

2022 Tri-agency Doctoral Scholarship Information Package (for CGS-D, SSHRC, NSERC, and CIHR)

School of Graduate Studies, Memorial University of Newfoundland

Please read this information package and all associated instructions carefully before contacting the School of Graduate Studies for additional clarifications.

Overview

The objective of the Canada Graduate Scholarships – Doctoral (CGS-D) program is to promote continued excellence in Canadian research by rewarding and retaining high-calibre doctoral students at Canadian institutions. By providing support for a high-quality research training experience to awardees, the CGS-D program strives to foster impacts within and beyond the research environment.

In addition to the CGS-D, each agency has its own doctoral awards. For this competition you submit one application to be considered for both the Canada Graduate Scholarships Doctoral (CGS-D) program, and either the SSHRC Doctoral Fellowship, NSERC Postgraduate Scholarships Doctoral program, or CIHR doctoral priority announcements. CGS-D awards are then offered for the top-ranked eligible applications in each agency's competition.

You can submit a maximum of one scholarship or fellowship application per academic year to either CIHR, NSERC, or SSHRC. You should complete the agency application that is best aligned with your research subject matter to ensure that it is reviewed by experts in disciplines closest to your field(s) of study.

Agency	Research subject matter	Primary objectives are to....
SSHRC	Social sciences and humanities	Add to our understanding and knowledge of individuals, groups, and societies - what we think, how we live and how we interact with each other and the world around us.
NSERC	Natural sciences and engineering, other than the health sciences	Advance knowledge in one or more of the natural science or engineering disciplines.
CIHR	Health research in four broad themes: bio-medical research; clinical research; research respecting health systems and services; and research into the health of populations, societal and cultural dimensions of health, and environmental influences on health.	Improve or have an impact on health and/or produce more effective health services and products and/or strengthen the Canadian health care system.

Note: For health-related research it is sometimes challenging to determine which agency would be the best fit. Please see the tri-agency guide on [selecting the appropriate federal granting agency](#). Please reach out to Dr. Kelley Bromley-Brits, Special projects Coordinator in SGS, at kbromley@mun.ca if you are still uncertain where best to submit your application.

Value of the award

The value of the awards are as follows:

Agency	CGS-D Award	Agency specific award
SSHRC	Max of \$35,000/yr for up to 3 years	Max of \$20,000/yr for up to 4 years
NSERC	Max of \$35,000/yr for up to 3 years	Max of \$21,000/yr for up to 3 years
CIHR	Max of \$35,000/yr for up to 3 years	Max of \$35,000/yr for up to 3 years

Additional funding from Memorial University

Please note that you cannot hold a tri-agency doctoral scholarship and internal baseline funding from Memorial at the same time. If you are successful, your baseline funding will be replaced with the tri-agency funding. However, the School of Graduate Studies offers tri-agency scholarship recipients the Dean's Excellence Award valued at **\$7,500 per year for the duration of the scholarship**. Note: If a student is receiving The Dean's Doctoral Award, the award is renamed to the Dean's Excellence Award upon receipt of a tri-agency scholarship. Students cannot hold both Dean's Excellence and Dean's Doctoral concurrently.

Timeline for Memorial University's Tri-agency Doctoral Scholarships Process

Note: The "steps" referred to in this table can be found later in this document.

