

A complete OGS/QEII-GSST application is comprised of the following:

1. [Transcript request web form](#)
2. [OGS/QEII-GSST Application](#) + Appendix A (if applicable)
3. Two academic reference letters

It is recommended that applicants use Adobe software (e.g., Adobe Reader) to complete the OGS/QEII-GSST Application form. Applicants are asked to avoid the use of Mac Preview to avoid compatibility issues when documents are merged post-submission.

## Section 1: Student information

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- Complete this section with your information.
- Applicants who identify as Indigenous on the application form must complete the [Indigenous verification process](#), if they have not already done so, prior to submitting their application.

## Section 2: Current/proposed department and program level

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- Indicate the details of your current or proposed department where you are planning to hold the scholarship if you are successful. **This is the department to which you will submit your application.**
  - *Domestic applicants who are not registered in a graduate program at Waterloo by the application deadline must [apply for graduate program admission](#) by February 1, 2025 in addition to submitting an OGS/QEII-GSST application.*
- Indicate the level of studies that you will be in when starting the scholarship, if successful.
- If you are applying to multiple graduate departments at Waterloo, you must select **one** of those departments and submit your OGS/QEII-GSST application there. Applicants may only submit one OGS/QEII-GSST application, per annual competition at Waterloo.

## Section 3: Current/most recent studies

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- Complete this section with your information.

## Section 4: Referees

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- Indicate the full names and email addresses of the referees that are submitting letters for you as part of your OGS/QEII-GSST application. Referees must email a typed and signed letter on letterhead to the [department graduate co-ordinator](#) of the department to which you are submitting your OGS/QEII-GSST application.

## Section 5: Federal and provincial awards (past and current)

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- If you currently hold or have previously held federal/provincial awards, indicate the total number of years you were awarded the scholarships.
- The number of years indicated should include the entire duration of award up to the end date, even if you have not received the full award yet.
- If you have not received any federal or provincial awards, check the box at the end of this section.

## Section 6: All competitive post-secondary scholarships (past and current)

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- In the table, indicate ALL current or previously held post-secondary competitive scholarships.
- You may include other academic or professional awards that you think would be most pertinent to the adjudication of your application.
- Repeat all federal and provincial awards from Section 5.
- Abbreviate scholarship/agency names where possible to fit within character limit of cells.
- Declined awards can be included; indicate DECLINED in the # of months held column.
- Do NOT list high school awards.
- Do NOT list non-competitive awards such as Graduate Experience Awards (GEA) or Graduate Research Studentships (GRS).

Name of award/prize/fellowship	Awarding source /institution/ agency	Year(s) awarded	# months held	Total award value (\$)
<i>EXAMPLE: QEII-GSST</i>	<i>University of Waterloo</i>	<i>2021-2022</i>	<i>12</i>	<i>\$15,000</i>

## Section 7: Research proposal/statement of interest and Bibliography/citations

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*If typing directly into the text box, a font style and size will automatically be assigned to typed text. If you are copying/pasting from another document, use **Helvetica, Arial or Calibri font, size 10 or more** in the original document. Do not enter text beyond viewable field size as this will be removed prior to review.*

This section is required for all applicants, including those in course-based programs. Application packages from course-based students must demonstrate evidence of [all criteria](#) under which their application will be evaluated, including research ability.

State the objectives; outline the experimental or theoretical approach to be taken; and explain the methods and procedures that will be used. Provide a detailed description of the planned research and/or project during the period in which the award will be held. If a specific project has not been decided upon, you must still provide a detailed description of research or a project/topic that you would like to explore.

While you should be as specific as possible, you must use **plain language**, so that it can be read by someone without any specific knowledge of your particular field of research (but still within your discipline).

