

2023 Canada Graduate Scholarship – Masters (CGS-M) Information Package

School of Graduate Studies (SGS), 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 (Applications due Dec 1, 2023 at 9:30pm Newfoundland time)

The [CGS-M program](#) provides **\$17,500 for one year** to high-calibre scholars who will engage in an eligible master's or, in some cases, doctoral program in Canada. For awards being held at Memorial, the selection process is carried out internally within Memorial. There are 30 awards available (14 SSHRC, 10 NSERC, 6 CIHR).

Please note that you cannot hold a tri-agency 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, SGS offers tri-agency scholarship recipients the Dean's Excellence Award valued at **\$7,500**.

Additional funding for Indigenous Applicants

SSHRC and NSERC have launched the Indigenous Scholars Awards and Supplements Pilot Initiative, which will provide, to the limit of available funding, a **\$5,000 supplement** to qualifying Indigenous CGS-M award holders, and provide a **\$17,500 award and a \$5,000 supplement** to qualifying Indigenous candidates who are on the waitlist for the CGS-M program. Applicants will use the same application form and follow the same application process as for the CGS-M competition.

Additional funding for Black Scholars

The Government of Canada has deployed additional funds to increase [direct support for Black scholars](#). CGS-M applicants who self-identify as Black and provide consent to be considered for funds designated to specific groups may be able to receive this funding. Nationally, there are 20 additional awards available from each agency, which will be distributed across Canada.

Which agency should I pick?

You should complete the agency application that is best aligned with your research.

| 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](#) and discuss with your potential supervisor. If you are still uncertain where best to submit your application, please send an email with subject line “Tri-council Doctoral Scholarships: Selecting an Agency” to sgs@mun.ca.

Eligibility

To be eligible to apply you must be able to fulfil the conditions for ALL square checkboxes in the list below:

☐ **Citizenship status**

- 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 Dec 1, 2023.

☐ **Enrollment**

- 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.
 - If you are not currently enrolled, but you miss the internal admissions deadline to enroll in your intended program of study by your intended start date, you will be deemed ineligible; application deadlines can be found [on our website](#).
 - Award holders may hold their awards part-time for parental or medical reasons or because of family-related responsibilities.

☐ **Research-based program**

- Program must include 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.
- Master's programs that are based only on course work are typically not eligible since they do not include a significant research component.
- Joint programs with a professional degree (eg, MD/PhD) as well as clinically oriented programs are eligible if they have a significant autonomous research component. For example, our PsyD students conduct thesis research in every year of their program and must complete and defend a doctoral dissertation within 4 years, so this program meets the conditions.

☐ **Time in program**

- Calculate the number of full-time months you will have been in your program as of Dec 31, 2023
 - 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
 - All studies credited toward the eligible program should be counted, whether or not they were completed at the degree-granting institution.
- Either between **0 and 12 months** in program by Dec 31 if you are in:
 - a master's program
 - a doctoral program that you are entering directly from a bachelor's program without having ever been enrolled in any graduate programs (direct-entry)
 - a combined master's-doctoral program
 - a master's program that will transition to an eligible doctoral program, either before or after award activation, with no master's degree conferred (fast-track)
 - 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 **4 and 12 months** in program by Dec 31 if you are 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 first 12 months of the subsequent doctoral program for which you are requesting funding
- ❑ **First-class average**
 - Defined at Memorial as a GPA of 3.5/4.0 in each of the last 2 years of study (full-time equivalent)
- ❑ **First CGS-M award**
 - You cannot have held or be currently holding a CGS-M scholarship or Indigenous Scholars Award and Supplement from CIHR, NSERC or SSHRC.
- ❑ **Only 1 application**
 - You can submit a maximum of one scholarship (master's or doctoral) or fellowship application per academic year to either CIHR, NSERC or SSHRC (Vanier CGS applications do not count toward this limit; other exceptions may apply to CIHR internships).
 - You can submit one CIHR Strategic Master's Award application in addition to the CGS-M application.

