

# Instructions for submitting an application for CGS M

SSHRC and NSERC

Fall 2018

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Updated by:

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**Deadline to apply:**  
**December 1, 2018, 8 pm (Eastern Time)**

This document outlines the process and details of the application process for the CGS M scholarships program of the Government of Canada. To access the instructions provided by NSERC-SSHRC, click on this [link](#).

## 1. Contextualization and eligibility

The federal government's Master's Scholarship competition is a "harmonize" competition that brings together the three granting agencies, SSHRC, NSERC and CIHR.

HEC Montréal is awarded a scholarship quota each year for SSHRC and NSERC.

For the current competition, the quotas are as follows:

- **SSHRC : 9 scholarships**
- **NSERC : 2 scholarships**

For CIHR, the process is unique because HEC Montréal does not hold any specific quota. If you think your project is part of CIHR, please contact the Scholarship Analyst (information available at the end of the document).

Regarding SSHRC and NSERC scholarships, they may be offered to students who will undertake a master's degree at HEC Montréal by January 2020 (application for admission made in accordance with the internal deadlines) or who are already registered at a master's program (memory profile or supervised projects), but whom:

- have completed on December 31 of the year in which the application is made a maximum of **12 months of full-time study** (or full-time equivalent) in one of the following programs:
  - a master's program;
  - a doctoral program that you are entering without having ever been enrolled in a master's program (i.e., 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 (i.e., fast track); or
  - 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.

**Attention:** If you are on the **supervised project stream**, you can apply. However, if you receive a scholarship offer from HEC Montréal, you will have to change your profile and move to the thesis stream before receiving your scholarship.

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To be eligible to apply, you must also:

- be a Canadian citizen or permanent resident of Canada;
- be registered, have submitted or intend to apply for full-time \* [admission](#) to an eligible graduate program (at the master's or doctoral level) in a Canadian institution that receives a CGS quota M;
- respect the internal deadline for submitting an application for admission to the program of study to which you wish to register.

### **Deadline for submitting HEC applications**

#### **Fall Term**

March 15

#### **Winter Term**

September 15

- have not held a CGS M in the past; please note that CIHR and NSERC graduate studies support (at the master's and PhD level) is offered for a maximum of four years (48 months) full-time. If you have received the maximum graduate support from any of the three organizations, you are not eligible for a CGS M.
- have obtained a first-class average, as established by the host institution, in each of the last two years of completed studies (full-time or equivalent). At HEC Montréal, the minimum average required is 3.7 / 4.3 for each of the last two years of study (separate calculation, for example: 1) September 2016 to August 2017/2) September 2017 to August 2018);
- Submit no more than one scholarship application per academic year to CIHR, NSERC or SSHRC (the Research Portal allows the application to be submitted to up to five institutions - see [Submitting Applications](#)).

\* For more information on how to join on a part-time basis, see the [Tri-Agency Research Training Award Holder's Guide](#).

## 2. Read the instructions

The description and instructions for the Master's Scholarship Program (CGS-M) are available on the NSERC website:

- [Description](#)
- [Instructions](#)

### 3. Create an account

When you're ready to fill out your application, click on the [Research Portal](#), choose the language and follow the instructions to create your account.

Overview	
<b>Value</b>	\$17,500 for 12 months, non-renewable
<b>Application deadline</b>	December 1
<b>Application procedures</b>	See below
<b>How to apply</b>	To view instructions and other resources, select <a href="#">Canada Graduate Scholarships - Master's Program Resources</a> . To create or access an application, select <a href="#">Research Portal</a> . To create a Canadian Common CV, select <a href="#">Canadian Common CV</a> .
<b>For more information</b>	See below

The screenshot shows the Research Portal website. At the top, there is a navigation bar with the Government of Canada logo and the text "Canada.ca | Services | Departments | Français". Below this is a header with a red maple leaf and the text "Research Portal" and "Canada". The main content area is titled "Welcome to the Research Portal" and "Account". It contains a paragraph explaining the portal's purpose and a "Sign In" section with fields for "Email" and "Password", a "Sign In" button, and links for "New here? [Create account](#)" and "I forgot my [password](#)". A red arrow points from the "Research Portal" link in the table above to the "Sign In" section. Another red arrow points from the "Create account" link in the "Sign In" section to the "Create account" link in the table above.

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Fill out your user profile in order to access the search portal. In the question "I am not affiliated with a postsecondary institution", you have the choice to check the box or not. If you check the box, you can indicate being affiliated with HEC Montréal. Indicate your specialization in the "Department / Division" section. Click "Save your profile" to finish, then "Back to Application Overview" which will appear at the bottom of the page.

