

Tri-Agency CGS M Scholarship Workshop

November 14, 2018
4:00-6:00 p.m.



AGENDA

Introduction – Dr. Jeff Casello, Associate Vice-President, GSPA – **5 min.**

Associate Dean Presentation – Dr. Bruce Hellinga, AD ENG – **15 min.**

Tri-Agency CGS M Recipient – Taylor Hudd, ARTS – **10 min.**

Writing and Communication Centre – Christopher Lawrence – **15 min.**

Q & A and break-out – remaining time **until 6 p.m.**

CGS-M Scholarship Workshop

11/14/18

Presented by: Bruce Hellinga

Associate Dean (Graduate Studies) Engineering



Important websites

- Visit the CGS-M website (available from the NSERC website)
- Visit the UW CGS-M website
- Visit GSPA's Sharepoint site to see examples of successful applications
- It is important to visit these sites and read the information provided.

11/2/2018 NSERC – Canada Graduate Scholarships-Master's Program

(<http://www.nserc-crsng.gc.ca>)  Natural Sciences and Engineering Research Council of Canada Conseil de recherches en sciences naturelles et en génie du Canada 

 (<http://www.nserc-crsng.gc.ca>)

 Canadian Institutes of Health Research instituts de recherche en santé du Canada

Natural Sciences and Engineering Research Council of Canada Conseil de recherches en sciences naturelles et en génie du Canada

Social Sciences and Humanities Research Council of Canada Conseil de recherches en sciences humaines du Canada

 **Canada Graduate Scholarships-Master's Program**

Canadian Institutes of Health Research (CIHR) – Frederick Banting and Charles Best Canada Graduate Scholarships

Natural Sciences and Engineering Research Council of Canada (NSERC) – Alexander Graham Bell Canada Graduate Scholarships

Social Sciences and Humanities Research Council of Canada (SSHRC) – Joseph-Armand Bombardier Canada Graduate Scholarships

Overview	
Value	\$17,500 for 12 months, non-renewable
Application deadline	December 1 (http://www.nserc-crsng.gc.ca#Deadlines)
Application procedures	See below (http://www.nserc-crsng.gc.ca#application_procedure)
How to apply	To view instructions and other resources, select Canada Graduate Scholarships - Master's Program Resources (http://www.nserc-crsng.gc.ca/Students-Etudiants/CGSHarmonization-HarmonizationBESCM_eng.asp). To create or access an application, select Research Portal (https://portal-portal.nserc-crsng.gc.ca/). To create a Canadian Common CV, select Canadian Common CV (https://ccv-cvc.ca/).
For more information	See below (http://www.nserc-crsng.gc.ca#contact)

Objective

The objective of the Canada Graduate Scholarships-Master's (CGS M) Program is to help develop research skills and assist in the training of highly qualified personnel by supporting students who demonstrate a high standard of achievement in undergraduate and early graduate studies.

Description

The CGS M Program provides financial support to high-calibre scholars who are engaged in eligible master's or, in some cases, doctoral programs in Canada (refer to **Eligibility** (http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM_eng.asp#eligibility)). This support allows these scholars to fully concentrate on their studies in their chosen fields.

The CGS M Program supports up to 2,500 students annually in all disciplines and is administered jointly by Canada's three federal granting agencies: CIHR, NSERC and SSHRC. The selection process and post-award administration are carried out at the institutional level, under the guidance of the three agencies. Students submit their application to the institution at which they intend to hold their award using the **Research Portal** (<https://portal-portal.nserc-crsng.gc.ca>) . (<http://www.nserc-crsng.gc.ca>)

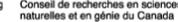
http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM_eng.asp

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Research Portal Presentation and Attachment Standards

- Posted on NSERC's website
- These are for the free form pages and there are clear instructions on the format, font etc. to be used for these pages

11/2/2018 NSERC - Research Portal - Research Portal Presentation and Attachment Standards

<http://www.nserc-crsng.gc.ca>  Natural Sciences and Engineering Research Council of Canada  Canada 

Research Portal Presentation and Attachment Standards

Prepare the documents

Prepare your attachments in any word processing program, following the requirements below. All text, including references (where applicable), must conform to these standards.

