# Western Graduate Postdoctoral Studies

# 2020-2021 WESTERN OGS/QEII-GSST APPLICATION HANDBOOK

This document provides a visual presentation of Western's online Ontario Graduate Scholarship (OGS) and QEII Graduate Scholarship in Science and Technology (QEII-GSST) Application.

As applicants progress within the application, they may save and continue the application at any time. Once the referees have submitted their references, each applicant must 'finalize and submit' their application. Once an application has been 'finalized and submitted' the applicant may not revise the application. The application must be 'finalized and submitted' by the application deadline in order to be considered.

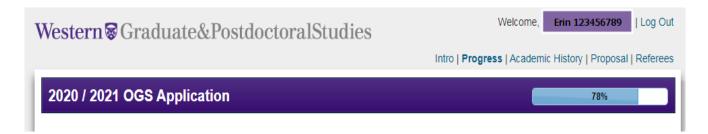
# **Application Pages**

At the top of each page of the application it will show the OGS applicant's name and Western student ID.

If an applicant wishes to log out of the application at any time, they can do so by clicking on "Log Out". Before exiting, students must save their work.

Below each applicant's name, there are tabs that will allow the applicant access to the pages within the application:

- Intro
- Progress
- Academic History
- Proposal
- Referees



## Introduction

## 2020 / 2021 OGS Application

22%

#### Introduction

Since 1975, the Ontario government, in partnership with Ontario's publicly assisted universities, has encouraged excellence in graduate studies at the master's and doctoral levels through the awarding of Ontario Graduate Scholarships (OGS). OGS awards are merit-based scholarships available to students in all disciplines of graduate study. The Queen Elizabeth II Graduate Scholarships in Science and Technology (QEII-GSST) program is in addition to and harmonized with the OGS program. QEII-GSST awards are merit-based scholarships available to domestic students in graduate study undertaking research in science and technology fields. The OGS and QEII-GSST programs are jointly funded by the Province of Ontario and Ontario universities. The Province of Ontario contributes two-thirds of the value of every award and the university provides one-third through private donations to Western

Both OGS and QEII-GSST awards are annually allocated to eligible universities in Ontario.

At Western, applicants are automatically considered for both the OGS and the QEII-GSST through one application - Western's Online OGS/QEII-GSST Application.

For more information regarding OGS and QEII-GSST please visit https://grad.uwo.ca/finances/external\_funding/ogs.html

#### The Application

You can work on your application at your own pace.

January 24, 2020 4:00pm EST - Application deadline, the online application is closed to new applicants. January 31, 2020 4:00pm EST - Final submission deadline, the online application closes for the year.

The Application is divided into four components:

Progress - view your progress in each of the next four components that you are required to complete

Academic History - a summary of your previous academic history, accomplishments and awards

Proposal - outline of proposed research

Referees - identify two professors who will each complete and upload an academic recommendation in support of your OGS application

All information that you are asked to provide should be relevant to your university academic career. Please ensure that you fulfill all of the conditions of eligibility before continuing with the application.

As you progress in the application will be able to save and continue the application at any time. Once all required elements are completed and your referees have submitted their references you will be able to **finalize and submit** the application. After you have finalized and submitted the application you will no longer be able to update or modify the application.

### **Application Status**

All eligible applications will be adjudicated between February and March. Updates will be available to eligible applicants within Student Center.

You have an application in progress, but it has not yet been finalized nor submitted.

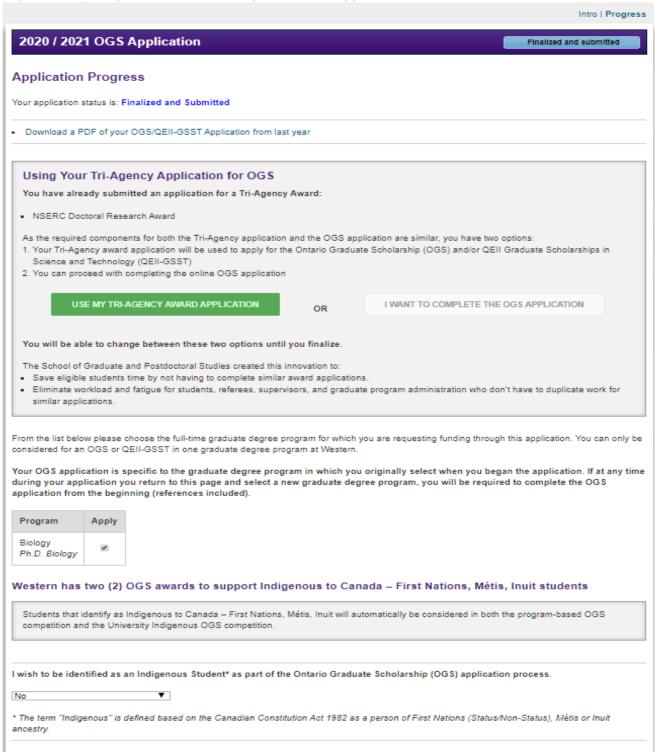
Have you exceeded 6 years of government funded student awards? No ▼

Click continue to edit your application.

