduate studies, both current and past studies. Applicants who are currently registered must submit a transcript for their current program, regardless of the number of months completed in the program. This requirement also applies to programs of study started in Fall 2012 at Queen's University.

b. Official and up-to-date transcripts of all undergraduate and graduate studies must be scanned and uploaded, in the Transcripts - University page of each application, by SGS staff. It is the responsibility of the applicant to ensure that the SGS has an official hard copy and up-to-date transcript for all the degree programs listed under Academic Background section of their application, **BY THE DEADLINE OF OCTOBER 25, 2012.**

c. The online application process requires universities to assign a university designate(s) who will upload transcripts for applicants. There is a place in the online application where the applicant has to enter the

university designates name and email address. The name for the applicant to enter is Lisa Marzano, and the email address is marzanol@queensu.ca.

d. OFFICIAL, ORIGINAL TRANSCRIPTS ARE REQUIRED. NSERC will accept only current and original, official transcripts for all applications. Certified photocopies will be accepted **only** for transcripts from foreign locations where official transcripts would be hard to obtain. These photocopies must be signed by the Scholarship Liaison Officers (SLO) (at Queen's University, or designated Awards Officers, School of Graduate Studies).

e. If ALL of an applicant's previous degree(s) have been completed outside Canada/US, the Department Head, Chair, or Graduate Coordinator must provide a statement addressing:

- the applicant's academic strength
- Reputation of former university.

Also, any transcripts that are not in English or French must be translated into English or French, and that translation must also be submitted.

3. Eligibility Criteria for Students

Awards available, Eligibility and Conditions: For complete details on:

- the Alexander Graham Bell Canada Graduate Scholarships (CGS) and NSERC Post Graduate Scholarship (PGS)
- who is eligible to apply,
- minimum academic eligibility standards for applicants,
- selecting the appropriate granting agency
- review process
- selection criteria
- all acceptance and eligibility conditions to **hold** a 2013-2014 CGS or PGS, go here:

http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/BellandPostgrad-BelletSuperieures_eng.asp

Applicants must consult the *Eligibility Criteria for Students and Fellows* section of the website (http://www.nserc-crsng.gc.ca/NSERC-CRSNG/eligibility-admissibilite/students-etudiants_eng.asp) for important information and updates to eligibility criteria pertaining to proposed program of study and research.

Applicants must also consult the tri-agency document, *Selecting the Appropriate Federal Granting Agency*, (<http://www.science.gc.ca/default.asp?lang=En&n=FEE7261A-1>) which contains important information and guidelines of each agency, to help applicants select the one best suited to consider their application.

Justification for Eligibility of Proposed Research

Applicants must complete this portion of the application if their research has any link with, or overlap or relevance to, health or social sciences and humanities. Applicants will be asked to complete a specialized section of Form 201 to provide justification for the subject eligibility of their proposed research, if their research is in a discipline that could fall under the mandate of more than one agency (e.g. psychology, management studies, geography, physical education, bio-medical engineering, life sciences, bioinformatics, biostatistics, etc.). Applicants must describe the natural sciences or engineering (NSE) research challenges of the project on which they propose to work during the tenure of their scholarship or fellowship. They must clearly explain why their proposed research should be considered research that is predominantly NSE and should be considered research that is directed to an NSE audience. This Justification will be used by NSERC when evaluating the eligibility of the proposed research and must accompany the application at the time of submission. Applicants whose application is rejected because of ineligible subject matter will not be allowed to submit the Justification afterwards.

Other important eligibility criteria are carefully explained on NSERC website, and applicants are responsible for reviewing this information carefully before submitting their application.

NOTES FOR DEPARTMENTS REGARDING ELIGIBILITY:

1. Applicant eligibility: To be considered eligible for support, as of the application deadline date, the applicant:

- must be a Canadian citizen or a permanent resident of Canada;
 - must hold, or expect to hold (at the time of beginning the award), a degree in science or engineering from a university whose standing is recognized by NSERC ;
 - intend to pursue, in the following year, full-time graduate studies and research at the master's or doctoral level in an eligible program in one of the areas of the natural sciences and engineering supported by NSERC; and
 - must have obtained a first-class average (an average of A-, at Queen's) in each of the last two completed years of study (full-time equivalent).
 - must not have previously taken up an NSERC PGS or IPS, or a CGS or a Vanier CGS, for the program of study to which the student is currently applying for funding
 - must not hold, or have held, a Canada Graduate Scholarship at the same level as the level to which the student is currently applying, from either CIHR or SSHRC.
- Students are **not** eligible to receive scholarship support while in a qualifying year of study.

