Applicant Name		McGill ID	
Academic Unit			

☐ Eligible	☐ Complete	☐ Recommended	☐ Non-recommended

1.Eligibility Section

☐ Applicant is Canadian or Permanent Resident of Canada as of 15 October of this year **(NSERC Cover Page)**

☐ **Self-identification data *NEW* Please encourage all female and Indigenous applicants to self-identify.**
You will not be able to see this portion and do not need to request copies of it.

☐ Applicant is registered in a degree program at McGill during THIS calendar year **(Page 1/McGill transcript)**

☐ If **NOT** registered IN A <u>DEGREE</u> PROGRAM in THIS Calendar year, **does not apply through McGill.** Notify applicant. Deadline to submit directly to NSERC by applicant is October 15

☐ If **ONLY** registered as a special student in THIS Calendar year, consult GPS.

☐ **First date** of registration in PhD **(McGill transcript):** _____ (not including fast-tracked mos from Masters)

■ Number of months in program for which funding is requested by Dec 31, of this year **(Page 3) * Including Summer terms**

☐ Bachelor's to Doctorate: **4 to 36 months of Doctoral studies** (never registered in a Master's)
  o If student has not yet registered at PhD level by **Fall 2018**, student must apply to CGSM.
  o If student 1st registered at PhD level **January 1, 2016 or later**, continue to 3.
  o If student 1st registered at PhD level **before January 1, 2016**, complete Calculation Tool

☐ Master's to Doctorate: **0 to 24 months of Doctoral studies** (start from 1st registration at PhD level)
  o If student 1st registered at PhD level **January 1, 2017 or later**, continue to 3.
  o If student 1st registered at PhD level **before January 1, 2017**, complete Calculation Tool

☐ Has never held a PGSD/CGSD/IPS2/IIS Doctoral/SSHRC Doctoral/CIHR Doctoral or Vanier CGS **(Page 4)**

☐ **Academic Excellence - CGPA** calculated for **Undergrad and Complete Graduate**

1. Calculation tool

REMINDER: 1 full-time term = 4 months / 1 half-time or part-time = 2 months

1. **Part-time** studies are equivalent to half full-time.
2. **Full-Time =** Full-time, Add. Session and Continuing status on McGill transcript
3. Do not count months when applicant was not registered or on leave (e.g.: Summers **when no registration shows on transcript in non-thesis only**).

Terms **Full-Time**: _____ X 4 months = _____ months

At December 31, this year   Terms **Part/Half-Time**: _____ X 2 months = _____ months

TOTAL _____months

3A. Application Section

- ☐ **Form 201 Cover Page**
  - o Reference No. is entered (top left)
  - o Bottom right corner may indicate either "Completed" OR "Not Complete"
- ☐ **Application form**
  - o Page 3: Research subject code: should be in the right discipline for department (verify with FAD/proposal)
  - o Page 3: Research program is NOT clinically-oriented (if yes, check with GPS)
  - o Page 3: Program is NOT combined with a professional degree (MD/PhD) (if yes, check with GPS)
  - o Page 3: Number of months in ==GRADUATE STUDIES== is correct
  - o Page 3: Number of months in **PROGRAM** for which funding is requested is correct
- ☐ **Free form Section**
  - o Adheres to NSERC's attachment standards (12 pt font, single spaced, ¾" margins, pages labelled w/name *(pin is optional)*)
  - o Outline Of Proposed Research – **1 page maximum**
  - o Justification for Eligibility of Proposed Research **1 page maximum**
    If research project is in a discipline that falls under the mandate of more than one federal ranting agency (e.g. psychology, management studies, geography, physical education, bio-medical engineering, health sciences etc.)
  - o Contributions And Statements – **2 pages maximum**
    - ▪ Part I – Contributions to research and development
    - ▪ Part II – Most significant contributions (highlights and elaboration of Part I)
    - ▪ Part III –Statement (Research experience / Relevant activities / Special circumstances, incl low GPA)

3B. Attachment Section

- ☐ **ALL** **university level transcripts** in chronological order, ending with most recent
  - o Transcripts match listing of academic record (p.1)
  - o All transcripts were uploaded in order, legible, and rotated right side up.
  - o Transcripts from host universities for transfer credits or partial programs are provided
  - o Transcript key/GPS country guide is provided for all transcripts as well official translations where applicable
  - o **Digital file of** transcripts and supporting documents **uploaded** as a single pdf document

    [see TIPS on uploading TRANSCRIPTS] on our webpage

- ☐ **Reports on Applicant** (x2) – Referee reports (should include justification of low GPA, if applicable)
  - o Report is complete and on the correct form.
- ☐ **Dept Letter of GPA justification** (on letterhead, original signature, ½ page max.) scanned copy sent via email to gradcomp.gps@mcgill.ca and ORIGINAL sent by internal mail to GPS-Graduate Funding by deadline.

4. FAD Submission

- ☐ **Applicant is entered in FAD and correctly entered as Recommended or Non-Recommended with reason**
- ☐ CGPA and number of months in program *(page 3)* match application
- ☐ Discipline code matches application *(page 3)*
- ☐ All applicants should be prompted to ensure they have verified and submitted their online application. **ONLY** complete materials submitted online can be considered for Agency level of competition.

Comments

THANK YOU!	*REVIEWER'S NAME AND INITIALS:*

Rev 04 sep 2018 jw