Continue

# **Application Progress**

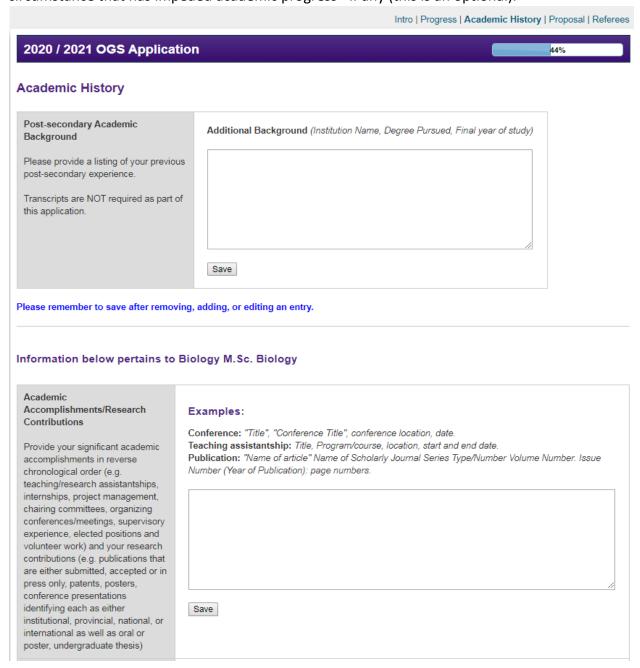
After first access, this page becomes the applicant's homepage, headlined with a visual reminder of how far along in the process the applicant currently is. Students that submitted a Tri-Agency scholarship application will have the option of selecting "Use my Tri-Agency award application" as per below or may select "I want to complete the OGS application" in full.



# **Academic History**

This component offers fields in which the applicant may provide details of their post-secondary record that are relevant to the application in four (4) distinct sections:

- Academic Background specifically a listing of post-secondary degree, diploma, certificate programs undertaken
- Academic Accomplishments/Research Contributions
- Scholarships, Awards and Other Accolades
- Special Circumstances this section allows the applicant to address a personal circumstance that has impeded academic progress - if any (this is an optional).



#### Scholarships, Awards and Other Accolades Example: Name, Location Held, Start and End dates, and Amount. Provide your competitive credentials in reverse chronological order. For each item please enter its official title, the institutional source, the corresponding degree program for which it was awarded and, where applicable, the total value, and the years of tenure or Remove relevance. This list may include academic medals, prizes and dean's honour roll inclusions as well as leadership, volunteer, and Save communication accolades. Please Add Entry note that the Western Graduate Research Scholarship (WGRS) and similar funding sources are considered internal funding

Please remember to save after removing, adding, or editing an entry.

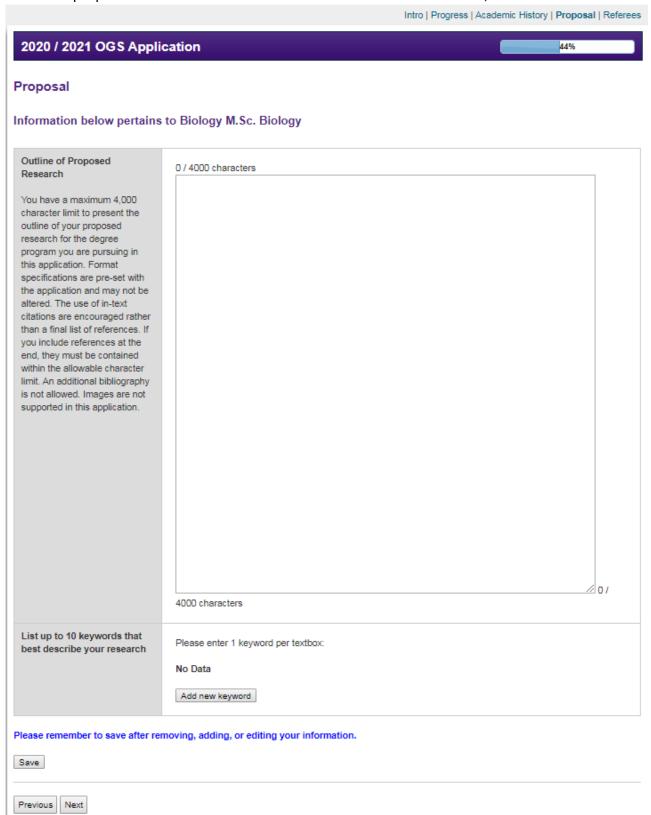
supports, not equivalent in weight to competitively earned scholarships.

