

Memorandum

TO: Division III & Division IV - Graduate Coordinators, Graduate Administrators

FROM: Erin McMahon, Federal Award Officer

DATE: Friday September 9, 2011

RE: **NSERC PGS Application Workshops, General Information and FAQs**

Please feel free to circulate this information to students and colleagues in your Graduate Unit.

NSERC Workshops for students:

St. George Campus: Friday September 16th, 10:00 – 12:00
Located at Sidney Smith Hall, Room 2135

UTM Campus: Wednesday September 21st, 10:00 – 12:00
Located in William G. Davis Building, Room 3129

UTSC Campus: Thursday September 22nd, 1:10 – 3:00
Located in New Council Chambers, Room AA160

Student Deadlines:

All applications must be received by your graduate unit by the **Departmental Deadline** in order to be eligible for the NSERC competition. Please confirm this internal deadline with your specific Graduate Unit.

General Application Information:

Students are encouraged to review the extensive material provided by NSERC on their website prior to contacting their Graduate Department or SGS.

1. NSERC Video Tutorials for Students

Again this year NSERC is offering Video tutorials to assist students with the application process. They can be found at the following link: http://www.nserc-crsng.gc.ca/Students-Etudiants/Videos-Videos/SFTips_eng.asp

2. How to apply online

The PGS application must be completed online. Students must first register and create an account to begin their application. New users should access the following link to register as a new user:

https://ebiz.nserc.ca/nserc_web/nserc_register_e.htm

Students who have submitted an application before, may use their pre-existing user name and password. If you have forgotten your user name or password, please follow the instructions on the log on screen to retrieve this information.

3. NSERC FAQ page

NSERC has prepared an extensive FAQ question page for students. It can be accessed at the following link: http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/FAQ-FAQ_eng.asp

4. Step by Step Application Instructions

In addition to the Video Tutorials, and FAQs, students can read the Application Instruction page which gives a comprehensive explanation of the application process. This can be accessed as the following link: <http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/instructions/201/e.asp>

Additional FAQs:

Transcripts:

Q: Are ROSI print-outs or old copies of official transcripts acceptable?

A: Students should order official, updated transcripts from any university they have attended in North America. ROSI print-outs are not acceptable. Students can hand deliver the sealed transcripts to the graduate unit by their internal deadline, or request the transcript be mailed directly to the unit. For students who have studied at universities outside North America where transcripts are more difficult to order or require translation, certified copies from the department will be accepted.

Q: Who do students specify as the University Designate who will upload their transcript?

A: Graduate Units must identify one representative who will act as the University Designate for their students. Please communicate the name and email address for your department contact so students can input this information correctly into their application.

Q: How do students specify the University Designate to whom the request to upload their transcript should be sent?

A: Below is a screen shot from the NSERC PGS Form 201 Application. The image displayed is the screen where students identify the university designate (e.g. graduate department contact) to whom the email request to upload their transcript will be sent.

The screenshot shows the NSERC PGS Form 201 Application interface. At the top, there is a header with the NSERC logo and the text "NSERC www.nserc-crsng.gc.ca". Below the header, there is a navigation bar with "Contact Us" and "Help" links. The main content area is titled "Form 201 - Transcripts - University" and contains the following text: "The university designate is appointed by the university. It is the responsibility of the applicant to ensure that the designate has all official and up-to date transcripts relating to their application. The applicant must provide a transcript for all programs listed in the 'Academic Background' module." Below this text, there is a section titled "Transcripts" with a table containing one row. The table has columns for "Status", "Family name", "Given name", and "E-mail address". The "Family name" and "Given name" fields have a character limit of 30 characters, and the "E-mail address" field has a character limit of 100 characters. There are "Save" and "Preview" buttons at the bottom of the form. A sidebar on the left contains a "Main Menu" with links to "eConsole", "Portfolio", "Instructions", "Logout", and "Form". The "Form" section includes links to "Application Profile", "Person Profile", "Addresses", "Academic Background", "Experience", "Awards", "Location of Tenure", "S&F Information", "Key Words", "Proposed Research", "Contributions/Statements", "Special Circumstances", "Transcripts - Direct", and "Transcripts - University".

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Save Preview 49 days 10 hr 6 min to de

Form 201 - Transcripts - University

The university designate is appointed by the university. It is the responsibility of the applicant to ensure that the designate has all official and up-to date transcripts relating to their application. The applicant must provide a transcript for all programs listed in the "Academic Background" module.

Enter the Family name, Given name and E-mail address of the university designate who will scan and upload your university transcripts.

Transcripts

Status	Family name	Given name	E-mail address
	<input type="text"/> (30 chars)	<input type="text"/> (30 chars)	<input type="text"/> (100 chars)

Delete Resend

Save Preview

Reports on Students – i.e. Reference Letters/Referee Reports

Q: How will students submit their two Reports on the Applicant to their department?

A: Students will fill out the contact information for the referees of their choice on their online application. Referees are sent notification regarding the request for a reference, and must complete their letters online within the designated time period. Graduate Units can access these reports when viewing the on-line application.

Q: How will students know if the Report on the Applicant has been submitted?

A: Students will not have access to view the Reports that their references complete. They will see however, if the report has been completed or not.

Q: What if my Referee needs to make a change to their Report?

A: Reports on Students will be able to be “unlocked” and released back to the Referee for amendments up until the Departmental deadline for applications. The original text of the letter will still appear in the online report, so Referees may make amendments as needed. Please refer to the following link for instructions on how to release Reports.

http://www.nserc-crsng.gc.ca/onlineservices-servicesenligne/instructions/201/instruct_e.asp?module=150

Application submission to SGS

Q: Does SGS require a paper copy of students’ applications?

A: At this time, SGS does not require any paper copies of applications. All applications MUST be submitted online and will be reviewed electronically.

Q: Should students click on the “Submit” button once their application is complete?

A: Yes, students should click “Submit” once they have completed and verified their application. This must be done by the graduate unit’s internal deadline. Once submitted, SGS will then have access to the student’s application and can assign access to the graduate unit designate. The application will not be submitted to NSERC at that point.

Q: Will students have access to their online application after they have clicked “Submit?”

A: Once a student has clicked “Submit”, they will no longer be able to amend their application online. Students must submit their application online **by their Departments Deadline**. This is not the same deadline as SGS or NSERC.

If you have any further questions that are not addressed on NSERC’s website, or in this information memo, please do not hesitate to contact me further.

Thank you,

Erin McMahon

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