



## **TRI-AGENCY & OGS/QEII-GSST SCHOLARSHIP INFORMATION SESSION**

# Land acknowledgement

**Ontario Tech University acknowledges the lands and people of the Mississaugas of Scugog Island First Nation. We are thankful to be welcomed on these lands in friendship. The lands we are situated on are covered under the Williams Treaties and the traditional territory of the Mississauga, a branch of the great Anishinaabeg Nation, including Algonquin, Ojibway, Odawa and Pottawatomi. These lands remain home to a number of Indigenous nations and people.**



# WELCOME

**Presentation:**

**Jeremy Bradbury, Associate Dean, SGPS**

# KEY ASPECTS of a successful application:

- Follow all steps of the scholarship and university instructions
- Official and complete transcripts
- Well thought-out and well-written research proposal
- Strong reference letters



# TRANSCRIPTS

## What is required & Averages

- Transcripts are required for your current and previously attended postsecondary institution(s) that are listed on your application (Best practice: if you list the institution, you need the transcript)
- A- average in each of the last two completed years of study (full-time equivalent)
- Many universities are experiencing delays in processing transcript requests. Ensure you submit your transcript requests **early**
- Follow agency-specific instructions on attaching transcripts
- **You** are responsible for providing these with your application

# TRANSCRIPTS

## TRI-AGENCY

- For your Tri-Agency applications, official transcripts are required
- **Canada Graduate Scholarship – Master’s (CGS-M)**
  - you will scan and upload all official transcripts via the application portal
- **Canada Graduate Scholarship – Doctoral (CGS-D)**
  - **CIHR and SSHRC**
    - you will scan and upload all official transcripts via the application portal.
  - **NSERC**
    - Send all your transcripts to SGPS

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# TRANSCRIPTS OGS/QEII-GSST

For your **OGS/QEII-GSST** application – download your unofficial Ontario Tech transcripts through MyCampus and submit it to SGPS through the online application form.

# STATEMENT OF INTEREST OR PLAN OF STUDY / RESEARCH PROPOSAL

## What to write

- A **research proposal** or **program statement** is required for your scholarship application
- For the tri-agency applications, your research proposal **MUST** fall under the mandate of the agency to which you are submitting your application (refer to Selecting the Appropriate Federal Granting Agency)
  - You should **review your proposal with a faculty member** for advice and to ensure adherence to the agency mandate
- Be as **specific as possible**: If you have not yet decided on a specific project, you must still provide a detailed description of a research project that interests you
- Write your proposal in **lay language**: The committees reviewing the applications are interdisciplinary but members may not necessarily specialize in your area of research.
  - Consider asking a friend or colleague in another discipline to read your statement to help identify language that is too discipline specific.



# STATEMENT OF INTEREST OR PLAN OF STUDY / RESEARCH PROPOSAL Structure

- State your hypothesis and the methodology in which you will conduct your research
- Emphasize the importance of your research on society
- Ensure you follow the standards for presentation and attachments that are outlined in the application instructions for all free form pages
- Proofread and have colleagues review your proposal

# Statement of Interest or Plan of Study/Research Proposal Impact

- Contextualize your research: Why is it important to your field? to the community?
- Find a balance:
  - Do not over-generalize (i.e. “I will work towards a cure for cancer”)
  - Do not over-complicate (i.e. too much jargon)
  - Pretend you are writing for a high-level general journal

# COMMON CV – TRI AGENCY APPLICATIONS

- Common CV system for establishing your research and leadership record
- This is where your research publications (if any) and other relevant experience will be listed

# Bibliography and Citations

## OGS/QEII-GSST

- Bibliographic details for all citations included in your research proposal (ensure that these are clear and complete to allow reviewers to locate the sources easily). The selection committee expects applicants to properly reference ideas and text belonging to others.
- Use the section provided in the OGS application to list references to works that are cited in your application (that is, do not list additional or unnecessary references to fill up the space). Follow the citation conventions that are appropriate to your research discipline or field.

# List of Publications and Presentations

- List publications, presentations, posters or other significant work that was submitted to an external organization.
- Be sure to consistently use a standard reference format.
- If your list is quite short, include lectures you gave, especially significant projects (i.e. a literature review), internal reports, etc.
  - Be clear what is peer-reviewed and what is not!
- Do not include in progress or in-review. Be clear what is peer-reviewed and what is not!
- Organize the section clearly using the lettering provided in the application package

