INSTRUCTIONS FOR SUBMITTING AN APPLICATION FOR CGS M

SSHRC and NSERC

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2022-10-25

DEADLINE TO APPLY

December 1, 8 p.m. (Eastern Time) each year.
If December 1st is a statutory holiday or weekend, the deadline is extended to the next working day.

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.

NUMBER OF SCHOLARSHIPS AVAILABLE

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 : 10 scholarships**
- **NSERC : 3 scholarships**

To find out the officially allocated quota this year, consult the scholarship sheet for the CGS M SSHRC competition or the scholarship sheet for the CGS M NSERC competition in the HEC Montréal scholarship directory.

For CIHR, HEC Montréal does not hold any specific quota. If you think your project fits with CIHR, please contact us (sae.bourses@hec.ca).

INSTRUCTIONS FOR MAKING REQUESTS

It is important that you consult the instructions for filing a CGS M application web page produced by NSERC and SSHRC. To do so, click on this link.

ELIGIBILITY - SPECIFICS FOR HEC MONTRÉAL

These scholarships may be offered to students who are in their first year of a master's degree or who plan to start a master's degree by the next academic year. Applications for admission must be made in accordance with internal admission deadlines.

Trimestre d'admission	Date limite
Fall term	March 15
Winter term	September 15

Applicants must be registered or plan to register to:

- a master's program (thesis profile or supervised project - research mandate), and must have completed by December 31 of the current year a **maximum of 12 months** of full-time studies (or the full-time equivalent);
- a doctoral program that you are entering without having ever been enrolled in a master's program (i.e., direct entry);
- 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);
- 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.

If you are on the **supervised project stream**, you can apply. However, if you get a scholarship offer from HEC Montreal, you will have to complete a supervised project in the form of a **research mandate** with a professor from HEC Montreal **or go through the thesis stream** before you can receive your scholarship.

For other eligibility rules, refer to the official Canada Graduate Scholarships at the Master's (CGS M) website.

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.

Note that since this competition is a harmonized competition, even if the form is hosted on a NSERC platform, the competition is open to all research fields.

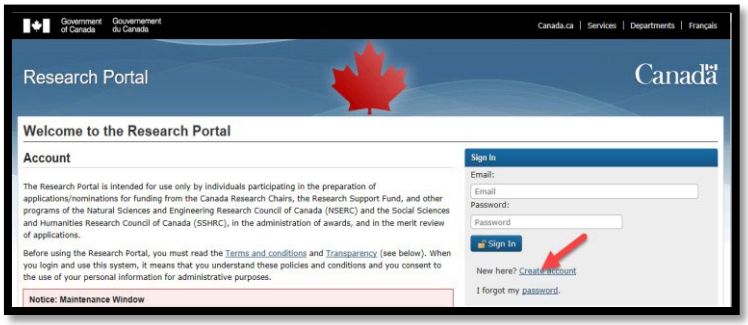
ACCESS ROUTES

If you experience difficulties, use a different browser and make sure you do not attempt to log in during site maintenance periods.

Here are the two ways to access the form:

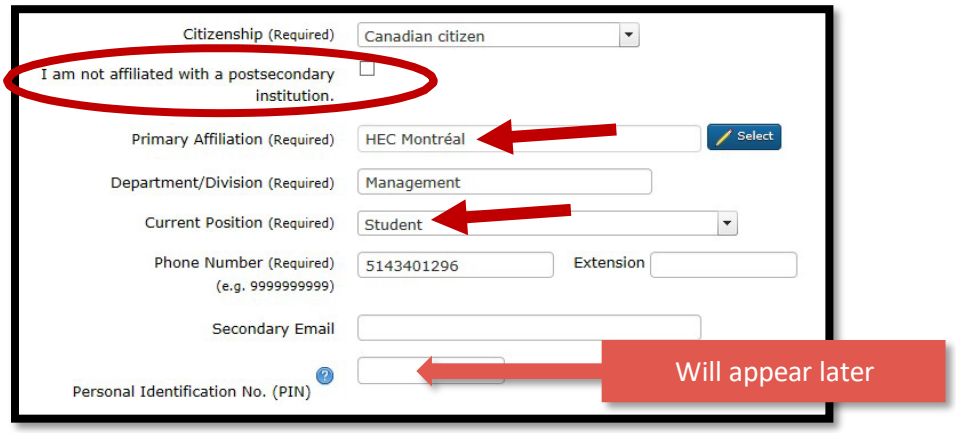
Directly from the description of the scholarship on the NSERC website:

From the research Portal site



COMPLETE YOUR USER PROFILE

Fill out your user profile in order to access the search portal. Do not check the box for the question “I am not affiliated with a post-secondary institution”. **Register HEC Montréal as a primary affiliation if you are admitted to HEC Montréal or enrolled in one of our study programs.**



Indicate your **master's specialization** in the "Department / Division" section.

