

## Application Guidelines: CIHR CGS Master's Award

There are two (2) parts to a CIHR CGS Master's Award Application:

- A. CIHR Application
- B. RDAF (ROLA)

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### PART A: CIHR Application

A completed CIHR CGS Master's Award application consists of up to six distinct sections:

#### 1. Cover Page

- Prepare a cover page for your application with the following information only:

Canada Graduate Scholarships Master's Awards Application  
February 1, 2008  
Your Name

#### 2. CIHR Training Module

- In order to access the CIHR Training Module using CIHR Web Forms, you will first need to [register](#) for a CIHR PIN. You will be notified of your PIN by email. **Allow at least one business day for your request to be processed. Please note that CIHR will be closed over the December Holidays, so it is in your best interest to register for a PIN in advance of Friday, December 21.**
- Once you have your PIN, login to [CIHR Web Forms](#) and select **Create New Application**. Under Training Programs, select **Master's**.
- Complete the Training Module using the [Guidelines for Completion](#). It is recommended that you print these guidelines (Printer Friendly version in right-hand corner) and read them carefully.
- Remember to **sign** the Candidate area on Page 1 of the Training Module.
- Note: The University of Western Ontario should be listed as the "Location where research will be conducted" and as the "Institution which will administer the project funds".

### 3. Common CV Module

- In order to access the [Common CV](#), you will first need to register for a login ID (note: this ID is different from your CIHR Web Forms PIN). You will be notified of your registration by email. Click on the link provided in the email to confirm your registration.
- Complete the Common CV. Enter your information in every section (where applicable).
- Use the **Preview/Print** function to review your CV information. Select **CIHR** in the agency list and **Application CV** from the drop-down menu.
- Once your CV is complete, select **Validate**. Correct any errors that are flagged.
- Save a copy of your CV and print a copy for inclusion in your application.
- **Sign** Page 1 of your CV module.
- NOTE: The following attachments are NOT required for this application:
  - Page 11: Details of funds requested and held.
  - Page 12: “Significant Contributions” attachment.
  - Page 12: Details “For Proposed Supervisors of Training Award Applicants.”
- You MUST however complete the following sections on Page 12 (Activities/Contributions, Interruption(s)/Delays, Patents and Copyrights and Publications).

### 4. Official Transcripts

- Original, **non-UWO**, undergraduate transcripts must be included in your application (must be official and unopened from the issuing institution). Please note that any official UWO transcripts will be printed by Graduate Assistant and appended to your application. **You are not required to request any official transcripts from UWO.**

### 5. CIHR Sponsors' Report

- The [CIHR Sponsors' Report](#) must be completed by two sponsors who have had the opportunity to assess your potential (one of these should be your current research supervisor). You may either email this form to your sponsors or send them the web link. These forms will be returned to you in a sealed envelope and they should be included as such in your application. **Please do not open your sealed Sponsors' Reports.**

### 6. Confirmation of Canadian Citizenship

- Canadian Citizens MUST include a photocopy of their birth certificate.
- Permanent Residents MUST include a copy of their Permanent Residency Card.

## PART B: RDAF (ROLA)

CIHR scholarship payments to departmental graduate students are administered through the Department of Epidemiology & Biostatistics (unlike NSERC, SSHRC and OGS/ST which are administered through the Faculty of Graduate Studies).

As a result, an internal form called the [Research Data and Approval Form or RDAF](#) (the electronic version of this form is referred to as a ROLA) is required for your CIHR application to be processed. Please provide the RDAF in hard copy.

The RDAF (ROLA) must be completed with the Chair of the Department listed as the Principal Investigator as graduate students cannot hold research funds in their name. A sample RDAF (ROLA) is provided.

NOTE: The Chair signs both as the Principal Investigator (PI) and as the Chair of the Department on the RDAF. Applicants DO NOT sign the RDAF.

Please attach a copy of your CIHR Training Module only to the hard copy of the completed RDAF (ROLA).

**Please ensure BOTH your completed CIHR application and the RDAF (ROLA), including attachments, are submitted to Graduate Assistant by the department deadline.**