

# Western Graduate & Postdoctoral Studies

## 2018-2019 WESTERN OGS/QEII APPLICATION HANDBOOK

This document provides a visual presentation of Western's online Ontario Graduate Scholarship (OGS) and QEII Graduate Scholarship in Science and Technology (QEII-GSST) Application.

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As you progress in the application will be able to save and continue the application at any time. Once your referees have submitted their references you will be able to 'finalize and submit' the application. After you have 'finalized and submitted' the application you will no longer be able to update or modify the application. Your application must be 'finalized and submitted' by the application deadline in order to be considered.

## Top of Every Page

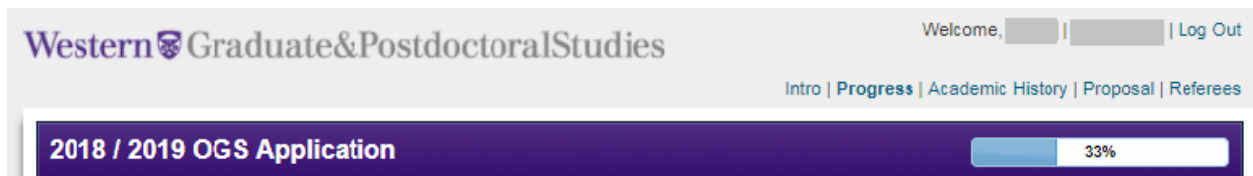
The top of every application webpage shows your name and student number.

If you want to log out at any time, you can do so by clicking on the “Log Out” link. However, before you exit, save your work (or it may be lost). There are “Save” buttons at the bottom of every section.

Below your name, there are tabs that will take you to the different pages of your application:

- Intro
- Progress
- Academic History
- Proposal
- Referees

You can go to the different pages by clicking on these tabs.



The screenshot shows the top navigation bar of the application. On the left is the logo for Western Graduate & Postdoctoral Studies. On the right, it says "Welcome, [redacted] | [redacted] | Log Out". Below this, there are navigation tabs: "Intro | Progress | Academic History | Proposal | Referees". The "Progress" tab is highlighted in blue. At the bottom of the header, there is a dark purple bar with the text "2018 / 2019 OGS Application" on the left and a progress indicator on the right showing a blue bar at 33%.

## Introduction

This information service appears to the applicant automatically on first access, then by selecting the “Intro” tab in the top menu on subsequent visits.

The Intro page gives a brief overview of the OGS Program, lays out the eligibility conditions that the applicant must satisfy in order to proceed, and lists the components that the applicant must complete in order to finalize and submit the application.

### 2018 / 2019 OGS Application

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## Introduction

Since 1975, the Ontario government, in partnership with Ontario's publicly assisted universities, has encouraged excellence in graduate studies at the master's and doctoral levels through the awarding of Ontario Graduate Scholarships (OGS). OGS awards are merit-based scholarships available to students in all disciplines of graduate study. The Queen Elizabeth II Graduate Scholarships in Science and Technology (QEII-GSST) program is in addition to and harmonized with the OGS program. QEII-GSST awards are merit-based scholarships available to domestic students in graduate study undertaking research in science and technology fields. The OGS and QEII-GSST programs are jointly funded by the Province of Ontario and Ontario universities. The Province of Ontario contributes two-thirds of the value of every award and the university provides one-third through private donations to Western.

Both OGS and QEII-GSST awards are annually allocated to eligible universities in Ontario. Western's allocations for the 2017-2018 OGS and QEII-GSST competition are as follows (allocations for the 2018-2019 competition TBA shortly):

- 288 OGS awards to support domestic students
- 8 OGS awards to support international students
- 3 OGS awards to support Indigenous to Canada - First Nations, Métis, Inuit students
- 57 QEII-GSST awards to support domestic students in science and technology research in the Faculties of Engineering, Science and the Schulich School of Medicine and Dentistry

At Western, applicants are automatically considered for both the OGS and the QEII-GSST through one application - Western's Online OGS/QEII-GSST Application.

## Value and Duration

- \$15,000 for one year (3 consecutive terms)
- Available start dates for the current competition are **May 1st 2018 or September 1st 2018**. A January 1st 2019 start date is an option with the award holder's program start date.