# **Special Circumstances** You may include a final paragraph to describe any special considerations such as health problems, family responsibilities, disabilities, or other circumstances that have had an effect on their performance or productivity, including any delays in disseminating their research results or completing their degree. The weight to be Save given to any special circumstances will be determined by the university OGS committee evaluating the application. Please indicate here if you are applying to hold the award on a part-time basis concurrent with part-time registration due to a disability.

Previous Next

# **Outline of Proposed Research**

Outline of proposed research for both Master's and Doctoral. Maximum 4,000 character limit.



## Referees

The applicant is required to identify two academic referees that will complete an academic assessment in support of the application.

The applicant is prompted to send the reference request (via email) to each referee, inviting them to complete a report. Each referee is provided a "requested completion date" which is two weeks from the date the request was initially sent. The referee is also informed that the applicant may not finalize and submit their OGS application if a reference is outstanding.

The applicant will receive an email confirmation when a reference has been completed. The status of the report request will be visible to the student on this page.

When an applicant first enters the referee information, they will be prompted to SAVE the information and then must also select SEND EMAIL in order for the email to be sent to their referee. If an applicant's referee indicates that they did not receive the email, the applicant must complete the following:

- 1. Confirm that the referee's email is correct
- 2. Ask the referee to check their spam/junk email folder for the email

If the above has been done and the referee still did not receive the email the applicant must:

- 1. Ask the referee if they have a different email address that can be used
- 2. Use a different referee

An applicant cannot finalize and submit their OGS application if a reference is missing.

	Intro   Progress   Academic Histo	ry   Proposal   Referees
2020 / 2021 OGS Ap	pplication	22%
Referee Reports		
provide significant information or	e required for your OGS application. You are advised to pick referees who know your academic won your academic performance. We suggest providing your referees with a copy of your unofficial ement of interest/research proposal and additional information where appropriate.	
your peers at a similar stage that	e referees via email and request they complete a secure online form detailing your academic perfo at they have previously evaluated. Your application is not considered complete until these referen a received by January 31, 2020 4:00pm EST.	
You can view a sample Reference	nce Form here.	
Information below pertai	ains to Biology Ph.D. Biology	
Referee 1		
Name		
Institution		
Institutional Email Address		
Phone Number		
Save		
Referee 2		
Name		
Institution		
Institutional Email Address		
Phone Number		
Save		
Previous Next		

An applicant may change a referee, or update an email address any time prior to the referee submitting their report. An applicant can send a reminder email to their referee every 48 hours as needed.

Once a report is submitted by a referee, no revisions can be made by the referee.

# Information below pertains to Physiology and Pharmacology PhD Phys/Pharm MH

#### Referee 1



For admin eyes only: http://grad.uwo.ca/OGS\_Application/reference/?s=140B7FB8-0A3E-F034-1E37692A56BCE7E8

Note: Changing both your referee's name and email address signifies to the system that you are replacing the referee with a new one.

If you do this, reference form links contained in older emails will no longer work.

Note: You have to wait 48 hours until you can send a reminder email

Save Send Reminder Email

## History

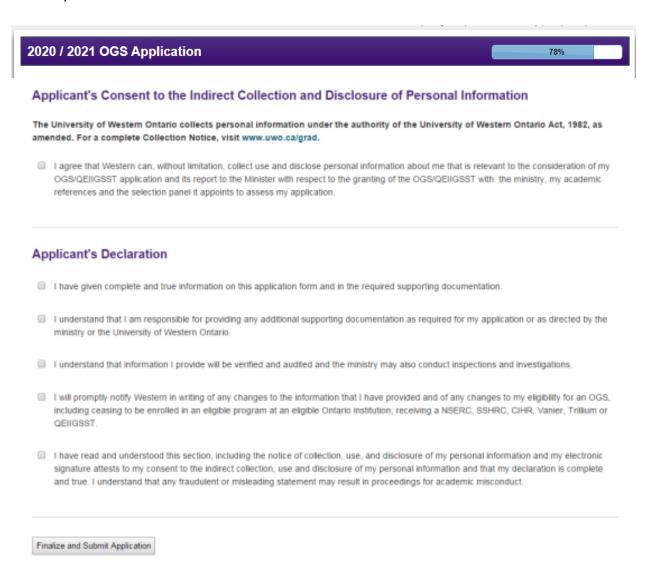
- Erin Daley (edaley2@uwo.ca) added as new Referee
- Email sent to edaley2@uwo.ca on October 2, 2018 at 10:38 AM EST

## Western Graduate & Postdoctoral Studies

OGS Application R	eferen	ce Syste	em					
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### **Finalization**

Once all components are complete, the applicant is directed to Finalize and Submit the application. The Finalization page requires the applicant's consent to the FIPPA statement as well as the applicant's declaration attesting compliance on each item before the application can be finally submitted.



After the application is finalized and submitted, the applicant will be able to view the application but will not have access to modify it in any way.