Timeline for Memorial University's CGS-M Competition

| Date | Tasks |
|---|--|
| ASAP | <u>Sign up for our mailing list</u> <ul style="list-style-type: none"> • Subject Line: CGS-M Mailing List Sign-up • Send to: sgs@mun.ca • Include the following information: <ul style="list-style-type: none"> ○ Your name and email ○ Which department/program you will be in (if known) ○ Which agency you are targeting (SSHRC, NSERC, or CIHR) |
| Before starting | Review this information package in detail. |
| Wed, Oct 25 from 3-4pm | SGS will give an introduction to the CGS-M program, focusing on eligibility and application procedures. See details below. |
| Mon, Oct 30 from 2:30-4:30pm | SGS hosts application strategy session. See details below. |
| Nov 7, 9, 14, 21, 23 (various times) | Tri-agencies host Q&A sessions. See details below. |
| Thu, Dec 1 at 9:30pm Newfoundland time | Deadline for students to submit all application materials; all referee assessments must be submitted to be able to submit. |
| Mon, April 1, 2024 | Anticipated notification of results. |

SGS Webinars and information sessions (so RSVP required)

- **Canada Graduate Scholarship – Masters (CGS-M) Information Session (SSHRC, NSERC, CIHR)**
 - **Subject:** SGS will give an introduction to the CGS-M program, focusing on eligibility and application procedures. A second session, at a later date, will focus on application strategies.
 - **Date and time:** Wed, Oct 25, 2023 from 3-4pm (Newfoundland time)
 - **Join link:** <https://mun.webex.com/mun/j.php?MTID=mdfefc24976262e3f4a2d8a819579032d>
 - **Webinar number / phone access code:** 2771 378 1184
 - **Webinar password:** Xr3b8f7cEx3 (97328372 from phones and video systems)
 - **Join by phone**
 - +1-709-722-5626 Canada Toll (St. John's)
 - +1-416-915-6530 Canada Toll
- **Canada Graduate Scholarship – Masters (CGS-M) Application Strategy Session (SSHRC, NSERC, CIHR)**

- **Subject:** We will do a deep dive into the CGS-M selection criteria, and walk through each part of the application step-by-step to discuss how to elevate your submission from 'good' to 'excellent.'
- **How to join:** To attend the session, please sign up to the relevant Doctoral Award mailing list, as the link will be sent to the list.

Tri-Agency Information Sessions (no RSVP required)

NSERC will host live Q&A WebEx events, and will be joined by SSHRC and CIHR on some dates. These 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 the NSERC sessions, allowing NSERC and/or tri-agency staff and applicants to engage in a more in-depth and detailed Q&A session than we would normally have time for.

Participants should watch the videos in advance and come to the Q&A session with specific questions in mind.

- Playlist - Scholarships & Fellowships program application tutorials:
<https://www.youtube.com/playlist?list=PL6ox0GB7vXYIhaAY7mEqwmMqYK9TGCp1E>

Please attend any of the sessions that best suits your schedule. Registration is not required.

- **Tuesday, November 7** (in English)
 - NSERC, CIHR and SSHRC staff joining
 - 2:30 to 4:30pm (Newfoundland time)
 - Link: <https://nsercvideo.webex.com/nsercvideo/j.php?MTID=m977cf2a8ba90b630fab56e05bb71bea4>
- **Thursday, November 9** (in French)
 - NSERC staff only
 - 11:30 to 1:30pm (Newfoundland time)
 - Link: <https://nsercvideo.webex.com/nsercvideo/j.php?MTID=ma75460d12367e4138298d6f89bbfa8f2>
- **Tuesday, November 14** (in English)
 - NSERC and CIHR staff joining
 - 2:30 to 4:30pm (Newfoundland time)
 - Link: <https://nsercvideo.webex.com/nsercvideo/j.php?MTID=mc3cd9f44a25f74a7b852b0d7469bc90b>
- **Tuesday, November 21** (in French)
 - NSERC and SSHRC staff joining
 - 2:30 to 4:30pm (Newfoundland time)
 - Link: <https://nsercvideo.webex.com/nsercvideo/j.php?MTID=m96955cd9064c859c27cddc91641cf70a>
- **Thursday, November 23** (in English)
 - NSERC and CIHR staff joining
 - 11:30 to 1:30pm (Newfoundland time)
 - Link: <https://nsercvideo.webex.com/nsercvideo/j.php?MTID=mfb81cdbf3b50e64e126d4a3553c0599c>

