

## 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



Western  Graduate & Postdoctoral Studies

Welcome, **Erin 123456789** | Log Out

Intro | **Progress** | Academic History | Proposal | Referees

2020 / 2021 OGS Application

78%

# 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](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?

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.

[Intro](#) | [Progress](#)

**2020 / 2021 OGS Application** Finalized and submitted

### Application Progress

Your application status is: **Finalized and Submitted**

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- Download a PDF of your OGS/QEII-GSST Application from last year

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#### Using Your Tri-Agency Application for OGS

You have already submitted an application for a Tri-Agency Award:

- NSERC Doctoral Research Award

As the required components for both the Tri-Agency application and the OGS application are similar, you have two options:

- Your Tri-Agency award application will be used to apply for the Ontario Graduate Scholarship (OGS) and/or QEII Graduate Scholarships in Science and Technology (QEII-GSST)
- You can proceed with completing the online OGS application

USE MY TRI-AGENCY AWARD APPLICATION

OR

I WANT TO COMPLETE THE OGS APPLICATION

You will be able to change between these two options until you finalize.

The School of Graduate and Postdoctoral Studies created this innovation to:

- Save eligible students time by not having to complete similar award applications.
- Eliminate workload and fatigue for students, referees, supervisors, and graduate program administration who don't have to duplicate work for similar applications.

From the list below please choose the full-time graduate degree program for which you are requesting funding through this application. You can only be considered for an OGS or QEII-GSST in one graduate degree program at Western.

Your OGS application is specific to the graduate degree program in which you originally select when you began the application. If at any time during your application you return to this page and select a new graduate degree program, you will be required to complete the OGS application from the beginning (references included).

Program	Apply
Biology <i>Ph.D. Biology</i>	<input checked="" type="checkbox"/>

#### Western has two (2) OGS awards to support Indigenous to Canada – First Nations, Métis, Inuit students

Students that identify as Indigenous to Canada – First Nations, Métis, Inuit will automatically be considered in both the program-based OGS competition and the University Indigenous OGS competition.

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I wish to be identified as an Indigenous Student\* as part of the Ontario Graduate Scholarship (OGS) application process.

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\* The term "Indigenous" is defined based on the Canadian Constitution Act 1982 as a person of First Nations (Status/Non-Status), Métis or Inuit ancestry.

## 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).

Intro | Progress | **Academic History** | Proposal | Referees

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**2020 / 2021 OGS Application** 44%

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### Academic History

**Post-secondary Academic Background**

Please provide a listing of your previous post-secondary experience.

Transcripts are NOT required as part of this application.

**Additional Background** (*Institution Name, Degree Pursued, Final year of study*)

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

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**Information below pertains to Biology M.Sc. Biology**

**Academic Accomplishments/Research Contributions**

Provide your significant academic accomplishments in reverse chronological order (e.g. teaching/research assistantships, internships, project management, chairing committees, organizing conferences/meetings, supervisory experience, elected positions and volunteer work) and your research contributions (e.g. publications that are either submitted, accepted or in press only, patents, posters, conference presentations identifying each as either institutional, provincial, national, or international as well as oral or poster, undergraduate thesis)

**Examples:**

**Conference:** "Title", "Conference Title", conference location, date.  
**Teaching assistantship:** Title, Program/course, location, start and end date.  
**Publication:** "Name of article" Name of Scholarly Journal Series Type/Number Volume Number. Issue Number (Year of Publication): page numbers.

### Scholarships, Awards and Other Accolades

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 relevance. This list may include academic medals, prizes and dean's honour roll inclusions as well as leadership, volunteer, and communication accolades. Please note that the Western Graduate Research Scholarship (WGRS) and similar funding sources are considered internal funding supports, not equivalent in weight to competitively earned scholarships.

#### Example:


*Name, Location Held, Start and End dates, and Amount.*



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

### 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 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.



## Outline of Proposed Research

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

[Intro](#) | [Progress](#) | [Academic History](#) | [Proposal](#) | [Referees](#)

**2020 / 2021 OGS Application** 44%

### Proposal

Information below pertains to **Biology M.Sc. Biology**

<p><b>Outline of Proposed Research</b></p> <p>You have a maximum 4,000 character limit to present the outline of your proposed research for the degree program you are pursuing in this application. Format specifications are pre-set with the application and may not be altered. The use of in-text citations are encouraged rather than a final list of references. If you include references at the end, they must be contained within the allowable character limit. An additional bibliography is not allowed. Images are not supported in this application.</p>	<p>0 / 4000 characters</p> <div style="border: 1px solid #ccc; height: 300px; margin: 5px 0;"></div> <p style="text-align: right;">0 /</p> <p>4000 characters</p>
<p><b>List up to 10 keywords that best describe your research</b></p>	<p>Please enter 1 keyword per textbox:</p> <p><b>No Data</b></p> <p style="text-align: center;"><input type="button" value="Add new keyword"/></p>

Please remember to save after removing, adding, or editing your information.