# CONTRIBUTIONS STATEMENT

## PhD/PDF only

- Use the lettering of sections, as provided on the application package – notice the below list has no “(b)”
- (a) Articles Published in Refereed Journals
  - [1] Collins, C.; Tobin, J.; Shvedov D., Palepu, R.; Tremaine, P. R. (2000) Thermodynamic properties of aqueous diethanolamine (DEA), N,N-dimethylethanolamine (DMEA), and their chloride salts: Apparent molar properties at elevated temperatures and pressures. *Canadian Journal of Chemistry* **78**: 151-165. (undergraduate summer work)
- (c) Other refereed contributions
  - [2] Collins, C. Stability Constants for Glycine Under Hydrothermal Conditions Using Colorimetric Indicators. Honours Dissertation, Memorial University of Newfoundland, 2001.
  - [3] Collins, C. Thermodynamic properties of aqueous diethanolamine (DEA), N,N-dimethylethanolamine (DMEA), and their chloride salts. Poster, Atlantic Student Chemistry Conference, UPEI, 1998.
- (f) Contributions Resulting from Participation in Industrially Relevant Research Activities
  - [4] Collins, C. and White, B. MOTSIM Geometry Editor (software). Marineering Limited, 2001.
  - [5] Collins, C. Recent Improvements to Automated Speech Recognition Using Prosodic Features, literature review, University of Toronto, 2002.
  - [6] Collins, C. Oil Sand Consolidation (internal report). Alberta Research Council, 1998.

# Significant Academic Accomplishments/Most Significant Contributions

- List all internships, research projects, involvement in student organizations, volunteer work.
- You have many years of university experience, so tell the judges about it! Consider carefully (perhaps get a second opinion) before leaving anything out.
- Include full description of your responsibilities in any project where you worked with others – i.e. were you involved in project planning? Supervising undergraduates? Were you directly writing any co-authored works? How did your work contribute to a large multi-year project, etc.

# DON'T BE TOO MODEST

- Reiterate if your research was supported by a granting agency:
  - “As an OGS scholar at Ontario Tech University, I have begun a research program in Computational Chemistry”
  - “During my tenure as an undergraduate student at Ontario Tech University, I was placed in a position of high independence, early in my undergraduate career.”



# RELEVANT ACTIVITIES

## Part of applicant statement

- This section often doesn't get enough attention!
- Highlight volunteering, elected positions, etc. Don't go back too far – start with your undergraduate degree.
- Indicate a timeline to avoid the appearance of “padding”:
  - “For the Fall 2020 term, I participated in twice weekly meetings of the steering committee for conference X, hosted by my department.”
  - Don't include activities that are too far in the past:
    - “I attended the walkathon in 2010 for cause X.” or “I was captain of my grade 10 hockey team.”

# RELEVANT ACTIVITIES

- Use only activities which support the criteria of the award: communication skills, creativity, leadership.
- If you cannot fill this section with relevant volunteer or elected activities, use employment or leisure activities:
  - Working as a TA
  - Working in your department as a host for visiting lecturers
  - Mentoring new students
  - Working in a customer-service position like retail or restaurant
  - Participating in clubs or organizations, orchestras, etc.
- **Indicate your position, the time commitment involved, and why you think your participation is relevant to this application.**
- Don't underestimate this section – it can set you apart from all the other academically outstanding applications. It can make you the “well-rounded” candidate who gets noticed.

# FORMATTING ATTACHMENTS

- Communication skills count in the final evaluation: the appearance of your application is a good indicator of your communication skill
- Don't use fancy fonts! Don't disobey font size requirements – you might fit more info on the page, but the judges will not read it
- Do not exceed allotted space for each section
- Maximize space – fill every space on the page, but avoid clutter. Use headings, indentation, etc.

# PROOFREADING

- Proof-read your entire application
  - Start with each section individually and wait a while before going to the next section. Pay attention to how the section content fits the heading
  - Re-read the sections consecutively
    - Delete any repetition
    - Make sure you haven't forgotten anything
    - Check for consistent writing style
- Ask others to proof-read for you:
  - Your supervisor
  - Other professors, especially if they have sat on scholarship panels
  - Your referees
  - Ask a non-scientist who knows you well:
    - May not understand the scientific content, but this helps highlight particularly unclear sections which colleagues may not catch
    - Will likely pay more attention to the personal statement and details of overall appearance, spelling, cohesion

# ACADEMIC EXCELLENCE

- List all previous scholarships, fellowships, etc.
- Don't assume anything is "too small" to include, unless you are constrained by space.
- Make sure to include \$ amounts, and the jurisdiction (institutional, provincial, national) of the competition. Use a table if possible.
- Highlight previous scholarship support (for example, a summer research scholarship during your undergrad).