How to apply

- ☐ Confirm your eligibility (info above)
- ☐ **Make sure you apply to your graduate program of interest before the internal deadline!** This is the most common reason for applications to be deemed ineligible.
- ☐ Optional but recommended: Sign up for the CGS-M mailing list (info above) and attend information sessions
- ☐ Review the [selection criteria](#) to know what you're aiming for

- ☐ [Read the full instructions online](#)
- ☐ Request your transcripts early!
- ☐ Complete your [Canadian Common CV \(CCV\)](#)
- ☐ Complete your application in the [Research Portal](#)
- ☐ Consider whether you should apply for any supplements, and if yes, complete those components
 - [Black Scholars Initiative](#) (CIHR, NSERC, SSHRC)
 - [Department of National Defence Mobilizing Insights in Defence and Security \(MINDS\) scholarship initiative](#) (SSHRC)
 - MINDS master's scholarships for Indigenous students (\$17,500 for one year)
 - MINDS scholarship initiative supplements (additional \$10,000 for one year)
 - [Indigenous Scholars Awards and Supplements Pilot Initiative](#) (NSERC and SSHRC)
 - Must complete the self-identification form in the person profile of the Research Portal
 - \$5,000 supplement for all meritorious Indigenous CGS-M applicants
 - \$17,500 award for meritorious Indigenous CGS-M applicants on the alternate list
- ☐ Submit your application through the online portal; we cannot accept applications outside this portal.

Application checklists

Below are some checklists to help you address common issues we see in applications.

Transcripts

It can take time to secure official transcripts, so it is good to start early. For your application to be complete, your transcripts must fulfil the conditions for ALL square checkboxes in the list below:

- ☐ All post-secondary transcripts are included, even if this is your first semester and there are no grades yet
- ☐ Up-to-date (Printed as of Fall 2023, or if you're not currently registered, after the last term you completed)
- ☐ Official
 - Can be a scan of an official paper version (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)
 - Can be an official electronic version (like MyCreds)
 - Transcripts printed from student accounts are not considered official.
- ☐ Combined into a single PDF (no password, no larger than 10mb)
- ☐ One copy of the key/legend included for every transcript
 - Often on the reverse side; it explains the grading system. Don't submit multiple copies of the legend.
- ☐ Page size is Letter (8.5x11") or A4 (210mm x 297mm)
- ☐ You're encouraged to rotate transcripts to landscape orientation if needed to be read horizontally
- ☐ Written in English or French, or if not, a certified translation has been provided
- ☐ **See our FAQ below for common questions!**

Attachments

Your attachments must fulfil the conditions for ALL square checkboxes in the list below:

- ☐ Page limitations are not exceeded;
- ☐ Acronyms and abbreviations must be spelled out completely on initial appearance in the 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;

- Setting the line spacing in Word to “exactly 12pt” will give slightly tighter spacing than single spacing, but is still allowable!
- ☐ All text must be in 12 pt, black Times New Roman font;
 - Can be smaller in tables and figures, but will be clearly visible
- ☐ Condensed fonts will not be accepted;
- ☐ Colour imagery is acceptable but the text should be in black;
 - There is no guarantee the committee members will view your application in colour; gray scale is recommended
- ☐ All margins must be set at a minimum of ¾" (1.87 cm);
- ☐ Text shouldn't contain hyperlinks or bookmarks

Clearances and certification requirements

If you answer “yes” to any of the questions below, check with your supervisor to discuss how to address these aspects within your application. Some examples of possible ways to address these are included below each question, but your application has limited space available, so you should discuss this with your supervisor:

- ☐ Does the proposed research involve **humans as research participants**?
 - Mention you'll apply for ethics clearance from Memorial's [Interdisciplinary Committee on Ethics in Human Research](#) (ICEHR).
- ☐ Does the proposed research involve **animals**?
 - Mention you'll apply for ethics clearance from Memorial's [Animal Care Committee](#) (ACC).
 - Mention [Animal Care Training](#)
- ☐ Does the proposed research involve **human pluripotent stem cells**?
 - Mention you'll apply for ethics clearance from Memorial's [Interdisciplinary Committee on Ethics in Human Research](#) (ICEHR)
 - Mention biosafety [certification](#) and [training](#)
 - Mention other [laboratory safety training](#) and certification as appropriate
- ☐ Does the proposed research involve **controlled drugs and/or substances**?
 - Mention [laboratory safety training](#) and certification as appropriate
 - Mention clearances from [Exemptions Section of the Office of Controlled Substances at Health Canada](#)
- ☐ Does the proposed research involve **Indigenous peoples**?
 - Memorial defines Indigenous Research as 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.
 - Refer to [Memorial's policy on Research Impacting Indigenous Groups \(RIIG\)](#) to ensure you are in compliance. **If your proposal involves RIIG and you or your supervisor do not have an Agreement in Principle (AIP) or conditional AIP in place for your proposed work, your application could be deemed ineligible.**
 - Mention you will apply for ethics clearance from Memorial's [Interdisciplinary Committee on Ethics in Human Research](#) (ICEHR)
 - Review our FAQs regarding RIIG and AIPs, below

Special Circumstances

Committee members will take into consideration special circumstances that may have affected your research, professional career, record of academic or research achievement, or completion of degrees. This includes how the COVID-19 pandemic may have affected you and your work. When outlining special circumstances, it is

important to help the committee understand the specifics of how the circumstances affected you so they know how best to incorporate the information into their assessment. This could be done by providing timelines, quantifying delays, outlining specific missed opportunities, etc.

Frequently Asked Questions

Transcripts

Can I upload an unofficial transcript?

The agencies recognize that COVID-19 may have resulted in difficulties obtaining official transcripts, and will accept unofficial transcripts if official ones could not be obtained. This is only if you could not obtain the official transcript due to COVID-19. Not allowing enough time to order your transcript would not be a permissible reason to attach an unofficial transcript.

My university will only send official transcripts to the address / email I enter. Who should I send it to?

You need to add your transcript to your application yourself, so you should send it to yourself. For physical copies, opening the envelope to scan the transcript will not make it unofficial, just be sure to keep the official paper copy in case we request it at a later date. For electronic transcripts, you can have the transcript sent to your own email address so you can download it.

SGS already has my official transcripts on file from when I applied for graduate school; can SGS just access those?

The admissions process is separate from the tri-agency application process. Transcripts are part of your application; as the applicant, you are responsible for ensuring you have included all parts of your application, including all necessary transcripts. The tri-agencies do not allow us to use any materials besides what you submit. If you do not submit all of your transcripts, you may be deemed ineligible even if we have your transcripts on file elsewhere.

A course I completed at a different university was transferred to my degree-granting university. Do I need the transcript from the university where I completed the transfer course?

Yes, you require an official transcript for all courses completed and transferred from other universities to fulfill the requirements of your degree. An official transcript for these courses must be submitted to indicate the grades received. The reason is that the transcript from the degree-granting university does not provide these grades, it only states that the course was completed and given a credit towards your degree.

My university does not provide individual grades for courses in my undergraduate/graduate program. What do I do in this case?

SGS uses the World Education Services (WES) resource to convert grades from a university outside of North America to Memorial's grading system. In cases where an institution does not provide grades for individual courses, the WES resources will be used to find an acceptable overall grade conversion. It is important that official transcripts are submitted in these instances.

My transcript isn't in English or French. What do I do?

You must include a certified translation following the original transcripts.

My official transcript is electronic and protected; it won't let me combine it with my other transcripts. What do I do?

The system will not accept protected PDFs. You will either have to “print to PDF” to unprotect the PDF, or if that doesn’t work, you could physically print the transcript and scan it. This would be considered a “copy” of the official transcript, as the official transcript is the protected electronic version. A copy is sufficient for this application, however you should keep the official electronic version in case you are asked for it at a later date.

The website is giving me an error; it says my transcripts don’t meet the formatting requirements. What do I do?

Your PDF must be letter or A4 size and no larger than 10 MB. If you have transcripts that are larger than this size, you will need to reduce these. One method is to “print to PDF” and printing to letter size. Also make sure that your PDF is not encrypted.

Research Impacting Indigenous Groups (RIIG)

How do I know if my research is RIIG?