- Acronyms and abbreviations must be spelled out completely on initial appearance in text;
- Pages must be 8 ½" x 11" (216mm x 279mm);
- Pages must be single-spaced, with no more than six lines of type per inch;
- All text must be in 12 pt. Times New Roman font;
- Condensed fonts will not be accepted;
- Colour imagery is acceptable* (<http://www.nserc-crsng.gc.ca#note>) but the text should be in black;
- All margins must be set at a minimum of ¾" (1.87 cm);
- Do not introduce hyperlinks in your documents;
- If you have supporting documents written in a language other than English or French, you are required to provide a certified translation of the document.

(<http://www.nserc-crsng.gc.ca>)* Applicants who decide to use colour imagery should be aware that the application may not be reviewed in colour. Use of colour increases the file size of your application, and may lengthen download and upload times.

Canada Graduate Scholarships-Masters (CGS M) Transcripts

Transcripts must be scanned in accordance with the following presentation standards and uploaded by the applicant in the appropriate section of the application:

- Scanned together as a single document.
- Include one copy of the legend (reverse of each transcript). Do not scan the legend multiple times.
- PDF file (.pdf extension); unprotected.
- Maximum file size of 10 mb (black and white recommended).
- Page size 8 ½ in. x 11 in. (216 mm x 279 mm) or A4 (210 mm x 297 mm).
- Transcripts text orientation should be upright (if possible) and must be readable on a computer monitor without any adjustment by the viewer.

If you have transcripts written in a language other than English or French, you are required to provide a certified translation of the transcripts.

Convert the documents

All attachments must be converted to Portable Document Format (PDF) before they can be attached to the electronic application. The conversion process varies with the operating system and word processing software you are using. If you have questions about converting your documents to PDF, contact your institution's technical support staff.

It is important to note that some web browsers may not be compatible with the Research Portal. For more information on web browsers supported by the Research Portal, contact the [Helpdesk \(https://portal-portal.sshrc-crsng.gc.ca/s/help-aide.aspx\)](https://portal-portal.sshrc-crsng.gc.ca/s/help-aide.aspx) or complete an [On-line Services Support Request \(http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/SupportRequest-DemandeDeSoutien_eng.asp\)](http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/SupportRequest-DemandeDeSoutien_eng.asp).

http://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/standards_eng.asp 1/1

Evaluation Criteria

- Academic Excellence (50%)
- Research Experience (30%)
- Leadership (20%)

How do we (ADG) assess these criteria?

- Remember to note Special circumstances

Special Circumstances

- **These are circumstances that had an impact on your performance or productivity and can include delays in disseminating research, gaps/issues in academic record.**
- **Examples included health problems, family responsibilities, parental leave, disabilities or other applicable situations**
- **These should be clearly articulated in this section, provide only the details that you are comfortable with sharing.**
- **These special circumstances are considered when evaluators are reading the application**

Academic Excellence

- **Academic Record**
 - Applicants can explain issues in the academic record in the Applicant's statement section. For example, grades that improved over the entire record or extenuating circumstances.
- **Competitive scholarships received**
 - If you are unsure as to whether or not a scholarship was competitive, ask your departmental graduate coordinator
- **Awards or recognition for Academic Excellence (e.g. Dean's Honours List)**
- **Work Experience**
 - For applicants returning to school after working, relevant work experience to the chosen field for the graduate program can be considered into evaluation of academic excellence

Research Ability or Potential

- **Abstract**
 - Your application will be read by academics from other disciplines: they count on your abstract to get a sense of what your research is about and evaluate how can you effectively communicate your research to non-specialized audience
- **Research Proposal**
 - Follow the guidelines for attachments as noted previously; avoid numerous acronyms
 - Clearly state research questions, hypotheses, and objectives
 - Include enough information in methodology to convince reader that the proposal is realistic
 - Include a clear statement on the significance of the work and the expected contributions to research
 - Be concise and avoid excessive detail
 - Share with your supervisor and colleagues (inside and outside your field) for feedback

Research Ability or Potential

- **Contributions to research and development**
 - **Publications**
 - Include those that are published, in press or submitted
 - Quality and impact, as well as the quantity is assessed with consideration given to the stage of your academic career and differing publication practices across disciplines.
 - Be clear on your contribution to a publication when there are multiple authors
 - **Conference Presentations/Posters**
 - **Technical Reports**
 - **Patents**