# REFERENCE LETTERS

## Selecting referees

- **Strong reference letters** are one of the key components to a strong application package
- Ask someone who can speak with some experience about your abilities, attributes and potential; someone who has recent knowledge of both where you have been and where you want to go (each competition will suggest examples of allowable referees)

# REFERENCE LETTERS

## Selecting referees

- Consider very carefully who you will ask for a reference letter – diversity is an advantage and will help avoid duplication:
  - your supervisor
  - a course instructor you know well
  - your program director if you know them well
  - a researcher from outside Ontario Tech with whom you have collaborated
  - an employer familiar with your research or leadership abilities
- Ask “can you write me a **good** reference?”
  - guard against lukewarm / unhelpful references

# REFERENCE LETTERS

## Supporting referees

- In order for your referees to highlight your attributes, provide them with a package containing
  - an up-to-date CV
  - transcripts (no need for official copies here)
  - a list of contributions (research and leadership)
  - your research proposal (even if it's still a draft)
- Some professors will appreciate additional help. You can offer your referee (ask before providing):
  - highlights you would like them to focus on
  - examples from your interactions with them to help jog their memory
- This helps them write well and save time, and further demonstrates your organization skill



# REFERENCE LETTERS

## Supporting referees

- Follow up with the reference after a week or two to make sure they didn't forget you!
- Make sure they know they can contact you for more information
- **Do NOT provide a draft letter for them!**
  - If absolutely required, make it unique
- Consider encouraging them to point out one *minor* "weakness", something they can say they know you are working to improve. Completely glowing letters are rarely believable.

# REFERENCE LETTERS

## Timing

- To further assist your referees, provide them with the **eligibility and selection criteria** of the scholarship, as well as the **instructions** for completing the assessment
- Be prepared:
  - **Know the deadline** by which you need it, clearly state it to the referee
  - Know to whom the letter needs to be addressed (if applicable) and to whom it should go
  - Provide them with enough time to write an appraisal for you (at least 2 weeks!)

# KEY STEPS

- Confirm your eligibility
- Request your transcripts early
- Contact potential referees now – 2 or 3 referees required, depending on competition
- Read the website and application instructions
- Apply for admission to a graduate program at Ontario Tech by Feb. 1 if applicable
- Start your award application and submit as instructed by the firm deadline.

# OGS and QEII-GSST

- Eligibility:
  - OGS: Canadian citizen/PR and international students
  - QEII-GSST: Canadian Citizen/PR, STEM disciplines
- Deadline: **December 1**
- Value: \$15,000 per year
- Quota:
  - 26 OGS (**of which two awards are allocated International students**)
  - 7 QEII-GSST
- Master's students cannot exceed 2 years of OGS/QEII-GSST funding;
- Doctoral students cannot exceed 4 years of OGS/QEII-GSST funding
- Normally only students within their program time limits are selected

# OGS/QEII Selection Criteria Weightings (Master's)

*\*ensure your application addresses these criteria\**

- Academic Excellence (50%)
  - First class average
  - Duration of previous studies
  - Scholarships and award held
- Research Potential (30%)
  - Quality and originality of contributions to research
  - Significance of proposed research
  - Initiative, independence
- Communication, Interpersonal and leadership abilities (20%)

# OGS/QEII Selection Criteria Weightings (Doctoral)

*\*ensure your application addresses these criteria\**

- Academic Excellence (30%)
  - First class average
  - Duration of previous studies
  - Scholarships and award held
- Research ability or Potential (50%)
  - Quality and originality of contributions to research
  - Significance of proposed research
  - Initiative, independence
- Communication, Interpersonal and leadership abilities (20%)

# Canada Graduate Scholarship – Master's (CGS-M)

## CIHR / NSERC / SSHRC

- Eligibility:
  - Canadian citizen / permanent resident or protected person
  - Intend to pursue a Master's program with a significant research component
- Deadline: **December 1**
- Value: \$17,500 per year
- Quota: 11 (1 CIHR), (5 NSERC) and (5 SSHRC)

# Tri- Agency Selection Criteria Weightings (Master's)

\*ensure your application addresses these criteria\*

- Academic Excellence (50%)
  - First class average
  - Duration of previous studies
  - Scholarships and award held
- Research Potential (30%)
  - Quality and originality of contributions to research
  - Significance of proposed research
  - Initiative, independence
- Personal Characteristics & Interpersonal Skills (20%)



# Canada Graduate Scholarships - Doctoral Postgraduate Scholarships/Fellowships CIHR, NSERC and SSHRC

- Eligibility:
  - Canadian citizen / permanent resident or protected person
- Be conducting research under the relevant agency mandate
  - refer to official site for Subject Matter Eligibility and **speak to a faculty member** to confirm your proposal meets the mandate
- Deadline: **October 4 (internal)**
- Value: CGS-D \$35,000          PGS-D/Fellowship: \$20,000 - 21,000
- Quota: 11 (3 CIHR), (4 NSERC) and (4 SSHRC)

