

# CSB 2017 OGS Competition - Step-by-step instructions

## General Information

[Screenshots](#) of the U of T OGS online application form along with a blank Academic Reference Report is available to students and referees for their reference. If you completed an OGS application at U of T last year, you may find that some of their information has been transferred to your new application (i.e. Applicant Profile & Academic Achievements), provided that you're using the same login method. Please be sure to verify the information and provide updates where necessary.

### Logging In

Current and previous U of T students may log in using their UTORid. If you do not have a UTORid, or if you are unable to log in using your UTORid, please create a Blue Account. You will be able to save your working application and return to it later by logging into your account. Remember to close your browser after logging out to completely logout of the U of T online system.

### Filling Out the Form & Navigation

You must complete each section in order for you to proceed to the next page. Fields with a red "Required" are mandatory. If you need to send your referee requests right away, you may enter draft information and go back later to edit the information. Once you have completed the mandatory fields in each section, you may then navigate through the different pages using the menu on the left-hand side. Click on "Applicant Form" in the top menu bar to return to the main application status page.

### Save & Continue

Please note that clicking "Previous" or jumping to another section of the application using the left-hand menu will not save your work. Be sure to click "Save and Continue" to save each time you make a change. If you are working on a section that requires a considerable amount of time (e.g., Awards & Scholarships), be sure to click "Save and Continue" every 10 minutes or so to ensure the system does not time out and you do not lose your information.

## Proposed Studies for 2017-2018

Enter the graduate unit/department at which you intend to hold the award in the 2017-18 academic year (i.e., your current or proposed graduate program). Your completed OGS application will be submitted to the graduate department you indicated for review.

### Applying to More Than One Graduate Unit/Department

If you are applying for admission to more than one graduate unit or department, you must create a separate application for each graduate unit you are applying to. Creating a separate application per graduate unit allows you to customize your plan of study specifically to each graduate unit. It is suggested that you complete one application first before starting another. In doing so, you will find that most of the pages will be pre-filled from your previously completed application and you can also copy references from your first application.

**Note:** Once a new application is made, changes made in the fields of one application will not be reflected on the other. e.g., if you change your address, you must change your address on both active applications.

## Research Discipline

This field is collected for reporting purposes to the Ministry of Training, Colleges and Universities only. The field is not used for assessing the merit of your OGS application. If you do not find your exact research discipline in the drop-down list, please choose the discipline that is most closely related.

## Year of Study

Enter the year of study that you will be in for the academic year 2017-18. For example, if you're applying for admission to the program, enter 1, which means you'll be in first year of the program in 2017-18.

## Expected Date of Completion of Degree Requirements

As OGS recipients must take up the award for a minimum of two terms, applicants should not be applying for an OGS if they will be completing their degree requirements within one term of starting their award—e.g., finishing before December 31, 2017 if starting the award in May 2017, or finishing before April 30, 2018 if starting the award in September 2017.

# Applicant Profile

The University of Toronto uses the information you provide here to address its correspondence to you.

## Name

First Name = Given Name

Last Name = Family or Surname Name

If you use your second or third name as your first (given) name, see the examples below for help in completing.

### **Example 1:** A.J. Paul Moore

If you prefer to have your initials appear before your given name, you would enter:

First Name: A.J. Paul

Last Name: Moore

### **Example 2:** Joanne Francine Mélanie Trudeau (normally addressed as Mélanie)

If you usually use your second or third name as your given name and do not want your initials appearing before your given name, you would enter:

First Name: Mélanie J.F.

Last Name: Trudeau

## Email Address

The main method of communication regarding your OGS application is email. For U of T students, enter your utoronto email address. It is the applicant's responsibility to check the email account they enter for updates and other information regarding their application.

## Mailing Address

For international (visa holder) applicants who are not currently residing in Canada, please enter your international mailing address as best as you can in the fields provided.

## Status

You must indicate your citizenship status by selecting the appropriate drop-down option button.

Permanent residents, protected persons, and visa (study permit) holders must specify the date on which they received their status or visa. Note: in order to be eligible for the domestic OGS competition, permanent residents must have obtained their PR status by the graduate unit's deadline.

International applicants who do not currently hold a visa should choose "No status at time of application." Note: you must have an approved or a valid study permit by the graduate unit's OGS visa application deadline (or at the graduate unit's discretion by March 31, 2017 at the latest) in order to be eligible to apply for the OGS.

## Academic Background

### Current & Previous Studies

Beginning with your degree currently in progress (including current U of T program) or your most recent completed degree, enter all undergraduate and graduate degree studies information in reverse chronological order.