Research Ability or Potential

- **Academic training and relevant work experience**
 - Include those that are complementary to your expertise and proposed research
- **Scholarships and/or Prizes based on Research**
 - Different from the scholarships based on academic excellence.
- **Researcher Attributes**
 - Application of knowledge, autonomy, initiative (particularly in later stage of academic career), enthusiasm for research

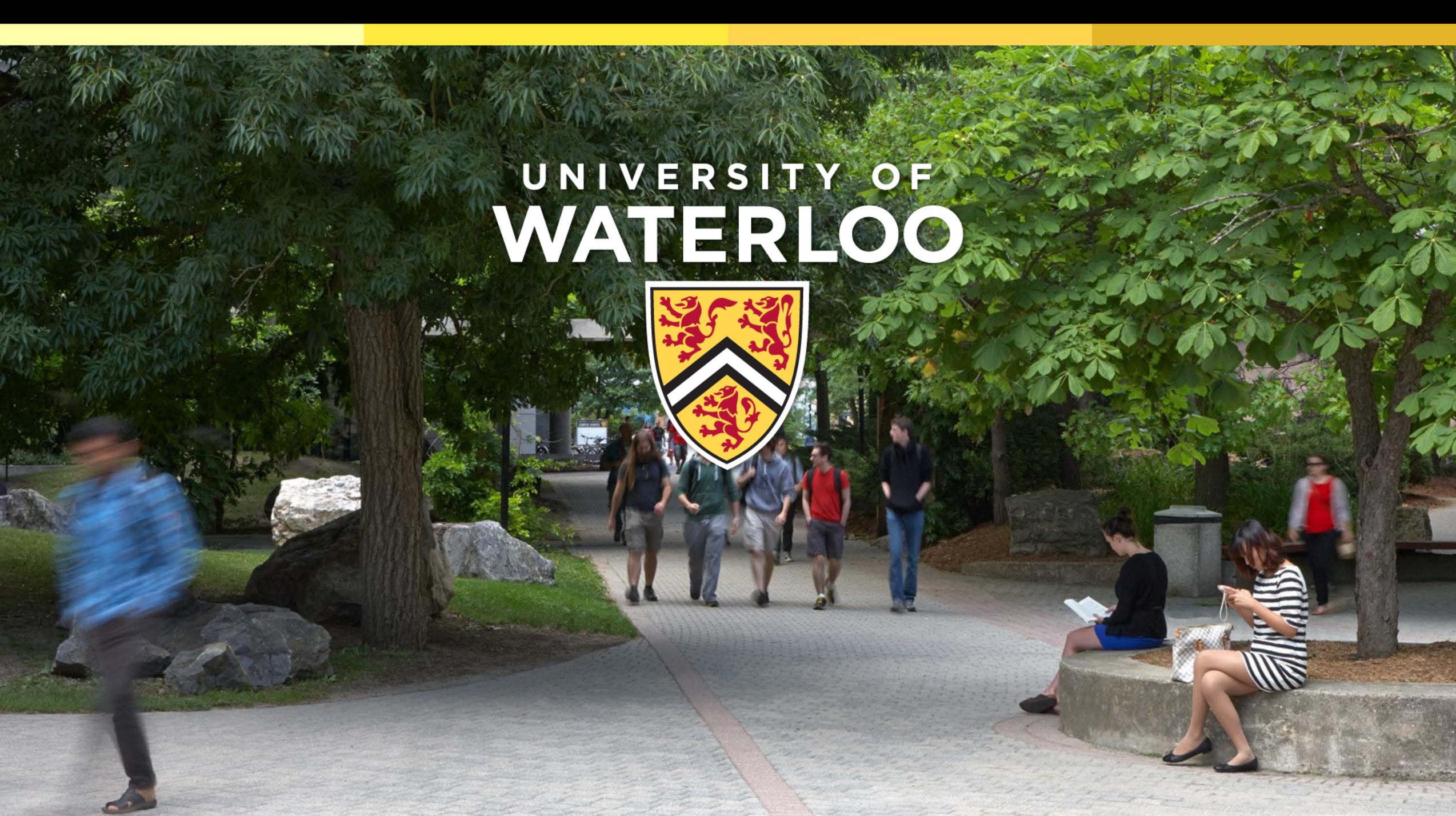
Communication, interpersonal and leadership abilities