# Tri- Agency Selection Criteria Weightings

\*ensure your application addresses these criteria\*

- **Research Ability or Potential (50%)**

- Quality of research proposal
  - specific, focused and feasible research question(s) and objective(s)
  - clear description of the proposed methodology
  - significance and expected contributions to research
- Relevant training, such as academic training, lived experience and traditional teachings
- Research experience and achievements relative to the applicant's stage of study, lived experience and knowledge systems
- Quality of contributions and extent to which they advance the field of research. Contributions may include: publications, patents, reports, posters, abstracts, monographs, presentations, creative outputs, knowledge translation outputs, community products, etc.
- Demonstration of sound judgment and ability to think critically
- Demonstration of responsible and ethical research conduct, including honest and thoughtful inquiry, rigorous analysis, commitment to safety and to the dissemination of research results and adherence to the use of professional standards
- Enthusiasm for research, originality, initiative, autonomy, relevant community involvement and outreach
- The ability or potential to communicate theoretical, technical and/or scientific concepts clearly and logically in written and oral formats

# Tri- Agency Selection Criteria Weightings

\*ensure your application addresses these criteria\*

- **Relevant experience and achievements obtained within and beyond academia (50%)**
  - Scholarships, awards and distinctions (amount, duration and prestige)
  - Academic record:
    - Transcripts
    - Duration of previous studies
    - Program requirements and courses pursued
    - Course load
    - Relative standing in program (if available)
- Professional, academic and extracurricular activities as well as collaborations with supervisors, colleagues, peers, students and members of the community, such as:
  - teaching, mentoring, supervising and/or coaching
  - managing projects
  - participating in science and/or research promotion
  - community outreach, volunteer work and/or civic engagement
  - chairing committees and/or organizing conferences and meetings
  - participating in departmental or institutional organizations, associations, societies and/or clubs

# Award Limitations

- Lifetime maximums of six (6) years of government-funded student awards must not have been exceeded by the applicant.
- Awards under the following programs will be counted toward this lifetime maximum and cannot be held concurrently:
  - Ontario Graduate Scholarship (OGS)
  - Queen Elizabeth II Graduate Scholarship in Science and Technology (QEII GSST)
  - Ontario Trillium Scholarships (OTS)
  - Social Science and Humanities Research Council of Canada (SSHRC)
  - Natural Sciences and Engineering Research Council (NSERC)  
Canadian Institute of Health Research (CIHR)
  - Vanier Canada Graduate Scholarships (Vanier CGS)

# OSAP Restrictions OGS/QEII-GSST

- Please note: students with an OSAP restriction are not eligible to hold an OGS until or unless the restriction has been removed.
- If you have ever received OSAP and think you may have a restriction, check with Student Awards and Financial Aid to determine whether you have any restrictions.

# Scholarship Resources

## School of Graduate and Postdoctoral Studies

FUTURE STUDENTS

CURRENT STUDENTS

GRAD ENGAGEMENT

POSTDOCS

FACULTY AND STAFF

CONTACT

Tuition and fees

Grad Finance FAQs and Contacts

DOWNLOAD GRAD  
STUDIES GUIDEBOOK



[Question Submission Form](#) or contact [gradscholarships@ontariotechu.ca](mailto:gradscholarships@ontariotechu.ca).

Watch! Hear tips from our scholarship recipients



Everything you need to know about available scholarships



Preparing your application



Winning research proposals



## General information on applying for scholarships and awards

Eligibility and qualifications



Where and how to apply



Unsure if you will be pursuing graduate studies? Apply anyway!



Take your time



# Questions ?

- If you have any questions about this or any other scholarship competition, or to sign up for a virtual meeting, we recommend that you complete the [External Scholarships Question Submission Form](#)
- or contact [gradscholarships@ontariotechu.ca](mailto:gradscholarships@ontariotechu.ca).

# Acknowledgement

*SGPS wishes to thank faculty, staff and students that have been involved over the years in developing the content provided in this presentation.*



# CONTACT ?

- Questions should be directed to:  
[gradscholarships@ontariotechu.ca](mailto:gradscholarships@ontariotechu.ca)
- [https://gradstudies.ontariotechu.ca/current\\_students/student\\_finances/graduate\\_student\\_awards/index.php](https://gradstudies.ontariotechu.ca/current_students/student_finances/graduate_student_awards/index.php)
- The School of Graduate and Postdoctoral Studies business hours is Monday to Friday, 8:30 a.m. to 4:30 p.m.
- Located at: Software and Informatics Research Centre (SIRC), 40 Conlin Road West, first floor