Date	Responsibility	Tasks
ASAP	Applicant	Let SGS know if you intend to apply (Steps 1-2), and if you need to present a case for extending the eligibility window. Review this information package in detail.
Aug 31, 2022 at 3pm	SGS, Applicant	SGS will give an introduction to the CGS-D program, focusing on eligibility and application procedures. See details below.
Date TBD	SGS, Applicant	SGS will host an application strategy session with a panel of faculty members who have served on the national selection committee. See details below.
Sept 16, 2022	NSERC, SGS, Applicant	NSERC will host a Q&A session with Memorial and Dalhousie on CGS-Ds and postdoctoral programs. To prepare for the Q&A, students should watch the relevant videos in the NSERC playlist . See details below.
Oct 5, 2022 at noon	Applicant	Applicant submits application to Memorial (Step 8).
Oct 5 – 18, 2022	SGS	SGS processes applications and prepares them for the committee.
Oct 19 – 25, 2022	CGS-D Committees	Committee members rank applicants and write preliminary feedback in advance of committee meetings (Step 9).
Oct 26 – Nov 8, 2022	SGS, CGS-D Committees	Committee meetings held. SGS prepares feedback for applicants.
Nov 9, 2022, by end of day	SGS	Results and feedback from the internal competition are released to applicants.
Nov 9 – 15, 2022	Applicant, SGS	Applicants going forward to the national competition refine and strengthen their application (Step 10).
Nov 16, 2022 at noon	Applicant	Applicant submits final application to SGS (Step 11).
Nov 16 – 21, 2022	SGS	SGS conducts final checks and submits to the agencies.
April 30, 2023	Tri-council	Anticipated notification of results.

Eligibility

Please note that some eligibility requirements for CGS-D differ from those of the agency-specific doctoral awards. For example, the CGS-D award must be held at a Canadian institution (no exceptions), while agency-specific awards can be held abroad.

Note: To maximize your potential period of funding, you may be eligible to apply to the CGS M program for your first year of doctoral funding. You are responsible for choosing the type of award for which you apply.

CGS-D eligibility

To be eligible to apply, you must:

- Be a Canadian citizen, a permanent resident of Canada or a Protected Person under subsection 95(2) of the Immigration and Refugee Protection Act (Canada), as of the application deadline
- Intend to pursue a doctoral program that includes a significant research component 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.
 - Note: Joint programs with a professional degree (for example, MD/PhD, DVM/PhD, JD/PhD, MBA/PhD) as well as clinically oriented programs of study, including clinical psychology, are eligible if they have a significant autonomous research component as described above.
- Calculate the number of months you have spent in your program, from the beginning to Dec 31, 2022
 - 2 terms of part-time study = 1 term of full-time study
 - Do not count months that you were on an official leave of absence from your program.
 - If you were registered in a master's program and subsequently transferred to a doctoral program (fast-track), the months of study completed are calculated starting from the date on which you transferred into the doctoral program.
 - If you are registered in a joint program, and a master's degree is obtained as part of the program (for example, MA/PhD), the months of study are calculated starting from the date on which you are officially registered in the joint program (including the master's portion of the program).
- By Dec 31, 2022, have completed **no more than 24 months** of full-time study in your doctoral program if previously enrolled in a graduate program
- By Dec 31, 2022 have completed no more than **36 months of full-time study** if:
 - You are enrolled in a joint program (such as, MD/PhD, MA/PhD)
 - You enrolled directly from a bachelor's to a PhD program (without having completed or enrolled in another graduate program); note that direct-entry applicants must be enrolled in their doctoral program at the time of application
- You can submit a maximum of one scholarship or fellowship application per academic year to either CIHR, NSERC or SSHRC (Vanier CGS program and Banting Postdoctoral Fellowships program do not count toward this limit; other exceptions may apply to CIHR internships).
- You cannot have already received a doctoral-level scholarship from CIHR, NSERC or SSHRC (does not apply to CIHR Fellowships).
- You cannot hold a tenure or tenure-track appointment concurrently with your CGS D award.

SSHRC Doctoral Award eligibility

Similar to the CGS-D eligibility, with the exception that they allow a longer eligibility window:

Number of months completed by December 31, 2022	Months of funding you are eligible to apply for	
	CGS-D	SSHRC Doctoral Fellowship
0 – 12 months	36 months	48 months
13 – 24 months	36 months	36 months
25 – 36 months	Only eligible if in a joint program or enrolled directly from a bachelor's	24 months
37 – 48 months	Not eligible	12 months
49+ months	Not eligible	Not eligible

SSHRC Doctoral Fellowships are tenable at any recognized institution in Canada or abroad. For the fellowship to be held abroad, the award holder must have completed a bachelor's or master's degree at a Canadian postsecondary institution. For award holders who do not meet this requirement, the fellowships are tenable only at recognized Canadian postsecondary institutions.

