



Guidelines for the Verification of NSERC PGS M and PGS D Applications for the 2012 Competition

Please read the information section on Postgraduate Scholarships in the 2011 *Program Guide for Students and Fellows* (http://www.nserc-crsng.gc.ca/Students-Etudiants/ProgramGuide-GuideDesProgrammes_eng.asp).

Applicant Eligibility:

Ensure that the applicant:

- is eligible to apply as of November 25, 2011, as described in the 2011 *Program Guide for Students and Fellows*.
- is currently registered full or part-time or on an approved leave of absence at your university, or is not registered and has completed all requirements for a degree from your university in 2011.
- is a Canadian citizen or permanent resident of Canada as of November 25, 2011.
- has a first-class average in each of the last two completed years of study (full-time equivalent; 2 years of part-time study equals 1 year of full-time study).

Proposed research and program of study:

For each application, verify that:

- the research subject code corresponds to the applicant's **proposed** field of study (see Form 201).
- the proposed research is in an area of natural sciences or engineering supported by NSERC. Do not send an application to NSERC from an applicant who should be applying to CIHR or SSHRC. You will not be able to replace this application if it is rejected by NSERC. If in doubt, contact NSERC as soon as possible.
- the program of study the applicant is pursuing or intends to pursue is eligible for NSERC support. Clinically-oriented programs (e.g. clinical psychology) will be eligible only if the applicant proposes a research project deemed eligible to be funded by NSERC, and their proposed supervisor is a researcher holding an active NSERC Discovery Grant. Candidates proposing a clinically-oriented program of study must meet these two criteria at the time of application, otherwise they will not be eligible. Joint degree programs including a professional degree (e.g. MD/PhD) are not eligible. If in doubt, contact NSERC as soon as possible.
- A module was added to the application form 201 inviting applicants to justify the subject eligibility of the proposed research. We ask them to complete this section if their research is in a discipline that may fall under the mandate of more than one federal granting agency (e.g., psychology, management studies, geography, physical education, biomedical engineering, life sciences, bioinformatics, biostatistics, etc.). They must describe the natural sciences or engineering research challenges of the project on which they propose to work during the tenure of their scholarship or fellowship. They must explain clearly what they will be doing and why it should be considered research that is predominantly directed to a natural science or engineering audience. **This section should not exceed one page and should not be evaluated by the internal selection committees nor by the NSERC committees.** NSERC staff, as well as SLOs will be able to use the information to determine whether the research falls within the NSERC mandate.

Completeness:

Ensure that:

- the applicant used a font comparable to 12 point, Times New Roman regular for all free form attachments.
- two Reports on the Applicant have been completed.

Transcripts:

The university designate(s), or the SLO must ensure that the transcripts:

- of all university studies in the natural sciences and engineering (including current program) are uploaded (no web transcripts), including any transferred courses taken at other universities.
- are official and up-to-date, clear, and suitable for uploading. Certified copies will be accepted **only** for transcripts from foreign locations where official transcripts would be difficult to obtain.
- indicate any semesters when the applicant was not a full-time student or was registered even though no courses were taken.
- provide the exact date when a student was transferred from a master's degree to a doctoral degree without having completed their Master's.
- are translated if the original is in a language other than English or French.

The university designate(s) must scan all transcripts as a black-and-white document and upload them as one document. Include one copy of the university legend for each set of transcripts. If changes are to be made once the transcripts are uploaded, the university designate must communicate with the applicant using the comment box. The university designate must advise the applicant to delete and re-enter the information on the University-Transcripts page of their application. The university designate will then receive a new invitation email that can be used to upload the revised document.

Aboriginal Applicants:

A column exists in the SLO Portfolio which will show you who self-identified as Aboriginal in their application. Applications submitted by Aboriginal applicants will not be counted as part of the university quota. The university must indicate this information on the *List of recommended candidates* (template provided on the NSERC secure Web site).

Other:

Departments will be able to include additional comments to the process, such as justification for recommending an applicant who has not achieved a first-class average during the last two years of study, or a description of international degrees or diplomas used as a basis for the applicant's admission to the current program. Those comments should be written on separate sheets and forwarded to NSERC along with the List of recommended candidates at Schol-SLO@nserc-crsng.gc.ca .

For internal evaluation purposes universities may request that each department provide an evaluation for the applicants that they are recommending to the School of Graduate Studies. This information must not be included with the applications when submitted to NSERC.

Incomplete applications will be rejected by NSERC.