## Timeline and Deadlines

- October 2nd 2017 – Western's Online OGS/QEII-GSST Application opens
- January 24th 2018 4:00pm (EST) - Application Deadline, the Western's Online OGS/QEII-GSST Application only remains open to students with applications in progress
- January 31st 2018 4:00pm (EST) - Final Submission Deadline, Western's Online OGS/QEII-GSST Application closes for the year
- April 30th, 2018 – OGS/QEII-GSST results are released by SGPS to applicants

## Eligibility

### Applicant Eligibility

To be able to access the Online Application and be considered for an OGS/QEII-GSST at Western, an applicant must:

- Be a current graduate student, or have submitted an application for admission to a Western graduate program.
- Be a Canadian citizen, a Permanent Resident, or a Protected Person [under subsection 95 (2) of the Immigration and Refugee Protections Act (Canada)] as of the OGS/QEII application deadline.
- If an OGS/QEII-GSST applicant is international student holding a valid Study Permit as of the OGS/QEII-GSST application deadline, they may be considered for one of eight (8) OGS awards that the MAESD has allowed Western to provide to International Students.
- If an OGS/QEII-GSST applicant is an Indigenous to Canada - First Nations, Métis, Inuit student (A person Indigenous to Canada, as recognized in the Constitution Act, 1982, is a person who identifies with First Nations (Status/Non-Status), Métis, or Inuit cultural and/or ancestral background) they may be considered for one of two (2) OGS awards that the MAESD has allowed Western to provide to Indigenous to Canada students.

### Social Insurance Number

As a Canadian Citizen or Permanent Resident of Canada, you are required to provide your Social Insurance Number (SIN) before you can access the OGS application. This is a requirement of the Ontario Ministry of Advanced Education and Skills Development (MAESD).

Provide your SIN through your secure Student Center account:

1. Log into the [Student Center](http://student.uwo.ca) (student.uwo.ca)
2. Click on the Demographic Data link in the Personal Information section
3. Click on the Edit button within the National Identification Number section
4. Follow the instructions to enter your Social Insurance Number

### Time in Program Eligibility

An OGS/QEII-GSST applicant must have enough eligibility time left in his/her graduate program current or proposed graduate program, to be able to hold the OGS/QEII Scholarship if successful. The determination is measured for the current competition **as of January 1<sup>st</sup> 2018**.

OGS/QEII-GSST Applicants seeking **Doctoral Support** for:

- A four year (12 term) Doctoral program must be in **term 9 or less** as of January 1<sup>st</sup>
- A direct-entry (15 term) or a master's to doctoral transfer (15 term) Doctoral program must be in **term 12 or less** as of January 1<sup>st</sup>

OGS/QEII-GSST Applicants seeking **Master's Support** for:

- A 2-year (6 term) Master's program must be in **term 3 or less** as of January 1<sup>st</sup>
- A 5-term Master's program must be in **term 2 or less** as of January 1<sup>st</sup>
- A 3-term or 4-term Master's program will **not have completed any time** in the program as of January 1<sup>st</sup>

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Also, a OGS/QEII-GSST applicant:

- Must not have exceeded the lifetime maximum of two (2) OGS/QEII-GSST awards held at the master's level, nor exceeded the lifetime maximum of four (4) OGS/QEII-GSST awards held at the doctoral level.
- Must not have exceeded the lifetime maximum of six (6) years of government-funded student award support from the following programs/agencies:
  - Ontario Graduate Scholarships (OGS)
  - Ontario Trillium Scholarships (OTS)
  - Queen Elizabeth II Graduate Scholarship in Science and Technology (QEII-GSST)
  - Canadian Institutes of Health Research (CIHR)
  - Natural Sciences and Engineering Research Council of Canada (NSERC)
  - Social Sciences and Humanities Research Council of Canada (SSHRC)

#### Academic Eligibility

- **At Western, an eligible applicant must have achieved a minimum of 80% in each of the last two completed years of full-time study, or equivalent to full-time study. Eligibility averages for competitive scholarship are rounded ONLY to the nearest decimal place..**
- The eligibility averages are based on grades on the transcripts up to August 31st, 2017.

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### The Application

You can work on your application at your own pace.