NSERC Doctoral Award eligibility

Similar to the CGS-D eligibility. The major difference with this award is that, unlike the CGS-D, it can be held at a foreign institution if you wish. If you are offered a CGS-D but decide to take your award to an eligible foreign institution, and are eligible to do so, you must decline the CGS-D to be offered a PGS-D award in its place.

Note: If you are a permanent resident of Canada and will be taking up your award outside of Canada, you should contact the relevant Canadian immigration authorities to determine how doing so may affect your Canadian residency status.

CIHR Doctoral Research Award eligibility

Similar to the CGS-D eligibility. As well, you must:

- Be a trainee at the time of application (enhancing your research skills by working under a supervisor, or taking a leave of absence from an academic or researcher position to be an independent researcher).
- Identify a supervisor in your application

Unlike the CGS-D, a CIHR Doctoral Research Award can be held abroad.

Extensions to the eligibility window due to COVID-19 disruptions

After detailed discussions with the tri-agencies, they are willing to consider extending the eligibility window on a case-by-case basis for students who faced exceptional delays due to the COVID-19 pandemic. SGS is assembling a detailed historical timeline of our provincial alert levels and Memorial's research restrictions as a starting point for any student looking to make a case, but this would need to be contextualized with your own circumstances (both professional and personal). If you wish to make a case for extending the window, please compose a concise, factual, and impactful impact statement with a very clear timeline/duration (including start/end dates) for the various delays/interruptions, and if applicable, the percentage reduction in workload. You must also explain what you did to adjust or compensate in response to these impacts. Below are some examples of things you might include, but you are not limited to these:

- Research impacts: You should outline the type of research you were doing and how it was affected by any restrictions. For example, you should specify if:

- Part of your research couldn't be done off-campus (eg, required access to certain resources / equipment / reagents, required in-person collaboration, etc.)
- You were unable to plan time-sensitive experiments due to uncertainty
- You missed critical windows of opportunity in which to conduct an experiment
- Supply chain issues increased the timeline for experiments
- Lack of technical support staff due to people being ill
- Anything else you feel is relevant
- Personal circumstances: Personal health or family responsibilities that added a time burden during the pandemic. For example, if:
 - You often were unable to pass the COVID-19 self-screening questionnaire and so were denied access to campus
 - You suffered from COVID-19 related complications or long-COVID
 - You were living with medically vulnerable family members and therefore didn't feel comfortable returning to campus even when it was permissible to do so
 - You had family responsibilities that prevented you from returning to campus even when it was permissible to do so (for example, if daycares or schools were closed or had policies where kids with sniffles couldn't attend, caring for ill family members, etc.).
 - Socio-economic impacts
 - Anything else you feel would fit here

As soon as possible, and well before the internal deadline, please email your statement, and the research agency you wish to apply to, to Dr. Kelley Bromley-Brits, Special Projects Coordinator, at kbromley@mun.ca. SGS will then advocate for you with the relevant SSHRC/NSERC/CIHR representative.

Where do I submit my application?

If you are currently enrolled at Memorial you must submit your application to Memorial; you cannot apply to the agencies directly. Even if you plan to take up the award at a different institution, as a Memorial student you would apply through us.

If you are not currently enrolled at a post-secondary institution, but you were enrolled at Memorial at any point in 2022, and you would also apply through Memorial.

If you are currently enrolled in a different institution, but wish to take up your award at Memorial, you would not apply through Memorial's competition. If this applies to you, please refer to the [tri-agency flow-chart](#) for further details.