VOLUNTARY DECLARATION

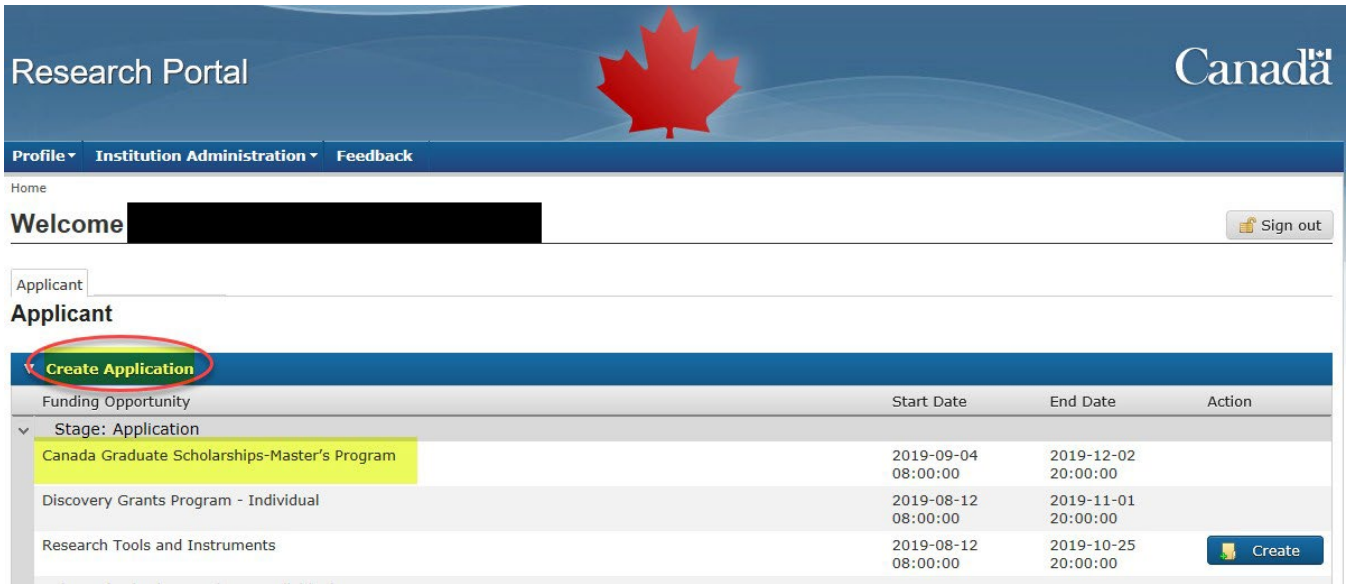
The information in the voluntary declaration will not be accessible to members of the establishment juries. This is for statistical purposes only. We encourage you to complete these sections.

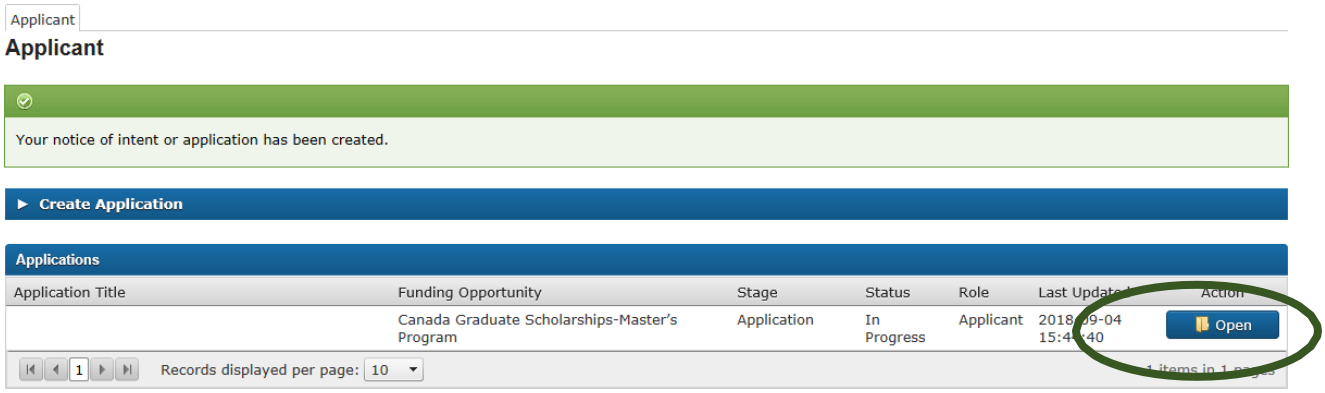
When you are finished, click on "Save your profile" to finish, then on "Return to the home page" which will appear at the top of the page.