**January 24th, 2018 4:00pm EST - Application deadline, the online application is closed to new applicants.**

**January 31st, 2018 4:00pm EST - Final submission deadline, the online application closes for the year.**

The Application is divided into four components:

**Progress** - view your progress in each of the next four components that you are required to complete

**Academic History** - a summary of your previous academic history, accomplishments and awards

**Proposal** - outline of proposed research

**Referees** - identify two professors who will each complete and upload an academic recommendation in support of your OGS application

All information that you are asked to provide should be relevant to your university academic career. Please ensure that you fulfill all of the conditions of eligibility before continuing with the application.

As you progress in the application will be able to save and continue the application at any time. Once all required elements are completed and your referees have submitted their references you will be able to **finalize and submit** the application. After you have finalized and submitted the application you will no longer be able to update or modify the application.

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### Application Status

All eligible applications will be adjudicated between February and March. Updates will be available to eligible applicants within Student Center.

Have you exceeded 6 years of government funded student awards?

Click continue to begin your application.

## Application Progress

After first access, this page becomes the applicant's homepage, headlined with a visual reminder of how far along in the process the applicant currently is, and identifies which components of the application still need to be completed.

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### Application Progress

Your application status is: **Incomplete**

From the list below please choose the full-time graduate degree program for which you are requesting funding through this application. You can only be considered for an OGS or QEIIIGSST in one graduate degree program at Western.

Your OGS application is specific to the graduate degree program in which you originally select when you began the application. If at any time during your application you return to this page and select a new graduate degree program, you will be required to complete the OGS application from the beginning (references included).

Program	Apply	Academic History	Proposal	Referee Reports
Psychology <i>M.Sc. Psychology, Industry/Org</i>	<input checked="" type="checkbox"/>	Incomplete	Incomplete	Incomplete
Psychology <i>Planning to transfer to Ph.D. Psychology</i>	<input type="checkbox"/>			

Once all required elements are completed and your referees have submitted their references you will be able to **finalize and submit** the application. After you have finalized and submitted the application you will no longer be able to update or modify the application.

### Western has two (2) OGS awards to support Indigenous to Canada – First Nations, Métis, Inuit students

A person Indigenous to Canada, as recognized in the Constitution Act, 1982, is a person who identifies with First Nations (Status/Non-Status), Métis, or Inuit cultural and/or ancestral background.

Indigenous to Canada - First Nations, Métis, Inuit Students will automatically be considered in both the program-based OGS competition and The University Indigenous OGS competition.

Are you Indigenous to Canada - First Nations, Métis or Inuit?

Save and Continue

## Academic History

This component offers fields in which the applicant may provide details of their post-secondary record that are relevant to the application in four (4) distinct sections:

- Academic Background – specifically a listing of post-secondary degree, diploma, certificate programs undertaken
- Academic Accomplishments/Research Contributions
- Scholarships, Awards and Other Accolades
- Special Circumstances – this section allows the applicant to address a personal circumstance that has impeded academic progress

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### Academic History

<p><b>Post-secondary Academic Background</b></p> <p>Please provide a listing of your previous post-secondary experience.</p> <p>Transcripts are NOT required as part of this application.</p>	<p><b>Additional Background</b> (<i>Institution Name, Degree Pursued, Final year of study</i>)</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div> <p style="text-align: center;"><input type="button" value="Save"/></p>
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Please remember to save after removing, adding, or editing an entry.

Information below pertains to Psychology M.Sc. Psychology, Industry/Org

<p><b>Academic Accomplishments/Research Contributions</b></p> <p>Provide your significant academic accomplishments in reverse chronological order (e.g. teaching/research assistantships, internships, project management, chairing committees, organizing conferences/meetings, supervisory experience, elected positions and volunteer work) and your research contributions (e.g. publications that are either submitted, accepted or in press only, patents, posters, conference presentations identifying each as either institutional, provincial, national, or international as well as oral or poster, undergraduate thesis)</p>	<p><b>Examples:</b></p> <p>Conference: "Title", "Conference Title", conference location, date. Teaching assistantship: Title, Program/course, location, start and end date. Publication: "Name of article" Name of Scholarly Journal Series Type/Number Volume Number. Issue Number (Year of Publication): page numbers.</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div> <p>4000 characters remaining (4000 maximum)</p> <p style="text-align: center;"><input type="button" value="Save"/></p>
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### Scholarships, Awards and Other Accolades

Provide your competitive credentials in reverse chronological order. For each item please enter its official title, the institutional source, the corresponding degree program for which it was awarded and, where applicable, the total value, and the years of tenure or relevance. This list may include academic medals, prizes and dean's honour roll inclusions as well as leadership, volunteer, and communication accolades. Please note that the Western Graduate Research Scholarship (WGRS) and similar funding sources are considered internal funding supports, not equivalent in weight to competitively earned scholarships.