An explanation of the quota-based system

Each eligible institution has a quota on the number of applications they can send forward each year. At Memorial, we can forward 14 applications to SSHRC, 18 to NSERC, and 3 to CIHR. **It is important to note that we can go beyond our quota to recommend applications from self-identified Indigenous (First nation, Inuit and/or Métis) applicants.** Applicants who wish to self-identify themselves as an Indigenous can complete the [Canada Graduate Scholarship \(CGS-D\): Voluntary Self-Identification Form](#) and upload it to their application.

Support available at Memorial

- **2022 Tri-agency Doctoral Scholarship Information Session (for CGS-D, SSHRC, NSERC, and CIHR)**
 - **Subject:** SGS will give an introduction to the CGS-D program, focusing on eligibility and application procedures. A second session, at a later date, will focus on application strategies.
 - **Date and time:** **Wednesday, Aug 31, 2022 3:00 pm** | (UTC-02:30) Newfoundland
 - **Recording:** <https://mun.webex.com/mun/ldr.php?RCID=2aaeb1cf22b24f693637d376ba1eaa40>

- **Password:** tVyYqpN6
- **Tri-agency Doctoral Scholarship Application Strategy Session (CGS-D, NSERC, SSHRC, CIHR)**
 - **Subject:** We will go through each section of the application in detail, with a panel of faculty members who have served on the national selection committee, to discuss ways you can make your application go from “good” to “excellent.”
 - **Date and time:** **Friday, Sep 23, 2022 1:00 pm** | (UTC-02:30) Newfoundland
 - **Join link:** <https://mun.webex.com/mun/j.php?MTID=mbc5414bbccd45615d6f311629e978f94>
 - **Webinar number / phone access code:** 2632 340 4458
 - **Webinar password:** wqBkMpNu836 (97256768 from phones)
 - **Join by phone**
 - +1-709-722-5626 Canada Toll (St. John’s)
 - +1-416-915-6530 Canada Toll
- **NSERC Scholarships and Fellowships Fall 2022 Q&A session with Memorial & Dalhousie**
 - **Subject:** NSERC’s Q&A session will focus on the doctoral (CGS-D/PGS-D) and postdoctoral (PDF) programs. The Q&A sessions are supported by a series of informational videos available on the [NSERC YouTube channel](#). These videos are intended to completely replace the presentation portion of NSERC sessions, thus allowing NSERC staff and applicants to engage in an in-depth and detailed Q&A session. Participants should [watch these videos](#) in advance and come to the Q&A session with specific questions in mind.
 - **Date and time:** **Friday, Sept 16, 2022 at 12:30 pm** | Newfoundland
 - **Join link:** <https://nsercvideo.webex.com/nsercvideo/j.php?MTID=md458708eae472f77c02409a373f02eed>
 - **Webinar number:** 2428 057 8657
 - **Webinar password:** NSERC2022 (67372203 from phones)
 - **Join by phone**
 - 1-844-426-4405 Canada Toll Free
 - +1-613-714-9906 Canada Toll (Ottawa)
 - Access code: 2428 057 8657
- Dr. Kelley Bromley-Brits, Special Projects Coordinator at SGS (kbromley@mun.ca), is also able to answer any questions you have about the application process or application strategies.

Step-by-step guide to preparing your application for submission to Memorial

1. Confirm your eligibility.

Carefully review the eligibility requirements ([CGS-D](#), [SSHRC](#), [NSERC](#), [CIHR](#)) to ensure you are eligible.

2. Notify the School of Graduate Studies of your intent to apply.

Please notify Dr. Kelley Bromley-Brits (kbromley@mun.ca), Special Projects Coordinator at the School of Graduate Studies, of your intent to apply. You will be added to the CGS-D mailing list, which we use to directly communicate the latest information about this competition (all group messages will be sent using BCC to protect your privacy), including information about any upcoming information and strategy sessions.