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.







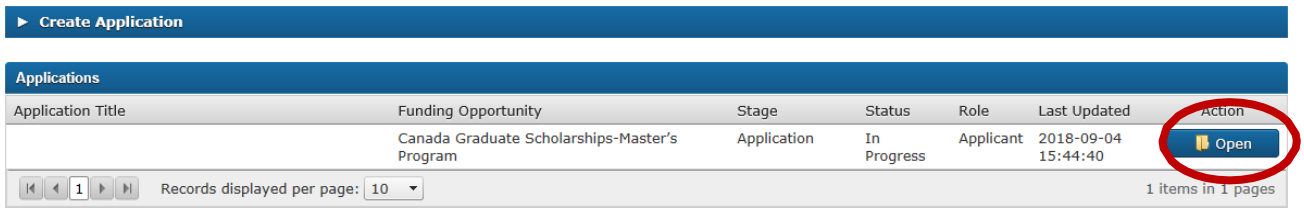
FILL OUT THE BESC M SCHOLARSHIP APPLICATION

The scholarship application form has 4 main blocks:

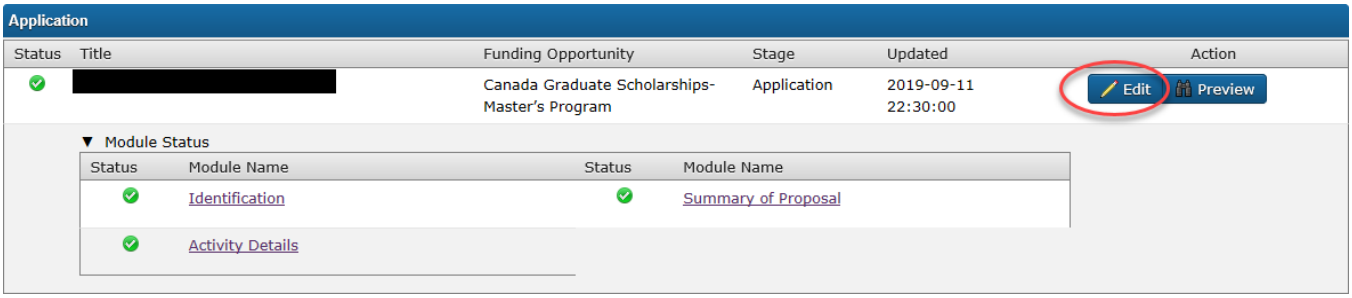
1. **Application**
2. **Attachments**
3. **Canadian Common CVs Attached**
4. **Invitations**

1. Section « Application »

Once you have created a request, you will find it below in the "Applications" section.



Click on the "Edit" 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 of the current year,** in your eligible program of study. If you are not currently enrolled in your graduate program, enter the value 0 month.

N.B. The DESS from HEC Montréal does not count as a graduate degree in the calculation of months. Only the months in the M. Sc. Program should be counted.

e) Michael-Smith Foreign Study Supplement

The Michael Smith Study Supplement is a supplement to support the completion of part of a research project that is being done abroad. Check the box if you plan to go abroad to conduct some of your research. This does not commit you to anything. If you get a scholarship, you will need to make a specific request to get the supplement. HEC Montréal sends an invitation email twice a year to eligible scholarship holders.

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:

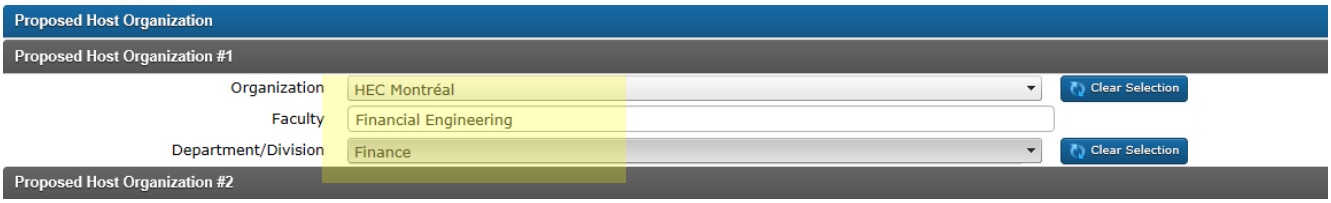
- you are currently enrolled in an eligible program of studies and where you wish to continue your studies;

- 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:

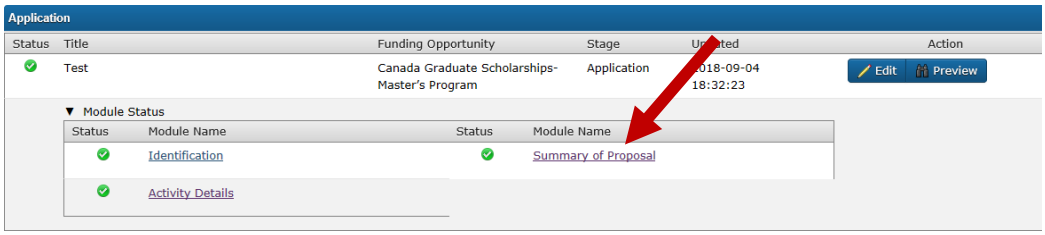
- Organization: choose HEC Montréal
- Faculty: indicate the **specialization** of MSc which concerns you
- Department/division : choose the department to which your specialization belongs.



