Ontario Graduate Scholarship (OGS)/
Queen Elizabeth II Graduate Scholarship in
Science & Technology (QEII-GSST)
Application Instructions

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

1. Admission application to the University of Waterloo *(if applicable)*
2. Transcript request web form
3. OGS/QEII-GSST Application + Appendix A *(if applicable)*
4. Two academic reference letters

*Note: Applicants who are self-identifying as indigenous on the application form must include documentation confirming their Indigenous identity when submitting their application to their department graduate co-ordinator.*

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 in order to avoid compatibility issues.

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. Your proposed department is where you are planning to hold the scholarship if you are successful. **This is the department to which you will submit your application.**
- 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. Multiple OGS/QEII-GSST applications are not permitted at each institution. Additionally, awards are not portable across Faculties and **may** not be portable across departments within a Faculty.

Section 3: Current/most recent studies
- Complete this section with your information.

Section 4: Referees
- Complete this section with your referees’ information.
- Referees must email a typed and signed letter on letterhead to the applicant’s “proposed” department graduate co-ordinator.

Section 5: Federal and provincial awards (past and current)
- Indicate any federally or provincially funded awards you currently hold or have previously held and the total number of years awarded.
Section 6: All competitive post-secondary awards and prizes (past and current)

- In the chart, indicate ALL currently or previously held post-secondary competitive awards, prizes or fellowships.
- 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.
- Declined awards may be included (if applicable), and these should include “(declined)” after the award/prize/fellowship name in the far-left column.
- Do NOT list high school awards.
- Do NOT list non-competitive awards such as Graduate Experience Awards (GEA) or Graduate Research Studentships (GRS). Awards given automatically to students are considered non-competitive.

<table>
<thead>
<tr>
<th>Name of award/prize/fellowship</th>
<th>Awarding source/institution/ agency</th>
<th>Year(s) awarded</th>
<th># months held</th>
<th>Total award value ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAMPLE: QELTS-GSST</td>
<td>University of Waterloo</td>
<td>2021-2022</td>
<td>12</td>
<td>$15,000</td>
</tr>
</tbody>
</table>

Section 7: Research proposal / Program statement and Bibliography/citations

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.

For applicants with a research background: 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 a research or project statement that interests you. If you are applying as a coursework student, indicate this in lieu of a research proposal to ensure your application is not incorrectly disqualified.

- Be as specific as possible. However, 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/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 or include URL’s as reviewers will not be able to look up the information.
- Waterloo expects applicants to write their own research proposal/program statement 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 program statement. 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)
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


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 Waterloo Faculty/Department OGS/QEII-GSST ranking committees.

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

- Make sure you read and understand the information provided regarding the collection and disclosure of information as well as 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 “proposed” department graduate co-ordinator:
  - “I, [FULL NAME], hereby attest that I have read and understand the information included in Section 12: Collection, disclosure, consent, declaration and signature of the 2021-2022 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 “proposed” department graduate co-ordinator.

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