The screenshot shows a user profile form with the following fields and annotations:

- Citizenship (Required):** Canadian citizen (dropdown menu)
- I am not affiliated with a postsecondary institution:** A checkbox that is circled in red.
- Primary Affiliation (Required):** HEC Montréal (dropdown menu with a red arrow pointing to it) and a "Select" button.
- Department/Division (Required):** Management (text input field)
- Current Position (Required):** Student (dropdown menu)
- Phone Number (Required):** 5143401296 (text input field) and an "Extension" field.
- Secondary Email:** (text input field)
- Personal Identification No. (PIN):** (text input field with a help icon)

## 4. Create a scholarship application

Click on "Create Application" to expand the options, then click on the create button in the "Canada Graduate Scholarships-Master's Program" line and then, click on the "Open" button.

Applicant **1**

Funding Opportunity	Start Date	End Date	Action
Stage: Application			
Canada Graduate Scholarships-Master's Program	2018-09-04 08:30:00	2018-12-03 20:00:00	<b>Create</b>
Discovery Grants Program - Individual	2018-08-09 08:00:00	2018-11-01 20:00:00	
Research Tools and Instruments	2018-08-09 08:00:00	2018-10-25 20:00:00	<b>Create</b>

Applicant **2**

✓ Your notice of intent or application has been created.

► Create Application

Application Title	Funding Opportunity	Stage	Status	Role	Last Updated	Action
	Canada Graduate Scholarships-Master's Program	Application	In Progress	Applicant	2018-09-04 15:44:00	<b>Open</b>

Records displayed per page: 10

## 5. Fill out the application

The scholarship application form has 4 main blocks:

1. Application
2. Attachments
3. Canadian Common CVs Attached
4. Invitations

### 5.1 Section « Application »

Click on the "Edith" button to access to the section. Here are some indications about the requirement:

#### a) Application Title

The title of the application must describe the subject of the proposed research without reference to a trade name or corporate name. This will be used for publication. **Write along symbols and scientific acronyms.**

#### b) Field of Research

You must choose whether your application is for SSHRC (Human Sciences) or NSERC (Natural Sciences and Engineering). The "health" choice is out of the question since HEC Montréal does not have a CIHR quota.

#### c) Start date or proposed start date of the program of study

Please indicate the date of registration or the date you plan to enroll in the program of study for which you are applying for support (e.g.: September 1, 2019, for fall 2019).

#### d) Number of months of graduate studies completed as of December of the year of application

Enter the number of months you completed as of **December 31, 2018**, in your eligible program of study. If you are **not currently enrolled** in your MSc program, enter the value **0 months**.

N. B. The DESS from HEC Montréal does not count as a graduate degree.

#### e) Michael-Smith Foreign Study Supplement

Michael Smith Supplement is a supplement for a research project abroad. Check the box if you plan to go abroad during your MSc program.

#### f) Proposed Host Organization

You can select up to **3 institutions** where you intend to avail yourself of the scholarship. However, select only universities where:

- you are currently enrolled in an eligible program of studies and where you wish to continue your studies;
- you intend to apply for full-time admission to a program of study.

If you are already in the MSc program or do not intend to do your masters' studies elsewhere than at HEC Montréal, you do not have to enter another institution.

For HEC Montréal, fill in the following information:

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- Organization: choose HEC Montréal
- Faculty: indicate the specialization of MSc which concerns you
- Department/Division : choose the department to which your specialization belongs.

**N. B. If you are having trouble, use another browser.**

Proposed Host Organization

Proposed Host Organization #1

Organization: HEC Montréal [Clear Selection]

Faculty: Financial Engineering

Department/Division: Finance [Clear Selection]

Proposed Host Organization #2

Click on "Save and Validate", then click on "Save and next".

### g) Summary of Proposal

Attention: this is not the Research Project Description document, but a popular summary of the proposal destined for the public if your application is successful.

### h) Activity Details

Keywords / Field of Study

- Use keywords that correspond to the main aspects and the heart of your project;
- Select the field or fields of study that best fit your research project. The list of fields of study will be modified according to the field of research which you will have selected.

When this section is complete, save and validate. Then, if there is no missing information, then return to the application overview page. You should see that the well-completed sections are checked in green.

Status	Title	Funding Opportunity	Stage	Updated	Action
✓	Test	Canada Graduate Scholarships-Master's Program	Application	2018-09-04 18:32:23	[Edit] [Preview]

▼ Module Status

Status	Module Name	Status	Module Name
✓	<a href="#">Identification</a>	✓	<a href="#">Summary of Proposal</a>
✓	<a href="#">Activity Details</a>		

## 5.2 Section « Attachments »

**ATTENTION: you must respect the [standards of presentation](#) issued by organizations. If not, your request may be refused.**

### a) Outline of Proposed Research (attachment)

The attachment consists of two separate sections:

- Outline of proposed research (**maximum of one page**);

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- Bibliography/citations (**maximum of one page**).