### Level of Study

Indicate your degree type by selecting from the choices provided. If "Other," type the degree type in the box provided.

### Discipline/Program

Indicate the discipline of your degree. This may be the same as your department or program name; e.g., mathematics.

### Expected Date/Awarded Date

For degrees currently in progress, enter your expected date of completion. For completed degrees, indicate the date all degree requirements were completed, not the date of graduation or convocation.

### Institution

Type the full name of the institution or organization that awarded or will award the degree.

### Transcripts

Up-to-date transcripts of all undergraduate and graduate studies (including those from U of T) must be scanned and uploaded by the applicant. If you are already registered in your program of study at the time of application, you must submit a transcript for this program, regardless of the number of months completed, to demonstrate registration in the program.

Scanned unofficial, student-issued, or web transcripts are permitted. If you have online access to your academic history, you may submit screenshots (print screen/snipping tool) of your web transcript (be sure to choose full academic history). Although official transcripts are not required at the time of the OGS application, they must be available in your departmental admission file in order for you to accept and hold the award. Because the OGS application system is not directly linked with ROSI or the U of T admissions application system at this time, you must upload a copy of your transcripts so that reviewers can view your complete application package online.

Transcripts must conform to the following presentation standards:

- PDF format (.pdf extension); unprotected (do not upload digitally signed/certified/encrypted transcripts). Alternatively, print out and scan any encrypted transcripts as a PDF file for uploading, but be sure to verify that your scanned transcripts are legible on a computer screen.
- Maximum file size of 4 MB (file should be as small as possible while still being legible).
- Must be scanned as a single PDF file per degree/university. For applicants with multiple degrees from the same university, you may upload one PDF for all degrees from that university and attach it to the most recent degree listed.
- Transcript text orientation should be upright (if possible) and must be readable on a computer monitor without any adjustment by the viewer.
- One copy of the legend (reverse of each transcript) to help the reviewers understand the grading system at your university. **Do not scan the legend multiple times.** For online transcripts, take a screenshot of the grading legend at your university, which may be on a different web page. The legend is not required for U of T ROSI transcripts.

To remove a transcript, click on the button "Remove transcript" beside the "Download transcript" link. Downloading a transcript allows you to view the file that is currently attached to your application. Note: you can only have one file attached per degree. If you already have a transcript attached to your application and you click on "Click here to attach a file," you will be replacing the currently attached file on the system.

To add information for another degree, click on "Add another degree."

## Awards & Financial Aid

### OSAP Status

Applicants must be in good standing with OSAP in order to be awarded and hold an OGS. You do not need to apply for OSAP in order to apply for OGS. If you have never applied for OSAP, then you are in good standing. However, if you have a Canada Student Loan (CSL) through another province, it must also be in good standing because restrictions on a CSL is attached to your SIN, which is used for your OSAP eligibility check. If unsure, contact the [Ministry](#) or [Enrolment Services Office](#) at U of T to see if there is a restriction on your OSAP file. Students not currently registered at U of T should contact the OSAP office at their own institutions.

For those who are not in good standing (AKA has a restriction on their OSAP file), depending on the type of restriction, you may be given time to remedy your status. If nominated by your graduate unit for an OGS, you will have 30 calendar days from the date of notification to clear your restriction. For a full list of restrictions that will affect your OGS eligibility, please consult the [OSAP Restrictions that Impact OGS Award Funding Chart](#).

### OSAP Loan Overpayment

You reported to OSAP an increase in income and the reassessment concluded that you received too much funding from OSAP; therefore, you must repay the "overpayment." Please contact the Enrolment Services Office to find out the exact amount owing.

The following are instructions on how to clear your OSAP loan overpayment restriction (U of T students):

1. Make your payment at a bank to the National Student Loans Service Centre (NSLSC) as you would other OSAP payments. For details, contact the NSLSC at 1-800-815-4514.
2. Please note that the NSLSC system does not communicate with the OSAP system, and your OSAP file will not be automatically updated. Therefore, about a week after you've made the

- payment, call the NSLSC (number above) and ask them to send (email or fax) the Enrolment Services Office at U of T a "confirmation of payment" on their letterhead, listing the amount(s) you have paid after the overpayment was put in place. Contact the [Enrolment Services Office](#) at U of T.
3. Once the Enrolment Services Office receives this confirmation, they will update your OSAP file since they have access to it.
  4. You may wish to call the Enrolment Services Office a few days later to make sure they received the confirmation and to see if your OSAP file has been updated.

If you previously repaid your overpayment, please start with step 2 listed above, as your OSAP file was not updated.