2. Previous graduate studies counted in Determining Eligibility: Eligibility for NSERC awards is based on the number of months in the program for which funding is requested. DO NOT count ANY previous graduate studies except those months in the graduate program for which funding is requested, when determining eligibility. For example, if an applicant is applying for support for a graduate degree program that he or she has not yet begun, the number of “months of graduate studies completed” is ALWAYS 0. If the student is applying for support of a graduate degree program already in progress, count the number of months they have been registered in that program, as of December 31, 2012.

In the evaluation of eligibility to apply, NSERC will consider all studies counted towards a graduate degree, whether completed at the degree-granting institution or not. Also, NSERC will count two sessions of part-time study as one session of full-time study.

NSERC uses the date of degree completion to determine the eligibility of applicants. This is the date on which all the requirements of the degree have been met, including successful defense and submission of the corrected copy of the thesis (in accordance with the applicant's university's regulations).

Any time spent in graduate studies in overlapping fields (as explained in **CIHR/SSHRC Overlap**, below) that the applicant has completed at the time of submitting the NSERC application will usually be counted in determining eligibility. This will be the case even if another federal granting agency supported the applicant during this period of study.

3. Total scholarship support available: Scholarship support for graduate studies through NSERC is limited to a lifetime maximum of four years (**48 months**) of full-time equivalency. NSERC will include any graduate-level scholarship funding provided by SSHRC and CIHR in the calculation of previous funding support.

If an applicant had up to **12 months** of support at the M level (through an IPS 1,* PGS M, CGS M), he/she is eligible for a maximum of **36 months** of support at the D level (through an IPS 2,* PGS D, CGS D or Vanier CGS D) provided all other eligibility criteria for those programs are met (months of study, etc.).

If an applicant had between **12 and 24 months** of support at the M level (through an IPS 1,* PGS A, PGS M + PGS M extension or CGS M + PGS M extension), he/she is eligible for a maximum of **24 months** of support at the D level (through a 24-month IPS 2,* CGS D or PGS D) provided all other eligibility criteria for those programs are met (months of study, etc.).

Note the following exceptions to this rule:

- a. If an applicant has held a 24-month IPS 1,* he/she may still be eligible to hold a CGS D for a period of 36 months provided all other eligibility criteria for those programs are met (months of study, etc.).
- b. Consult the Vanier CGS Web site for information on duration of scholarship support specific to that program.

* IPS includes all NSERC industrial postgraduate scholarship programs.

4. Eligibility of Part-time students: NSERC's CGS and PGS awards may be held by part time graduate students, if these students are restricted to part-time studies for reasons of disability, or family responsibility. For eligible part-time students, the stipend will be the equivalent of a full-time award spread over a longer period of time. All other CGS or PGS regulations apply.

5. Aboriginal Applicants: NSERC is continuing to encourage Aboriginal students to pursue university studies in the natural sciences and engineering. Any self-identified Aboriginal student recommended by a Canadian university for a PGS will not be counted in that university's application quota.

6. CIHR/SSHRC overlap: Students are sometimes confused as to whether they should apply to NSERC, or the Social Sciences and Humanities Research Council (SSHRC), or the Canadian Institutes of Health Research (CIHR). Applicants **may only submit one application per academic year to NSERC or CIHR or SSHRC.** In cases where the proposed research is deemed to fall within the mandate of either CIHR or SSHRC, **NSERC will not accept the application.**

Additional instructions are available here:

http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Eligibility-Admissibilite/students-etudiants_eng.asp

7. Eligibility to HOLD an Award:

To hold a CGS M or PGS M, the student must:

- Be registered full-time in the first or second year of a master's or doctoral program at an eligible university;
- Take up the award in May following the announcement of the results if they have completed 12 months of studies as of December 31, 2012;
- NOT have previously taken up an NSERC PGS A, PGS M, IPS 1, or a CGS M.

CGS/PGS M support will not extend beyond the 28th month of the master's program.

To hold a CGS D or PGS D the student must:

- Be registered full time in a doctoral program at an eligible university;
- Take up the award in May following the announcement of the results if, as of December 31, 2012 the student has completed 24 months of studies in the program for which support was requested (36 months if student was admitted to the doctoral program directly from a bachelor's program);
- Not have previously taken up an NSERC PGS B, PGS D, or IPS* 2, CGS D, or Vanier CGS.