- Don't ignore this section!
- Professional, academic, and extracurricular interactions and collaborations with supervisors, colleagues, peers, students and members of the community
 - Outreach/Promotion of your field, community involvement
 - Teaching, mentoring, supervising
 - Chairing committees, committee membership – within departments, Faculty, university or scientific community (e.g., scientific societies)
 - Leadership within your field!
- Evidence for excellence in communication
 - Awards for papers, reports, posters, oral presentations, teaching, and/or volunteer/outreach work

Other Comments

- **Presentation and following the rules is important**
 - **Make use of space**
 - **Remember that readers of your application have to read a large volume of applications: you need to make it easy on them.**
 - **Following the instructions**
 - **Proper spelling and grammar**
- **Help your referees write strong letters (give them time, provide them with your CV/transcript, highlight the work you have done with them, etc.)**
- **Start early**

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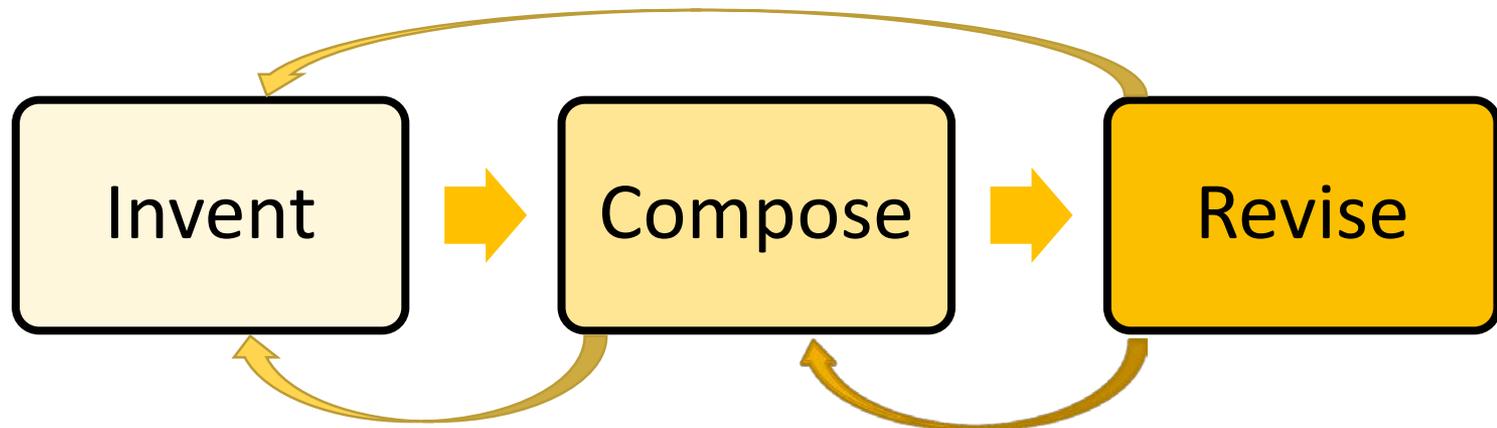
Presented by: Christopher Lawrence, Writing and Communication Centre



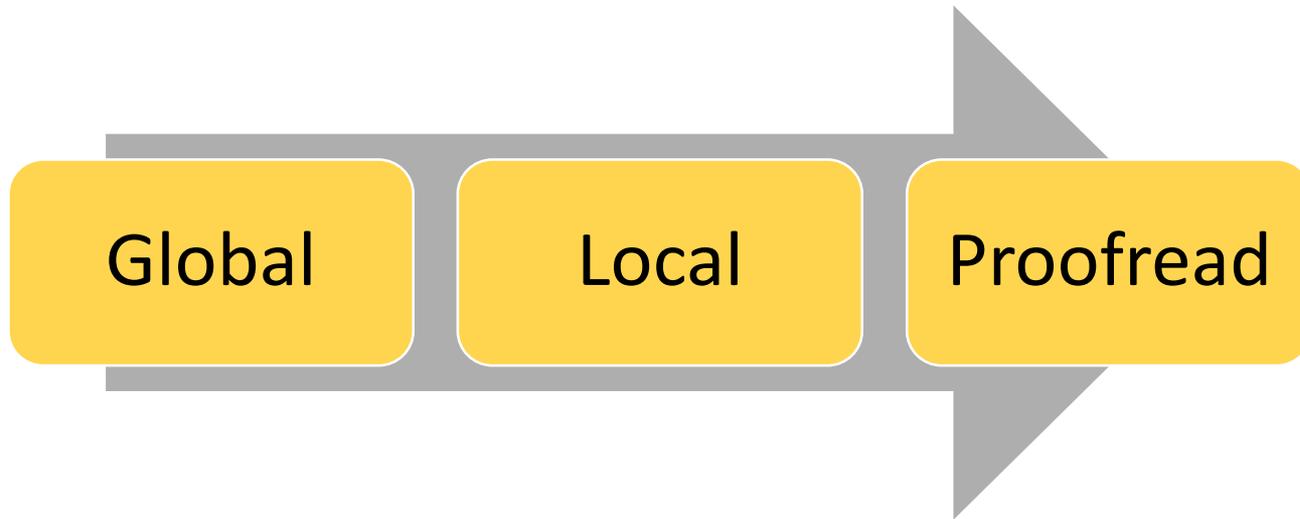
WRITING AND
COMMUNICATION CENTRE:

REVISION, PROOFREADING,
PEER REVIEW

The writing process is fluid and iterative



Stages of revision



Revision is the process of reviewing the “big picture” stuff – **content and organization.**



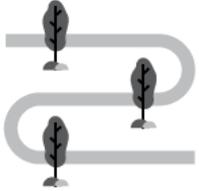
Global concerns

Editing is the process of reviewing the sentence-level stuff: **style and mechanics**.



Local concerns

Use **multiple strategies** to ensure a thorough revision process.



Get some **distance**



Print a **hard copy**



Read **aloud**



Work in **stages**



Review the **big picture** elements



Re-read



Get **feedback**

PEER REVIEW

Face-to-face



- Classroom
- Coffee shop
- Someone's home

Online



- Skype
- Google Hangouts
- Google Docs
- Portal

PEER REVIEW

Peer review is the process of working with your colleagues to read through each other's work and offer **feedback**.

Purpose

Interact



Models



Concrete Advice



Think & Learn



Practicing peer review can help improve your current proposal and your **revision skills**

- The value of **having** an outside reader:
 - Helps to assess clarity and coherence
 - Are readers “getting” what I think I’m saying?
- Seek out readers from a variety of perspectives
 - Within your field
 - Outside your field
- The value of **being** a reader/reviewer

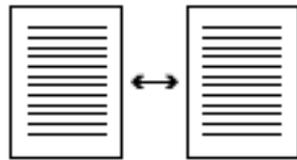


Effective peer review takes place through a combination of **conversation** and **active reading**.

Explain What to Look for



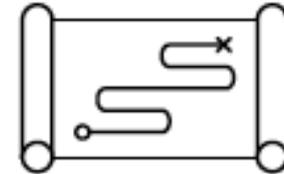
Exchange



Feedback for Improvement



Discuss & Plan



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Peer review step 1: identify your goals as the writer being reviewed

Name of Writer: _____

Name of Reviewer: _____

Notes from the writer to the reviewer:

Peer review step 2: silently (but actively) review your colleague's work, keeping their goals and concerns in mind

Aspect of Writing Being Reviewed: Content / Structure / Style / Mechanics

Component	Needs Significant Work	Needs Some Work	Needs Little/No Work
Criteria 1 (e.g., Clear thesis statement)			
Criteria 2 (e.g., Specific topic sentences)			
Criteria 3 (e.g., Use of transition words or phrases)			

Additional comments on writing:



Peer review step 3: have a constructive and collegial conversation; identify next steps

Post-Review Discussion

Action Plan: How will you (the writer) incorporate the suggestions of your reviewer into your edits? What steps will you take during the editing process? Be specific:

1.

2.

3.