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## 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.

## 2020 / 2021 OGS Application

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## Referee Reports

Two academic assessments are required for your OGS application. You are advised to pick referees who know your academic work well and can provide significant information on your academic performance. We suggest providing your referees with a copy of your unofficial transcript, your resume/CV, a copy of your statement of interest/research proposal and additional information where appropriate.

Western will connect with these referees via email and request they complete a secure online form detailing your academic performance in relation to your peers at a similar stage that they have previously evaluated. Your application is not considered complete until these references are returned to Western. All references must be received by January 31, 2020 4:00pm EST.

You can view a sample Reference Form [here](#).

### Information below pertains to Biology Ph.D. Biology

#### Referee 1

Name	<input type="text"/>
Institution	<input type="text"/>
Institutional Email Address	<input type="text"/>
Phone Number	<input type="text"/>

#### Referee 2

Name	<input type="text"/>
Institution	<input type="text"/>
Institutional Email Address	<input type="text"/>
Phone Number	<input type="text"/>



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

Name	<input type="text" value="Erin Daley"/>
Institution	<input type="text" value="Western University"/>
Institutional Email Address	<input type="text" value="edaley2@uwo.ca"/>
Phone Number	<input type="text" value="519-123-4567"/>

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

#### 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

**OGS Application Reference System**

**Reference Form**

Name	<input type="text"/>
Program	Psychology M.Sc. Psychology, Industry/Org

Please complete by: **October 10, 2017** or in as far advance of the **January 31st, 2018** deadline as possible

How long have you known the candidate, and in what capacity? Give approximate dates.

**Assessment**

Please check the category that best describes the student's academic performance in relation to their peers at a similar stage that you have evaluated. Please apply the strictest interpretation of the rankings indicated below. For example, the ranking of a student in the top category is expected to occur infrequently. In addition, if you wish to expand on the assessment or provide other comments please use the space provided.

	Top 2%	Top 5%	Top 10%	Top 20%	Top 50%	Lower 50%	Unable to evaluate
Background Preparation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Originality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Present ability at research	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Research potential	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Industriousness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Judgement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oral and written skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Indicate why this applicant is deserving of an Ontario Graduate Scholarship at Western University. (Max 500 words)

Once you click 'submit' your reference letter will be finalized and you will be unable to make any further changes.

Please ensure that the above information is complete and correct before submitting the form.

## 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.

**2020 / 2021 OGS Application** 78%

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### Applicant's Consent to the Indirect Collection and Disclosure of Personal Information

The University of Western Ontario collects personal information under the authority of the University of Western Ontario Act, 1982, as amended. For a complete Collection Notice, visit [www.uwo.ca/grad](http://www.uwo.ca/grad).

I agree that Western can, without limitation, collect use and disclose personal information about me that is relevant to the consideration of my OGS/QEIGSST application and its report to the Minister with respect to the granting of the OGS/QEIGSST with: the ministry, my academic references and the selection panel it appoints to assess my application.

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### Applicant's Declaration

I have given complete and true information on this application form and in the required supporting documentation.

I understand that I am responsible for providing any additional supporting documentation as required for my application or as directed by the ministry or the University of Western Ontario.

I understand that information I provide will be verified and audited and the ministry may also conduct inspections and investigations.

I will promptly notify Western in writing of any changes to the information that I have provided and of any changes to my eligibility for an OGS, including ceasing to be enrolled in an eligible program at an eligible Ontario institution; receiving a NSERC, SSHRC, CIHR, Vanier, Trillium or QEIGSST.

I have read and understood this section, including the notice of collection, use, and disclosure of my personal information and my electronic signature attests to my consent to the indirect collection, use and disclosure of my personal information and that my declaration is complete and true. I understand that any fraudulent or misleading statement may result in proceedings for academic misconduct.

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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.