NOTES:

1. CGS /PGS D support will not extend beyond the 52nd month of the doctoral program (64th month if the student was admitted to the doctoral program directly from a bachelor's program).

2. Recipients will be granted a two-year CGSD or PGSD, if
-They previously held a two-year PGS A or IPS 1*;

- They previously held a one-year CGS M or PGS M plus a PGS M Extension; or
- They have completed more than the full-time equivalent of 12 months of their doctoral program (24 months if the student was admitted to the doctoral program directly from a bachelor's program) as of December 31, 2012.

3. Scholarship support for graduate studies through NSERC is limited to a lifetime maximum of four years (48 months) full-time equivalent. NSERC will include any graduate-level support offered by SSHRC and CIHR, and taken up, in the calculation of available support. Any time spent in graduate studies in overlapping fields (as explained above) completed at the time of application will usually be counted in determining eligibility. This will be the case even if another federal granting agency supported the student during this period of study.

NOTES FOR DEPARTMENTS REGARDING APPLICATION PROCEDURES:

1. PGS/CGS applications are the same: There is a single online application (Form 201 and required attachments) electronic submission, and university selection process for the NSERC PGS and CGS. At the national level, the top-ranked applicants at each level, master's and doctoral, will be offered a CGS, and the next tier of meritorious applicants will be offered a PGS.

2. Registration Status at Time of Application, and where to Submit Application

- a. Applicants who are students currently registered at, or are on an approved leave of absence from, Queen's University, or were registered at Queen's during the year of application (January-December 2012), apply through Queen's University.
- b. Applicants who:
 - are not currently registered at Queen's University, or
 - are registered at Queen's University, but not in a degree program, or
 - are not currently registered at any university,

AND who graduated from a degree program in an NSERC-supported field from Queen's University during the year of application (January-December 2012) apply through Queen's University.

- c. Applicants who:
 - are not currently enrolled at any university, or are registered at a university, but not in a degree program;
 - AND who graduated from a degree program in an NSERC-supported field from a Canadian university prior to January 2012, apply directly to NSERC.

- d. Applicants who are currently registered at a foreign university apply directly to NSERC.

This list does not cover ALL possible application procedures. Applicants who are unsure about how to apply must contact NSERC (schol@nserc-crsng.gc.ca).

If an applicant applied directly to NSERC when they were required to apply through a Canadian university, the application will be deemed ineligible and will be rejected.

The application deadline for applicants who must apply directly to NSERC is **October 15, 2012. That is the date that the complete application must be received by NSERC.**

OTHER INFORMATION:

1. Selection Criteria and Relative Weightings: Refer closely to *Table I: Selection Criteria And Indicators For PGS And PDF (FORM 201)* to understand how applications are reviewed and adjudicated by both Queen's University and NSERC. Also, and as required by NSERC, the School of Graduate Studies Fellowship

Committee members will use the following criteria and weightings when choosing applications to forward to NSERC:

Criteria	PGS M	PGS D
Academic Excellence	50 %	30%
Research Ability/Potential	30%	50%
Communication, Interpersonal and Leadership Abilities	20%	20%
Total	100%	100%

2. Review Structure at NSERC:

NSERC's TWELVE PGS Selection Committees are:

- Civil and mechanical engineering
- Chemical, biomedical and materials science engineering
- Electrical engineering
- Computing sciences
- Mathematical sciences
- Physics and astronomy
- Chemistry
- Earth sciences
- Evolution and Ecology
- Cellular and molecular biology
- Plant and animal biology
- Psychology

All applications are grouped according to these categories before they are sent to NSERC. Applications are placed into one of these categories based on what the applicant indicates will be the discipline of the proposed research.

For the list of what disciplines are under each committee, go here:

http://www.nserc-crsng.gc.ca/Help-Aide/ScholarshipCodes-CodesPourBourses_Eng.asp

3. Postgraduate Supplements: These supplements provide CGS, PGS, and IPS and Vanier CGS holders the opportunity to receive additional funds from other organizations. Students should review the list on NSERC's website http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/Supplements-Supplements/index_eng.asp to see what types of supplements are available and to determine if they are eligible. In these sections, students will also find information on supplement values, how to apply, contact information, and selection criteria.

4. CONTACTS: Find out who to contact at NSERC for assistance here:

http://www.nserc-crsng.gc.ca/ContactUs-ContactezNous/index_eng.asp

Please inform your students of this competition and university deadline as soon as possible.

Thank you for your assistance. Please contact Lisa Marzano via email (marzanol@queensu.ca) or me (corbettm@queensu.ca) if there are problems or questions.

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