Click on “Save and next”.

g) Summary of Proposal

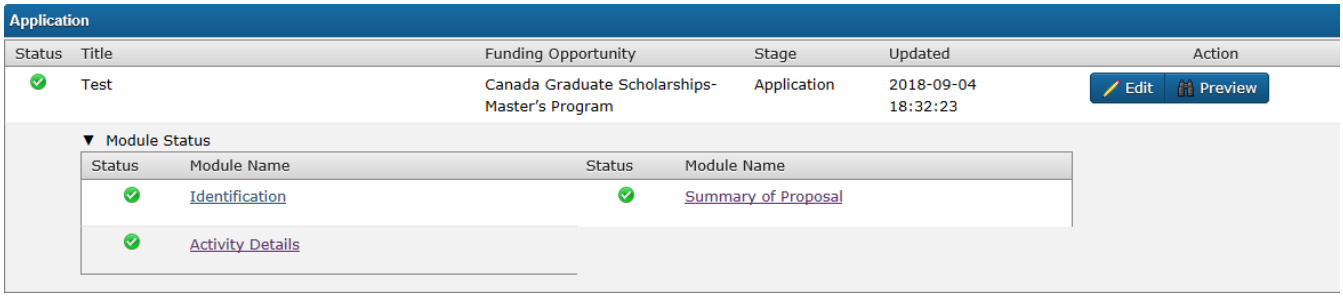
Please note: this is not the "Description of the research project" document, but a popularized summary of the proposal intended for the general public. It is strongly recommended that you write your text in a word processing file, have it proofread and correct it before pasting it into your form. This is for evaluators to check if you have good communication skills. Do not overlook this section.



h) Activity Details

- Certification requirements: You must check the boxes according to the nature of your project.
- Research carried out on indigenous peoples will not be privileged. This is only requested for statistical purposes.
- For analyzes based on sex and gender, no priority is given to projects which use an analysis based on sex or gender. However, if the nature of your project requires that EDI (equity, diversity and inclusion) concepts be considered, omitting this information in your application could penalize you.
- 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.



2. Section « Attachments »

ATTENTION: you must respect the standards of presentation issued by organizations. If not, your request may be refused.

Outline of proposed research (attachment)

General presentation for the research proposal:

- The font used for the body of the text must be Times New Roman and at least 12 points
- Single spaced; maximum of six lines per inch
- Margins (side, top and bottom) must be set at least 3/4 in (1.87 cm)

Your file must conform to the following guidelines:

- PDF format (suffix * .pdf); unprotected
- Must not exceed the limit set at 10MB
- 8 ½ "x 11" (216 mm x 279 mm) or A4 (210 mm x 297 mm)
- Maximum of 2 pages
  - The summary of the proposed research (**one page** maximum);
  - The bibliography and citations (**one page** maximum).

Regarding the research summary, you must describe in detail the project that you will be carrying out during the period of validity of the scholarship. Present information about your research project in a structured way, from general aspects to more specific aspects of your project. Have a scientific approach. 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**). Emphasize **the originality, relevance and importance** of your project.

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. Remember to quantify. This allows evaluators to gauge the **feasibility, reliability** and possible **impact** of the proposed project.

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. You must also explain how the results of your research will be disseminated to your target audience (ex.: partnership with an organization in your field, presentation at conferences, etc.).

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.*

- **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.**

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).
- 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.
- 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.**

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

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.

4. Invitations

Each application must be accompanied by **two letters of recommendation** issued by two different respondents. It is strongly recommended to ask only professors (assistant professor, associate professor, full professor).

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 (ex.: if he was previously your internship supervisor at the BBA, or if you had a research assistant position).

- 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: 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.

Evaluation criteria

The merit review of these grant applications is carried out by the institutions that receive quotas. The evaluation criteria can be found on the CGS M program website.

You should mention these criteria to your respondents by indicating specific elements to mention for each of the underlined indicators. In addition, when you prepare your application, keep these criteria in mind. Keep in mind that reviewers don't know you and aren't necessarily specialists in your field. Be clear and specific.

Internal resources

If you have any questions, do not hesitate to contact us

sae.bourses@hec.ca