NSERC Alexander Graham Bell CGS & PGS Competition: Applicant Worklist

A handy worklist to ensure that all steps are completed before the deadline.

The following tasks should be done first by visiting the program outline

- Ensure that your research falls under NSERC’s mandate by reviewing the subject eligibility: [www.science.gc.ca](http://www.science.gc.ca)
  
  If in doubt, please send a summary of your research project to NSERC or to dgsaward@sfu.ca

- Ensure you are eligible to apply by visiting: [http://www.nserc-crsng.gc.ca](http://www.nserc-crsng.gc.ca)

The following tasks can be completed concurrently

- Create online account and create the application Form 201. The first several questions will help you to determine if you will be applying through the university or directly to NSERC.
- Order official transcripts. NSERC will only accept official original transcripts. Transcripts must arrive in DGS by Oct 7, 2015. You need to order transcripts even if the fall term is your first term; they are required by NSERC to confirm registration. Send to: Office of Graduate Studies Office, c/o Ingrid Woldenga
  
  Maggie Benston Centre #1100
  
  Simon Fraser University
  
  8888 University Drive
  
  Burnaby, BC V5A 1S6

- In Form 201, enter the University Designate for Transcripts as Ingrid Woldenga (email: dgsaward@sfu.ca).
- Contact 2 References and ask if they are willing to complete the ‘Report on Applicant.’
  
  Tip: provide them with some examples of your academic excellence, research potential and communication, interpersonal and leadership skills. In your application, give them a ‘complete by date’ of October 5th or a date prior to that one to ensure they submit their report before your deadline.

- Prepare attachments following NSERC’s online Presentation and Attachment Standards: [www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/pdfatt2_eng.asp](http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/pdfatt2_eng.asp).
  
  Attachments must include: Outline of Proposed Research (max 1 page)

  Contributions/Statements (Doctoral max 2 pages)

  ► Follow the system instructions for Part I, Part II and Part III

  Attachments might include: Justification for Eligibility of Research (max 1 page)

  ► Read the system instructions to find out if this applies to you

Do these tasks once all of the above are completed

- Convert attachments to .pdf format and upload them to Form 201
- Print/preview your online application to ensure completeness
- Proofread or have someone else proofread your documents for typos and grammatical errors
- Verify your application using the Verify button on your portfolio page
- Submit your application online (using NSERC’s System only) by October 15, 2015 by 5 pm (Pacific)
Common Mistakes found on NSERC Doctoral Applications (SFU)

Avoid these common mistakes:

1. Using a non SFU email account.
   
   *Use your SFU email address because it’s more professional.*

2. In Application Profile, selecting an incorrect proposed start date of the award.
   
   *Doctoral awards can only start in May or September 2016*

3. In Application Profile, choosing the wrong department to review your application.
   
   *Be careful when selecting the department that is going to review your application. If you are not sure ask your supervisor, program assistant or contact our office. Do not choose a faculty to review your application.*

4. In Academic Background, entering the wrong awarded/expected date for degrees.
   
   *The date you fulfilled all your degree requirements and submitted your final copy to the library is the date you need to enter (not your convocation date).*

5. In Work Experience, entering information in a random order.
   
   *This page does not sort based on the dates you enter; be sure to follow the instructions.*

6. In S&F Information, entering the wrong number of months of studies completed.
   
   *Carefully calculate the number of months you have completed – you need to include the current term because you need to count to December 31st of this year.*

7. Formatting errors in the Outline of Proposed Research.
   
   *Not only do the system instructions describe how to format your proposal, they give an outline of what is required (background information, objectives, hypothesis...).*

8. Choosing the wrong Referee(s).
   
   *Your proposed supervisor cannot provide a report unless they have supervised you in the past. Research Potential is worth 50%; be sure to choose referees who can speak to your research abilities.*

   
   *Be sure to enter their last name in the spot for ‘Family Name’ and their first name in the spot for ‘Given Name.’ Your referee sees what you have entered so be sure to enter it correctly.*