### *OSAP—Income Verification Discrepancy*

The Ministry found out that you had misreported your income and placed a restriction on your OSAP file for three to five years. Those affected may appeal the decision. For more information on the appeal process, please contact the U of T Enrolment Services Office. You will not be eligible for OGS until the restriction is lifted.

### Previous Government Awards

Select "yes" or "no" for all government-funded awards listed to indicate whether you have ever received the award at the graduate level and, if yes, for how many years. In order to hold an OGS for the 2017-18 academic year, the total number of years of government-funded awards should be five or fewer.

### Governmental Award Applications in Progress

Check the box beside each governmental award that you have applied for or will be applying for to start in the 2017-18 award year. This data is collected for statistical purposes only, and will not affect how your OGS application is reviewed.

Select "yes" or "no" if you would like your OGS application to be considered for other graduate award competitions for which you may be eligible at the University of Toronto. By selecting "yes" you are giving permission to the proposed graduate unit and SGS to use your OGS application for other award competitions, if available. Applicants who would like to be considered for the QEII-GSST competition must select "yes" in order to be considered for the award.

## Academic Achievements

### Scholarships & Awards

List scholarships, fellowships, prizes, and other academic awards you have received and think would be most pertinent to the adjudication of your application (most recent first). Limit awards to those received during your post-secondary education. Fill in all applicable fields and click "Add another" to add another award/scholarship. If this is a long section for you, remember to periodically (every 10 minutes or so) click "Save and Continue" so you don't lose your information in case you time out. You may also enter any text under "Research Contributions" as a "holder" and edit it later.

### *Definitions*

**Academic Prize:** Recognition based on competition or other criteria in an academic/research setting. Example: A poster competition is held and prizes for 1st, 2nd, and 3rd places are awarded to students/researchers.

**Fellowship:** Financial support to reduce the cost of a graduate student's education. Some fellowships include a tuition waiver or a payment to the University in lieu of tuition. Fellowships may include stipends to cover living expenses.

**Bursary:** Financial support based on demonstrated financial need and satisfactory academic standing. Additional selection criteria may also be used. Bursaries do not have to be paid back to the university.

They supplement students' primary sources of funding such as OSAP, bank loans/lines of credit, and parental/spousal contributions.

**Scholarship:** Financial support based on academic achievement or other criteria that may or may not include financial need. The donor of the scholarship sets the criteria for recipient selection. The grantor specifically intends money be spent to defray the costs of study, training, or research. Proceeds of the scholarship offset the cost of the student's education for an upcoming or current academic year, depending on when the student receives the funds.

**Honorary Position:** A position given as an honour within an organization, for which there are no duties or payment.

**Non-academic Prize:** Recognition based on competition or other criteria outside of an academic/research setting. Example: An award given for outstanding volunteerism and/or leadership within a community.

**Postdoctoral Fellowship:** Funding given to an individual who has received a doctoral degree (or equivalent) and is engaged in a temporary and defined period of mentored advanced training to enhance the professional skills and research independence needed to pursue his or her chosen career path.

**Professional Designation:** A credential given by a certifying/regulatory body, warranting that an individual has the skill/ expertise/knowledge necessary for safe and appropriate practice within a specified trade or profession. Annual dues are usually paid to the certifying/regulatory body in order to continue to have the right to use the designation.

## Research Contributions

Maximum two pages (7,900 characters including spaces). List publications, presentations, posters, or other significant work that was submitted to an external organization (e.g., a consulting report) using the referencing style for your discipline. List also your significant academic accomplishments in this section (e.g., research experience). Enter "N/A" if you have no Research Contributions to report.

## Formatting

What you see in the Research Contribution textbox is what the reviewers will see. For those using MSWord, it is recommended that you copy your MSWord content into a simple text editor like Notepad, formatting it as best you can, then copying and pasting it into the Research Contribution textbox. You may also wish to disable the "smart" copy-and-paste feature on your computer.

Below is a suggested guideline that you may use to provide details, as appropriate, on the contributions you listed:

- In the left margin, identify refereed publications with an "R". A refereed work is defined as being assessed:
  - in its entirety—not merely an abstract or extract;
  - before publication; and
  - by appropriately independent, anonymous, qualified experts. "Independent" in this context means at arm's length from the author.
- Specify your role in co-authored publications.
- For published contributions, provide complete bibliographic details (including co-authors, title, publisher, journal, volume, date of publication, number of pages, etc.) as they appear in the original publication.
- For publications in languages other than French or English, provide a translation of the title and the name of the publication.