Present information about your research project in a structured way, from general aspects to more specific aspects of your project. Use simple and direct language. If you use abbreviations or technical terms, please provide the definition. It is strongly recommended to include concrete examples that allow evaluators to understand what you will do as work. Finally, the summary should allow evaluators to have a concrete idea of the applications or contributions of your project.

### Sections of the proposed research:

First, establish the research context by integrating background information to situate the work you are doing or want to do. Take a scientific approach. You must locate your research in relation to current knowledge in your field and highlight one or more issues (problematic).

Subsequently state your goals, assumptions or research question. It is better to support your line of research by citing examples of work already done and that supports your research direction. It is also possible to adopt an inverse approach which, on the contrary, suggests conceptual deficiencies or concrete problems to be solved. Make links with existing literature.

You must also describe the experimental or theoretical approach you will use to develop your research project. The proposed methodology or procedure should be clearly presented and should also be consistent with your objectives. You must ensure that your methodology is presented as a whole in order to allow an understanding of the research actions that will be asked. However, do not go into details, as this often opens the door to questioning the accuracy or feasibility of the methodology on the part of the evaluators.

Finally, the last section that is the expected benefits or expected results of your research is the most important part. Indicate the contribution of your project to the advancement of knowledge in your field. Indicate practical applications, possible contexts of transfer, or the conceptual or paradigm changes that will result from your work. Also indicate how your project is innovative and addresses current concerns of our society. If your project deals with a foreign issue draw parallels as much as possible with the Canadian reality.

If you have not yet chosen a particular project, you still need to provide a detailed description of the research project that may interest you. Then, if you get a scholarship, you are not limited to this project. You may redirect your research or change your project during the validity period of the award. Some restrictions may apply. See the [Tri-Agency Research Training Award Holder's Guide](#) for more details.

### Furthermore:

- The evaluation committee expects candidates to write the overview of the proposed research themselves and that citations are attributed to the author and presented according to the rules (<http://libguides.hec.ca/citing>).
- The overview should include all relevant information and should not include references to web addresses or other publications that require evaluators to look for information outside of the submitted document.
- Avoid adding a chart or spreadsheet. Do not include equations either.
- Abstract section of the proposed research: follow the guidelines presented in the [Presentation Standards guide](#).

### Bibliography / citations

You must submit a complete bibliography including all the documents you are referring to. Please ensure that the presentation of your sources is consistent. To do this, it is recommended that you use the suggested presentation standards on [the library website](#).

**ATTENTION: BEFORE using this style, check with your professor if there is a better bibliographic style for your work.**

### **b) Transcripts (attachment)**

Join all your **official** university transcripts. Transcripts must be scanned according to the following standards of presentation and uploaded in the section provided for this purpose in the application:

- Save as a PDF file (extension .pdf) not protected by a password;
- Scan it into one PDF document;
- File size should not exceed 10 MB (in black and white);
- 8½ "x 11" (216 mm x 279 mm) page size;
- Vertical orientation of the pages;
- The document must be legible on the screen of a computer, from left to right, without the reader having to adjust;
- Do not take photos of the transcripts. You must scan them to be able to see all the information;
- Copy of the grading system (provided on the back of each transcript). Scan the grading system for an institution only once.

**Do not attach the translation of the official transcript of HEC Montréal. You have to attach the official transcript that is provided you in French.**

If you have transcripts written in a language other than English or French, you must provide a certified translation and attach it to the original documents.

Please include in your application the current official transcripts of all your undergraduate and graduate programs.

- Up-to-date transcripts are transcripts that are dated or delivered during the fall semester of the application year (if you are currently enrolled) or at the end of the last completed semester (if you are not currently enrolled in the relevant program). In the case of a recent program of study completed or a current study program, up-to-date transcripts may not include all the relevant information, in which case ask for a certificate of studies at the Registrar office.
- You must provide all your university transcripts (program not completed, drop-outs, terms of exchange, etc.);
- Official transcripts are transcripts that are given to candidates by the Registrar's Office. Opening the envelope to digitize the transcript will not make it unofficial for the purposes of the contest. However, transcripts printed from a student account or staff member on the institution's website are not considered official.