Welcome to
and Communication
THE WRITING CENTRE



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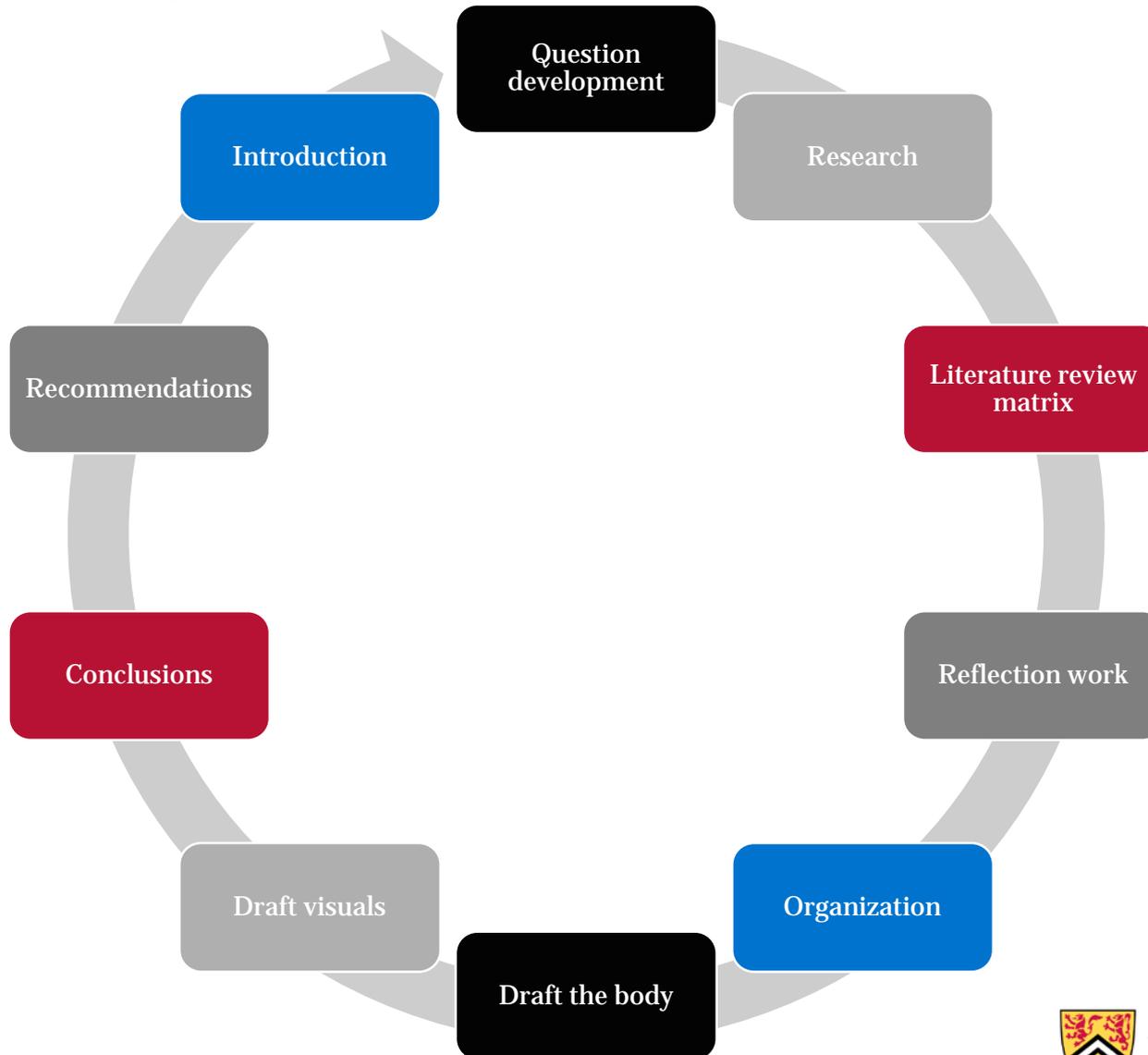
Our mission

“ As a hub of research and expertise, the Writing and Communication Centre will foster excellence in **written, spoken, and visual communication** within the University of Waterloo community. ”

Our mission

- Work with you to synthesize, integrate, and share **best practices** in communication
- Help you experience your work as others do
- Help you develop **skills and strategies** that last a lifetime
- Support and promote a lively, cross-disciplinary **writing culture** on campus and online

When can you come and see us?



Our services

- 50-minute one-on-one appointments
- 20-30 minute drop-in sessions
- Workshops on specific topics
- English speaking and writing practice
- Fundamentals for Writing your Thesis
- Dissertation Boot Camp
- Grad student writing cafés
- Speak Like a Scholar

Staff specializations: digital literacy, STEM, faculty/grad/postdoc, online learning, classroom-integrated support



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Preparing for your appointment

- Register using WCOOnline (except for drop-ins) – access through our homepage: uwaterloo.ca/wcc
- Bring a **hard copy** of your proposal
- Identify specific concerns or questions in advance
- Be ready to read, discuss, think, and write!

Special scholarship proposal drop-ins

Wednesday, October 10th

2:00pm to 4:00pm

SCH 219