

Section 1: Student Information

- Complete this section with your information.

Section 2: Proposed Studies at Waterloo

- If you are already enrolled in the graduate program (at Waterloo) for which you are applying for OGS/QEII-GSST funding, indicate your current department as your “proposed” department. The proposed department is where you are planning to hold the scholarship if you are successful.
- If you are not already registered in the graduate program (at Waterloo) for which you are applying for OGS/QEII-GSST funding, indicate the graduate program to which you have/will be applying. This is the department to which you will submit your application.
- 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 submit only one OGS/QEII-GSST application each competition year, per university, as multiple OGS/QEII-GSST applications are not permitted. Additionally, awards are not portable across Faculty’s and may not be portable across departments within a Faculty.

Section 3: Current/Most Recent Studies

- Complete this section with your information.

Section 4: Tri-agency Application(s)

- Complete this section with your information.

Section 5: Referees

- Complete this section with your referees’ information.

Section 6: Competitive postsecondary awards and prizes held

- In the top section indicate any federally or provincially funded awards you currently hold or have previously held and the total number of years held.

- Additionally, list those federal/provincial awards in the chart, along with any other competitive postsecondary scholarships, fellowships, prizes and other academic or professional awards that you have received and you think would be the most pertinent to the adjudication of your application.
- Declined awards may be included (if applicable), and these should indicate “(declined)” after the award/prize/fellowship name.
- Do not list high school awards.

Section 7: Research Proposal/Program Statement (1 page maximum, plus 1 additional page allowed for formula’s ONLY)

- The text box will automatically assign a font style and size to any text typed directly into the box. If copying/pasting from another document, please ensure that you use **Helvetica font, size 10**. Do not enter text beyond viewable field size.
- If you are unable to include a formula in this text box as part of your statement, you may attach 1 additional page which can include formulas ONLY. Label it as “Appendix A” so that you can make reference to it in the body of your statement.
- Waterloo expects applicants to write their own research proposal/program statement independently, and that ideas and/or texts belonging to others are properly referenced.
- Provide a detailed description of the planned research and or project during the period in which the award will be held.
- Be as specific as possible. However, use **plain language**, so that it is readable by someone with a background in the discipline but has no specific knowledge of your particular field of research.
- Provide background information to position the proposed research/project within the context of the current knowledge in the field.
- State the significance of the research or project in the particular field.
- **Do not** refer to URL’s as the committees will not be able to look up the information.

For applicants with a research background:

- State the objectives.
- Outline the experimental or theoretical approach to be taken.
- State the methods and procedures that will be used.

If a specific project has not been decided upon, you must still provide a detailed description of a research or project statement that interests you. Be as specific as possible.

Section 8: Bibliography and Citations for Research Proposal/Program Statement (1 page maximum)

- The text box will automatically assign a font style and size to any text typed directly into the box. If copying/pasting from another document, please ensure that you use **Helvetica font, size 10**. Do not enter text beyond viewable field size.

- Use this page to acknowledge any works referred to or used in preparation of your research proposal or program statement.

Section 9: Publications and Presentations (2 pages maximum)

Master's and doctoral students - maximum of 2 pages

The text box will automatically assign a font style and size to any text typed directly into the box. If copying/pasting from another document, please ensure that you use **Helvetica font, size 10**. Do not enter text beyond viewable field size.

DO NOT include your thesis, work term reports or any articles that are currently in progress/preparation or those on which you do not appear as an author.

Begin with your most recent contributions. List each entry on a new line using the following headings in the order indicated:

- a. Articles published or accepted in peer-reviewed journals.
- b. Articles submitted to peer-reviewed journals (provide submission number).
- c. Other peer-reviewed contributions (e.g., communications, papers in peer-reviewed conference proceedings, posters). Do not repeatedly list the same proceeding from multiple conferences, proceedings for future conferences, or your thesis here.
- d. Non-peer-reviewed contributions (e.g., specialized publications, technical reports, conference presentations, posters).
- e. Technology transfer.
- f. Contributions resulting from your participation in industrially relevant R&D activities.
- g. Patents and copyrights awarded (e.g., software, but excluding publications).
- h. Patents and copyrights submitted.

Use the following format:

Full authorship as it appears/will appear in the original publication, year, title, publication name, volume, page number(s), and chapters if applicable.

Example:

Articles published or accepted in refereed journals

MacMillan, J., Applicant, X.X., and Mussar, H. (2008) Chemical composition in potions in Harry Potter. *Journal of Alchemy*. 269: 1120-1124.

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 10: Relevant Volunteer, Leadership, Academic Work Experience (1 page maximum)

- The text box will automatically assign a font style and size to any text typed directly into the box. If copying/pasting from another document, please ensure that you use **Helvetica font, size 10**. Do not enter text beyond viewable field size.
- List any relevant professional/community involvement, extracurricular activities, and relevant work experience.

Section 11: Special Circumstances (only if applicable)

- The text box will automatically assign a font style and size to any text typed directly into the box. If copying/pasting from another document, please ensure that you use **Helvetica font, size 10**. Do not enter text beyond viewable field size.
- 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 Waterloo Faculty/Department OGS/QEII-GSST ranking committees.

Section 12: Collection, disclosure, consent, declaration, signature

- 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 you sign your name. Signing the application indicates that you agree to the bulleted statements on this page and that you attest that all of the information you have provided within the application form is accurate and correct. Your signature and date is required in order for your application to be eligible for the OGS/QEII-GSST competition.

Section 13: Student Checklist

- Review checklist items to ensure all required application steps have been completed. Check off all boxes prior to submission to your [Department Graduate Co-ordinator](#).