Group your contributions by category in the following order, listing your most recent contributions first:

- Refereed contributions: books (where applicable, subdivide according to those that are single authored, co-authored, and edited works), monographs, book chapters, articles in scholarly refereed journals.
- Other refereed contributions, such as: conference proceedings, papers presented at scholarly meetings or conferences, articles in professional or trade journals, etc.
- Non-refereed contributions, such as: book reviews, published reviews of your work, papers presented at scholarly meetings or conferences, research reports, policy papers, public lectures, creative works etc.
- Forthcoming contributions: Forthcoming contributions should be listed if they have been formally accepted for publication. Provide the name of the journal or book publisher and the number of pages.

**Notes:** Applicants whose research outputs include creative or artistic works (such as novels, videos, films, visual art works, sound recordings, exhibition catalogues) may list them, starting with the most recent, in a separate category: "**Literary and artistic works.**" This category may be followed by the categories shown above, as appropriate.

## Leaves of Absence and/or Special Circumstances

OGS adjudication committees can take into consideration special circumstances that may have interrupted or delayed the completion of your current or a previous degree. Please specify the dates of the delay or interruption. Special circumstances include health problems, family responsibilities, or disabilities. You may also include in this section any considerations that may have resulted in delays in disseminating your research results, explain the chronology of your experience, or a discrepancy in your GPA.

If your current supervisor is unable to provide you with a reference letter, you may use this section to provide an explanation. If you do not have any special circumstances to discuss, please leave this section blank. Do not use this section for any purpose other than those described above.

## Plan of Study

Applicants must complete this section themselves. Provide a description of your proposed research project and/or studies for the period during which you are to hold the award. The suggested limit for the Plan of Study is one page.

### Formatting

You may choose either to use the text box provided or upload a PDF file for your Plan of Study. Please note you will lose the information entered if you switch from one option to the other.

#### *Text Box Option*

The formatting you see in the Plan of Study text box is the same as what the reviewers will see. For those using MS Word, it is recommended that you copy your MS Word content into a simple text editor like Notepad, formatting it as best you can, then copying and pasting it into the Plan of Study text box. You may also wish to disable the "smart" copy-and-paste feature on your computer.

Content for the Plan of Study itself must not exceed one page (3,950 characters including spaces). One additional page (3,950 characters including spaces) may be used for the purpose of listing references/citations only; any other information on the reference/citation page will be omitted. Although the application will not stop you from writing more than the character limit, it is recommended that you adhere to the guideline.

## *PDF File Upload Option*

Your PDF file must meet the following requirements provided below.

General presentation:

- Body text in a minimum 12 pt Arial (or similar) font
- Single-spaced, with no more than 6 lines of type per inch
- All margins set at a minimum of 3/4" (1.87 cm)

File requirements:

- PDF format (.pdf extension); unprotected
- Maximum file size of 500 kb
- 8 ½" x 11" (216 mm x 279 mm) or A4 (210 mm x 297 mm)
- Maximum 2 pages (1 page for Plan of Study, 1 page for references/citations)

## Content

Below are suggested guidelines that you may use to write your Plan of Study:

### *For students applying to a thesis-stream graduate program:*

Write your proposal in clear, plain language and avoid jargon. Identify the degree program that you will pursue, including any relevant courses, and provide an explanation for your choice. Provide an outline of your thesis proposal, including the research question, context, objectives, methodology, and contribution to the advancement of knowledge, and your special interests in the proposed area of research. If you have not yet decided on a specific project, you should still provide a description of a research project that interests you. You are not bound by this project. You may change your research direction or activities during the course of the award. You may use your statement of intent from your admission application.

### *For students applying to a non-thesis-based graduate program:*

Describe your plan of studies, including proposed course and research work. In addition, outline your rationale behind engaging in graduate-level work. You may use your statement of intent from your admission application.

### *For students currently in a thesis-stream graduate program:*

Be as specific as possible while writing your proposal in clear, plain language (avoiding jargon). Your plan of study will be read by faculty members at your graduate unit but they may not be familiar with the details of your research. Indicate what stage you are at in your thesis. Provide an outline of your thesis proposal, including, for example, background, hypothesis, context, objectives, methodology, and contribution to the advancement of knowledge. Clearly state the differences between work already completed for your thesis, what you hope to accomplish during the award tenure, and what will remain to be done before you obtain your degree. You may also check your departmental website or contact your graduate administrator or faculty members in your department to see if there is anything specific the department is looking for since they will be the ones reviewing your application.

### *For students currently in a non-thesis-based graduate program:*

Describe your plan of studies, including proposed course and research work. Outline what stage you are currently at in your studies and what remains to be done before you obtain your degree. You may also

check your departmental website or contact your graduate administrator or faculty members in your department to see if there is anything specific the department is looking for since they will be the ones reviewing your application.