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- If your institution does not provide transcripts, you must submit a letter bearing the official seal of the institution or a letter signed by the Dean of Graduate Studies, or its equivalent, which indicates 1) your program of study, 2) your registration status and 3) and mention that the institution does not provide transcripts.

Official transcripts are required to determine whether the candidate has achieved a first-class average in each of the last two years of completed studies (full-time or equivalent) and if he meets the eligibility criteria. Your application will be considered ineligible if we cannot confirm your first-class average by using the transcripts that you have attached to your application.

Given that 50% of the overall score is given to the criterion Academic Excellence (which is measured, in part, based on the applicant's academic record, length of previous studies, type of program and courses taken, and course load), if you do not download your official transcripts, the selection committee members will have less information on which to base their assessment, which could put your application at a disadvantage compared to applications that meet this requirement.

**Note:** Keep a paper copy of all downloaded transcripts as you may be asked to submit them for verification purposes.

### 5.3 Canadian Common CVs Attached

NSERC has put in place a [webpage](#) explaining how to create a Canadian Common CV for the CGS Scholarship Program. This page also explains how to link your CVCC to your scholarship application. Some tutorials are also available on the official website of the [Canadian Common CV](#).

### 5.4 Invitations

Each application must be accompanied by **two letters of recommendation** issued by two different respondents.

Letters of recommendation must come from individuals who can make an informed assessment of your application based on the evaluation criteria. They cannot be written by the proposed research supervisor unless he knows you well or have already been your research supervisor.

- The first recommendation should come from someone with knowledge of your research work and skills, such as the current academic research director, previous academic research director, or previous supervisor.
- The second recommendation should come from a professor who is knowledgeable enough about your research and your research skills to make informed comments.
- You must communicate with your respondents to make sure they are willing to support you by submitting a recommendation by the application deadline. In the appropriate section of your application enter the required information for each respondent. Once the information is saved, an email containing the appropriate links will be sent to them so that the recommendation can be made. The status of the referral request can be verified on this page, where it will be indicated according to the following sequence:

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Invitation sent, but not yet accepted, Invitation declined, Invitation accepted, but recommendation not yet presented and accepted invitation and recommendation presented.

**You will not be able to apply until these recommendations are made and attached to your application.**

### 5.5 Evaluation criteria

You should mention these criteria to your respondents by indicating specific elements to mention for each of the underlined indicators.

In addition, when preparing your application, keep these criteria in mind and make sure that the information you submit matches all the elements. Also check that this information is easily understandable by professors who do not know you and by professors who are not necessarily specialists in your field.

The merit review of CGS M applications will be carried out by institutions with an allocation and will be based on the following evaluation criteria:

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Criteria	Description	Weight
Academic excellence	As demonstrated by past academic results, transcripts, awards and distinctions.	50%
	<p>Indicators of academic excellence:</p> <ul style="list-style-type: none"> <li>› Academic record</li> <li>› Scholarships and awards held</li> <li>› Duration of previous studies</li> <li>› Type of program and courses pursued</li> <li>› Course load</li> <li>› Relative standing (if available)</li> </ul>	
Research potential	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.	30%
	<p>Indicators of research potential:</p> <ul style="list-style-type: none"> <li>› Quality and originality of contributions to research and development</li> <li>› Relevance of work experience and academic training to field of proposed research</li> <li>› Significance, feasibility and merit of proposed research</li> <li>› Judgment and ability to think critically</li> <li>› Ability to apply skills and knowledge</li> <li>› Initiative and autonomy</li> <li>› Research experience and achievements relative to expectations of someone with the candidate’s academic experience</li> </ul>	
Personal characteristics and interpersonal skills	As demonstrated by the applicant’s past professional and relevant extracurricular interactions and collaborations.	20%
	<p>Indicators of personal characteristics and interpersonal skills:</p> <ul style="list-style-type: none"> <li>› Work experience</li> <li>› Leadership experience</li> <li>› Project management including organizing conferences and meetings</li> <li>› The ability or potential to communicate theoretical, technical and/or scientific concepts clearly and logically in written and oral formats</li> <li>› Involvement in academic life</li> <li>› Volunteerism/community outreach</li> </ul>	

## 6. Internal resources

If you have any questions, do not hesitate to contact the responsible person at HEC Montréal for this program, Marie-France Courtemanche-Bell (Analyst - Scholarships)



[marie-france.courtemanche-bell@hec.ca](mailto:marie-france.courtemanche-bell@hec.ca)



514 340-1296

Note that since the autumn 2017, it is possible to ask to be paired to a tutor for the final proofreading of your file. If you are interested, write to [analyste.bourses@hec.ca](mailto:analyste.bourses@hec.ca).

*Good luck!*