



Guidelines for the Verification of NSERC PGS M and PGS D Applications for the 2009 Competition

Please read the information section on Postgraduate Scholarships in the 2008 *Program Guide for Students and Fellows* (http://www.nserc.gc.ca/sf_e.asp?nav=sfnv&lbi=2a).

Applicant Eligibility:

Ensure that the applicant:

- is eligible to apply as of November 25, 2008, as described in the 2008 *Program Guide for Students and Fellows*.
- is currently registered full or part-time or on an approved leave of absence at your university, **or** is not registered and has completed all requirements for a degree from your university in 2008.
- if registered, is registered in an NSERC-supported field. (Please contact NSERC if you are unsure.)
- is a Canadian citizen or permanent resident of Canada as of November 25, 2008.
- has a first-class average in each of the last two completed years (24 months) of study in a field supported by NSERC (2 years of part-time study equals 1 year of full-time study).

Proposed research:

For each application, verify that:

- the primary research subject code corresponds to the applicant's **proposed** field of study (see Form 200). A secondary research subject code may be provided, but is not necessary.
- the proposed research is in an area of natural sciences or engineering supported by NSERC. Do not send an application to NSERC from an applicant who should be applying to CIHR or SSHRC. You will not be able to replace this application if it is rejected by NSERC. If in doubt, contact NSERC as soon as possible.

Completeness:

Ensure that the applicant:

- used a font comparable to 12 point, Times New Roman regular.
- signed the cover page.
- completed **ALL** sections of Form 200, including the free form section (may indicate "N.A.", where necessary).
- respected the page limits.

Appendix 1:

For each application, verify that:

- two (2) Appendix 1 forms have been completed.
- both Appendix 1 forms are signed.

Appendix 2:

NEW THIS YEAR:

- For NSERC purposes, the Departmental ranking and Comments no longer appear on Appendix 2.
- For internal evaluation purposes universities may request that each department provide a Departmental evaluation for the applicants that they are recommending to the Faculty (School) of Graduate Studies. For more information, the departments can be directed to the Appendix 2 Instructions, the section titled *Departmental evaluation* found on the NSERC Website at http://www.nserc.gc.ca/forms/instructions/200/a2_e.asp.
- The Departmental evaluation may be an additional page added to the group of applications, which could include such information as ranking of the applicants.
- This information must not be included with the applications when submitted to NSERC.
- **University comments on the applicant are optional** unless you are recommending an applicant who has not achieved a first-class average during the last two years of study, or if you need to describe international degrees or diplomas used as a basis for the applicant's admission to the current program.

Ensure that:

- the academic average and maximum possible average for the last two completed periods of study have been indicated.
 - See instructions for completing Appendix 2 to know which grades to use for calculating the average of the last and second last periods (http://www.nserc.gc.ca/forms/instructions/200/a2_e.asp).
- the university ranking of recommended PGS M and PGS D applicants has been inserted in the lower right-hand section.
- it is NOT indicated in the comments section of Appendix 2 that the student is Aboriginal. If the student has self-identified and will not be included as part of the university quota, the university must indicate this information on the *Aboriginal Applicants* form(template provided on the NSERC secure Web site).

Transcripts:

Verify that the transcripts:

- of all university studies in the natural sciences and engineering are included.
 - including any transferred courses taken at other universities
- are official, original, up-to-date, clear, and suitable for photocopying. Certified copies will be accepted **only** for transcripts from foreign locations where official transcripts would be hard to obtain.
- clearly indicate the weighted average for each of the applicant's last two completed periods of study.
- indicate any semesters when the applicant was not a full-time student or was registered even though no courses were taken.
- provide the exact date when a student was transferred from a master's degree to a doctoral degree without having completed their Master's,
- are translated if the original is in a language other than English or French.
- **are accompanied by a supporting statement in the case of applicants who have completed all previous studies outside of Canada or the United States.** (Statement about the academic strength of the applicant and the reputation of the university at which the applicant's studies were completed to be provided by the department chair, the Faculty of Graduate Studies or the University Scholarships Selection Committee.)

Incomplete applications may be rejected by NSERC or disadvantaged in the review process.