### *Bibliography & Citations*

The bibliography may contain the following:

- A bibliography for your proposed plan of study/research proposal; and
- Bibliographic details for all citations included in your Plan of Study. Ensure that they are clear and complete to allow reviewers to locate the sources easily.
- For those using the text box option, you may provide a bibliography or citations (suggested 1 page limit) in the same text box as the Plan of Study section.

## **Academic References**

Provide information about the two (2) referees who will each complete an online Academic Assessment Report. Once they submit their reference online, the data will automatically be attached to your online OGS application and "Reference Submission Status" will be changed to "Completed." You will also receive an email notifying you that a referee submitted their assessment. If you need to send your referee requests right away, you may enter draft information in your application and go back later to edit the information. Referees will not be able to see any part of your OGS application on the system.

You are limited to two referees. Referees should be faculty members or individuals who have had sufficient opportunity to assess your academic potential. You will not have access to view the content of the completed Academic Assessment Form.

If you are currently completing a bachelor's degree or are just starting graduate-level studies, obtain letters from faculty members who have had sufficient opportunity to assess your academic potential.

If you are completing a master's degree, one of the referees should be your master's supervisor (or equivalent).

If you are currently enrolled in a doctoral degree program and have a supervisor, one of the letters of appraisal should be from your doctoral thesis supervisor. If you completed a master's degree previously, the other letter should be from your master's supervisor (or equivalent). If you do not yet have a supervisor, obtain letters from faculty members who have had sufficient opportunity to assess your academic potential, at the bachelor's or master's level.

If you have changed universities since last year, one of the letters of appraisal should be from a faculty member at the previous university.

In addition to the email that the U of T OGS application sends to your referee, it is good practice that you also send your referee the following information:

- a list of your research contributions;
- a copy of your Plan of Study; and
- a summary of your experiences with the referee that highlight the attributes being assessed in the report (blank copy of the report is available in the [screenshots](#) document).

## Deadline Date

Enter the date by which the appraisal must be submitted to your application. This does not need to be the same date as your departmental deadline. In fact, you should ensure you give yourself enough time (e.g., at least a couple of days) to receive the assessment and complete your application before your departmental deadline. Note: You can only submit your online OGS application when both references are complete.

## Resending a Reference Request or Changing a Referee

If your original referee would like to make changes, or they did not receive, or lost the original email request, you can resend them the request:

- Click on "Remove Referee" under the referee's name on your application form.
- Re-enter the referee's information.
- Click on "Save and Continue" and s/he will receive a new email request.

Please remind them to check their junk mail box. The email should only take a few seconds to arrive. If the email doesn't arrive after a few minutes, ask if they have a personal email address that can receive the request instead. Clicking on "Save and Continue" will only cause an email to be sent to the newly added email address. The other referee, whose information was not changed, will not receive another request.

Removing a referee will permanently remove any already completed reference report attached to your application. If you accidentally removed a referee and clicked "Save and Continue," the referee will need to submit the reference again.

## Copying a Reference to Your Second OGS Application for this Competition Year

If this is your second OGS application to U of T for this competition year, you may enter a new reference or "copy" a reference from your first application. The copy function is only available after the reference has been submitted to your first application. Therefore, it is recommended that you wait until the reference(s) have been submitted before completing this page of your second or subsequent application(s). If you would like to use the same reference for multiple U of T OGS applications, it is recommended that you advise your referees to omit any specific departmental information on their reference. Instead they should only indicate that the reference is for the University of Toronto.

Please note: References cannot be copied from applications submitted in previous competitions. Referees must submit a new reference for each new competition.

## Review

Review all components of your application for accuracy and completeness before submitting.

Under Current and Previous Studies, you may view your transcript file by clicking "Download transcript."

If your academic assessments are incomplete, you will be able to "Return to Status Page" on the Review page. Once both assessment reports have been submitted and your application is complete, you will be able to use the "Review & Submit" link on the status/home page through which you can "Submit" your application.

## Confirmation

This page confirms that your application has been submitted to the University of Toronto. It is recommended that you print a copy of your application and record your confirmation number and date of submission for your records. Starting late November 2014, the graduate unit(s) that you chose in the Proposed Studies section of the OGS application will have access your application on the system.

Once your application has been successfully submitted, the status under "Application Submission Status" should state "Submitted."

## Questions?

If you have further questions about the OGS application, please contact the CSB Graduate Office. For general questions, you can also contact [ogs@sgs.utoronto.ca](mailto:ogs@sgs.utoronto.ca).