- Provide background information to position the proposed research or project/topic within the context of the current knowledge in the field. State the significance of the research or project/topic in the particular field.
- **Do not** refer to or include URLs as reviewers do not have time to look up the information.
- Waterloo expects applicants to write their own research proposal/statement of interest independently, and that ideas and/or texts belonging to others are properly referenced.
- Use the bibliography/citations section to acknowledge any works referred to or used in preparation of your research proposal or statement of interest. You may use whichever official style guide you are most comfortable with, as long as you are consistent.

Appendix A (if applicable): 1 additional page may be included for formulas, schemes or drawings if needed. This page should be labelled as "Appendix A". **A one-sentence caption can be included to label the object(s), if needed. No additional text can be included on this extra page.** Appendix A can either be merged with the application as the last page in the PDF, or attached as a separate PDF when emailed to the [department graduate co-ordinator](#).

## Section 8: Publications and presentations (2 pages maximum)

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Do not include any articles that are currently in preparation (excluding thesis) or those on which you do not appear as an author.

List your contributions chronologically (beginning with the most recent) **within each of the following headings**. Each contribution should be on a new line. Use the following headings in the order indicated below:

- a. Thesis/Dissertation (completed and/or in-progress)
- b. Articles published or accepted in peer-reviewed journals
- c. Articles submitted to peer-reviewed journals (provide submission number, if available)
- d. Other peer-reviewed contributions (for example, communications, papers in peer-reviewed conference proceedings, posters)
- e. Non-peer-reviewed contributions (for example, specialized publications, technical reports, conference presentations, posters)
- f. Technology transfer
- g. Contributions resulting from your participation in industrially relevant R&D activities
- h. Patents and copyrights awarded (for example, software, but not publications)
- i. Patents and copyrights submitted

Use the following format:

- Full authorship as it appears or as it will appear in the original publication (with your name in bold), Year, Title, Publication name and volume, First and last page numbers

**Example:**

- a. Articles published or accepted in peer-reviewed journals

Li, H., Surname, X.X., and Kay, M. (1994) Protein-structure interactions in cell membranes. Journal of Biological Chemistry. 269: 1120-1124 (PhD work).

### What does “peer-reviewed” or “refereed” mean?

It is the process used by publishers and editors of academic or scholarly journals to ensure that the articles they publish meet accepted standards of their discipline. Manuscripts under consideration for publication are sent to independent experts in the field (the author's scholarly/scientific peers). These experts evaluate the quality of the scholarship, reliability of findings, relevance to the field, appropriateness for the journal, etc. Most scholarly journals are peer-reviewed.

## Section 9: Relevant volunteer, leadership, academic work experience

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- List any relevant professional/community involvement, extracurricular activities, and academic work experience.
- You may include a short description of items if you wish (i.e., TA duties, etc.).

## Section 10: Special Circumstances (only if applicable)

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- In the space provided, you may describe any special considerations such as health problems, family responsibilities, disabilities, or other circumstances that have had an effect on your performance or productivity, including any delays in disseminating your research results or completing your degree. The weight to be given to any special circumstances will be determined by your Faculty/Department OGS/QEII-GSST ranking committees.

## Section 11: Collection, disclosure, consent, declaration, and signature

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- Make sure you read and understand the information provided regarding the collection and disclosure of information as well the applicant's consent and declaration before completing this section.
- You must sign and date this section. Digital signatures are acceptable. Use the following instructions to sign the application:
  - The signature should only be added after all desired text fields are completed.
  - Using Adobe Acrobat Reader, click on the "Tools" tab, and select "Fill & Sign";
  - Add your signature by following the prompts; save the PDF
- If you are still unable to sign, you may include the following statement in your email when submitting to your [department graduate co-ordinator](#):

*"I, [FULL NAME], hereby attest that I have read and understand the information included in **Section 11: Collection, disclosure, consent, declaration, and signature** of the Ontario Graduate Scholarship (OGS)/Queen Elizabeth II Graduate Scholarship in Science & Technology (QEII-GSST) Application and agree to all required consent and declarations in lieu of signature."*
- Applications must be emailed to your current or proposed [department graduate co-ordinator](#).