At Memorial, Research Impacting Indigenous Groups (RIIG) includes 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. For example:

- 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.

Agreement in Principle (AIP)

What is an AIP?

An AIP is a first step in a longer engagement that indicates that the principles, concepts, and premises of the research have been reviewed by appropriate representatives in an Indigenous group and the group agrees for the research to proceed to the next step (in this case, submission of the research proposal in your scholarship application). Evidence that an AIP has been obtained may be informal or formal, and may take a variety of forms, including but not limited to:

- A text from relevant leaders
- A signature on a research agreement or form, collaboratively drafted
- Formal co-investigator or collaboration status of Indigenous leader(s) or official representative
- A formal letter of support
- A phone call, email, or letter from an Indigenous Group leader or official representative
- A document showing successful Research Review by the Indigenous Group.

When there is no other Indigenous group to review research to an AIP, Memorial University’s Committee on Ethical Research Impacting Indigenous Groups (CERIG), a group of Indigenous experts in research relations, can help ensure projects are in line with best practices and principles in Indigenous research, including [TCPS2 Chapter 9](#). Its approval serves as an AIP. This group does not and cannot represent Indigenous groups outside of the Memorial community in these duties.

The online application doesn't mention anything about an AIP; where do I include it?

At Memorial, an AIP is needed to submit a funding application for RIIG to the funding agency; we will not send your RIIG application forward unless it is secured. The AIP should **not** be uploaded to your online application. To submit your AIP, please send an email with subject line **"Tri-council Doctoral Scholarships: AIP submission for [INSERT YOUR NAME]"** to sgs@mun.ca.

How do I get and submit an AIP?

There are a few different ways you can fulfill the AIP requirement for your application:

Option 1: It's possible that you may have an AIP in place already. If you've corresponded with an Indigenous community or group about your research project but are unsure if this would be considered as an AIP, SGS can help with any questions you may have. For assistance, please send an email with subject line **"Tri-council Doctoral Scholarships: AIP Question - [INSERT YOUR NAME]"** to sgs@mun.ca.

Option 2: If you have already discussed your project with a supervisor at Memorial, it is possible that they may have an AIP in place that may cover your work. Please note that pre-existing consent for a similar, but different, project will not fulfill the AIP requirement for your project; the supervisor's AIP must clearly cover your proposed work to be accepted. You can check with your supervisor, and if this is the case, you can send us their AIP and an explanation of how your research fits within it.

Option 3: If your project is independent and does not have pre-existing consent, then you must secure the AIP with the appropriate Indigenous group yourself. If there is no other Indigenous group to review research to an AIP, you can submit an inquiry to CERIIG by contacting Indigenousresearch@mun.ca. Terms of Reference for CERIIG are available [here](#).

Option 4: If you do not think you will be able to secure an AIP before the deadline, we will accept a conditional AIP. To request a conditional AIP, please contact Dr. Paul Banahene Adjei, Associate Vice-President (Indigenous Research) (pbanahene@mun.ca) with the following information:

Subject line: Request for conditional AIP for Canada Graduate Scholarship (due Oct 4, 2023)

Body: Brief explanation of your request and how you have respectfully incorporated key concepts of Indigenous or traditional knowledge, reciprocity, community, respect, relevance, and contribution into your proposal.

Attachments: (a) Your research summary; (b) If you have it, evidence that you have reached out to the Indigenous community involved in your work if a particular group is identified. Alternatively, your plan to reach out to Indigenous groups to secure an AIP by the time you take up your award.

Adjudication

After you submit, your application will be screened for eligibility. Eligible applications will be sent one of three multidisciplinary selection committees at Memorial (one for each research council: SSHRC, NSERC, and CIHR). Applications will be scored on the following criteria:

1. Academic excellence (50% weighting): As demonstrated by past academic results, transcripts, awards and distinctions.
2. Research potential (30% weighting): 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.

3. Personal characteristics and interpersonal skills (20% weighting): As demonstrated by the applicant's past professional and relevant extracurricular interactions and collaborations.

Offers will be sent out starting April 1, 2024.

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 send an email with subject line "CGS-M Scholarships: General Question" to sgs@mun.ca.