3. Carefully review the following materials prior to starting your application.

- Read the Equity, Diversity and Inclusion (EDI) information for the agency you are applying to ([SSHRC](#), [NSERC](#), [CIHR](#)).
 - **Why you need this information:**
 - Considering EDI in the research process, where relevant, promotes research excellence by making it more relevant to society as a whole, more ethically sound, rigorous, reproducible and useful. If you learn about EDI before tackling your research proposal,

you will be in a better position to include EDI considerations from the very beginning, rather than having to integrate them in at the end.

- SSHRC recognizes that diversity considerations may not apply to all research projects, but encourages all applicants thinking of selecting "No" to consider their relevance first. If you don't think EDI considerations should be taken into account, you will be asked to explain why.
 - NSERC acknowledges that EDI considerations may not be applicable in the context of some research projects, but nonetheless encourages you to fully consider their relevance, as they apply to more areas than one might think. Generally, research that involves or impacts human subjects, organisms capable of differentiation, or their tissues or cells can benefit from such considerations. If you don't think EDI considerations should be taken into account, you will be asked to explain why.
 - CIHR expects all applications to integrate Sex- and Gender-Based Analysis Plus (SGBA+) analysis into their research designs, methods, analysis, and/or dissemination of knowledge, when appropriate. If SGBA+ is not applicable, you must explain why.
- Read the detailed [Selection Criteria](#) prior to commencing your application.
 - **Why you need this information:** It is important to know how your application will be assessed. When preparing your application, you should keep the selection criteria in mind at all times, and try to have all of your materials overtly link to the criteria.
 - Read all application instructions from start to finish for the agency you are applying to ([SSHRC](#), [NSERC](#), [CIHR instructions](#), [CIHR priority announcement details](#)).
 - **Why you need this information:**
 - Because you are reading this after you have read about the selection criteria, keep the selection criteria in mind when reading about the various components of the application. It is important to know all parts of the application before you begin preparing your application, so you can make a plan for what you will include, where, for maximum impact relative to the selection criteria. It's also useful to make a timeline for you to complete the various pieces.
 - Be sure to review the presentation standards. Applications submitted that are not prepared according to the instructions provided may be deemed ineligible. It is important to use the correct standards when drafting your documents so that you can gauge how much space you have available for your content.
 - Optional, but recommended: Read the Selection Committee Guide for the agency you are applying to ([SSHRC](#), [NSERC](#), [CIHR](#)).
 - **Why you need this information:** You want to "write to the test." Now that you're familiar with the selection criteria and the parts of the application, it's useful to know the procedure the committee will use to assess you.

4. Register for the appropriate account to complete your application and identify Memorial as your institution.

It is very important that you select Memorial University as your institution so that your application is routed correctly upon submission.

- SSHRC: Use the [SSHRC online system](#)
- NSERC: Use the [NSERC online system](#)
 - Use Form 201; even though it only lists the PGS-D competition, it is also used for the CGS-D.

- CIHR: You will need both a [ResearchNet account](#) as well as an account on the [Canadian Common CV website](#). Within ResearchNet, you will be able to link your CCV to your application. Note that during peak periods, there can be a delay for the validation of the CCV confirmation number by ResearchNet. It is highly recommended that applicants enter their CCV confirmation number in their application well in advance of the competition deadline.

5. Order your transcripts.

It can take time to secure official transcripts, so it is good to start early. Transcripts must be official and up-to-date. “Up-to-date” means printed as of Fall 2022, or if you’re not currently registered, after the last term you completed. If the transcript isn’t in English or French, you must provide a certified translation.

Transcripts printed from student accounts are usually not accepted. That said, SSHRC will accept unofficial electronic transcripts if official transcripts are not available, and CIHR will accept certified true copies of official transcripts.

Your transcripts must cover all undergraduate and graduate studies; make sure everything in your CCV is captured. If you have transfer credits from somewhere, include the original transcript that shows the grades (except if CEGEP).

Combine all transcripts into one PDF (opening the envelope to scan it will not render it unofficial for this application; retain the paper copy in case you’re asked for it later). Text must read horizontally (rotate PDF pages if needed). You must include one copy of the key/legend for each transcript (don’t copy it multiple times). Upload this PDF to your application.

6. Identify and contact your referee(s).

Referees should have had sufficient opportunity to assess your research ability and potential and the relevance of your experience and achievements obtained within and beyond academia, as described in the [selection criteria](#). You will need references from two referees. One referee should be very familiar with your research and abilities (i.e., current or previous research supervisor) and the other should be sufficiently familiar with your research and abilities to provide a meaningful commentary.

It is important to reach out to referees early, before you enter their name in your application, to make sure they are willing to complete a reference and have time to do so. When they agree, enter their information within the application and the system will email them a link to complete their reference.

7. Draft your Research Proposal.

We strongly encourage you to obtain feedback from your potential supervisor as you draft your application. Writing the proposal can take a significant amount of time, especially when you have to wait for feedback from a supervisor. So start early, and when you are waiting, continue with the other parts of your application.

Be sure to address ethics concerns, safety clearances, and to consider EDI, if applicable. If applicable, refer to [Memorial’s policy on Research Impacting Indigenous Groups \(RIIG\)](#) to ensure you are in compliance. If your proposal involves RIIG and your supervisor does not have an Agreement in Principle in place for your proposed work, your application could be deemed ineligible. Any form of research (both primary and secondary), regardless of discipline, that takes place on Indigenous land or uses Indigeneity as a category to recruit, gather or interpret data is Indigenous Research and would fall under Memorial’s RIIG policy. This would include:

- research conducted on First Nations, Inuit or Métis lands in Canada and Indigenous lands worldwide;
- recruitment criteria that include Indigenous identity as a factor for the entire study or for a subgroup in the study;

- research that seeks input from participants regarding a community’s cultural heritage, artifacts, traditional knowledge or unique characteristics;
- research in which Indigenous identity or membership in an Indigenous community is used as a variable for the purpose of analysis of the research data or in the creation of survey tools
- interpretation of research results that will refer to Indigenous communities, peoples, language, history or culture.

8. Complete the rest of your application.

Note: All students are strongly recommended to include a statement of how the COVID-19 pandemic affected their performance or productivity.

- SSHRC: Enter this information in the “Allowable Inclusions” section of the application (upload as a PDF).
- NSERC: Enter this information in the “Special Circumstances” textbox.
- CIHR: Enter this in your CCV under "Employment" and then under "Leaves of Absence and Impact on Research".

Also, please keep in mind that we can go above our institutional quotas to recommend meritorious self-identified Indigenous applicants to the national competition. If you wish to self-identify as Indigenous (First Nation, Inuit and/or Métis), be sure to complete and upload the [Canada Graduate Scholarship \(CGS-D\): Voluntary Self-Identification Form](#).

9. Submit your application to the School of Graduate Studies.

Double check that you have selected Memorial University as your institution. When your application is complete, click “submit” to send your application to us.

10. Adjudication within Memorial.

Proposals will be screened for eligibility and compliance with Memorial’s RIIG policy (if applicable) and eligible proposals will be sent to one of Memorial’s CGS-D Selection Committees (SSHRC, NSERC, CIHR). The committee will review all proposals in relation to the selection criteria to decide which applications will be sent forward to the national competition.

11. Nominated applicants can refine their applications.

If the selection committee recommends your application for the national competition you will be given feedback from the committee on ways to strengthen your application. With your permission, we will release your application back to you so you can polish your proposal. If you have any questions, Dr. Kelley Bromley-Brits (kbromley@mun.ca) is happy to provide guidance and support.

12. Final submission.

Click “submit” on your application to send your application back to Memorial. We will then do a final check before forwarding to the agency.

Please read this information package and all associated instructions carefully before contacting the School of Graduate Studies for additional clarifications. If you have any questions about applying, or would like clarification on the information provided above, please contact Dr. Kelley Bromley-Brits, Special Projects Coordinator at the School of Graduate Studies, at kbromley@mun.ca.