#### Example:

*Name, Location Held, Start and End dates, and Amount.*

Please remember to save after removing, adding, or editing an entry.

### Special Circumstances

You may include a final paragraph to describe any special considerations such as health problems, family responsibilities, disabilities, or other circumstances that have had an effect on their performance or productivity, including any delays in disseminating their research results or completing their degree. The weight to be given to any special circumstances will be determined by the university OGS committee evaluating the application. Please indicate here if you are applying to hold the award on a part-time basis concurrent with part-time registration due to a disability.



# Proposal

Outline of proposed research for both Master's and Doctoral. Maximum 4,000 character limit.

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## Proposal

Information below pertains to Psychology M.Sc. Psychology, Industry/Org

### Outline of Proposed Research

You have a maximum 4,000 character limit to present the outline of your proposed research for the degree program you are pursuing in this application. Format specifications are pre-set with the application and may not be altered. The use of in-text citations are encouraged rather than a final list of references. If you include references at the end, they must be contained within the allowable character limit. An additional bibliography is not allowed. Images are not supported in this application.

0 / 4000 characters

4000 characters remaining (4000 maximum) 0 / 4000 characters

### List up to 10 keywords that best describe your research

Please enter 1 keyword per textbox:

No Data

Please remember to save after removing, adding, or editing your information.

## Referees

The applicant is required to identify two academic referees that will complete an academic assessment in support of the application.

The applicant is prompted to send the reference request (via email) to each referee, inviting them to complete a report. Each referee is provided a “requested completion date” which is two weeks from the date the request was initially sent. The referee is also informed that the applicant may not finalize and submit their OGS application if a reference is outstanding.

The applicant will receive an email confirmation when a reference has been completed. The status of the report request will be visible to the student on this page.

An applicant may change a referee, or update an email address any time prior to the referee submitting their report. Once a report is submitted by a referee, no revisions can be made.

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### Referee Reports

Two academic assessments are required for your OGS application. You are advised to pick referees who know your academic work well and can provide significant information on your academic performance. We suggest providing your referees with a copy of your unofficial transcript, your resume/CV, a copy of your statement of interest/research proposal and additional information where appropriate.

Western will connect with these referees via email and request they complete a secure online form detailing your academic performance in relation to your peers at a similar stage that they have previously evaluated. Your application is not considered complete until these references are returned to Western. All references must be received by January 31, 2018 4:00pm EST.

You can view a sample Reference Form [here](#).

### Information below pertains to Psychology M.Sc. Psychology, Industry/Org

#### Referee 1

Name	<input type="text"/>
Institution	<input type="text"/>
Institutional Email Address	<input type="text"/>
Phone Number	<input type="text"/>

Save

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Referee 2

Name	<input type="text"/>
Institution	<input type="text"/>
Institutional Email Address	<input type="text"/>
Phone Number	<input type="text"/>

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Referee 2

Name	<input type="text" value="Erin Daley"/>
Institution	<input type="text" value="Western University"/>
Institutional Email Address	<input type="text" value="edaley2@uwo.ca"/>
Phone Number	<input type="text" value="519-123-4567"/>

**Note:** Changing both your referee's name and email address signifies to the system that you are replacing the referee with a new one.

**If you do this, reference form links contained in older emails will no longer work.**

**Note:** You have to wait 48 hours until you can send a reminder email

### History

- Erin Daley (*edaley2@uwo.ca*) added as new Referee
- Email sent to *edaley2@uwo.ca* on **September 26, 2017 at 12:48 PM EST**
- Erin Daley has indicated that he/she will complete the reference letter

**OGS Application Reference System**

**Reference Form**

Name	
Program	Psychology M.Sc. Psychology, Industry/Org

Please complete by: October 10, 2017 or in as far advance of the January 31st, 2018 deadline as possible

How long have you known the candidate, and in what capacity? Give approximate dates.

**Assessment**

Please check the category that best describes the student's academic performance in relation to their peers at a similar stage that you have evaluated. Please apply the strictest interpretation of the rankings indicated below. For example, the ranking of a student in the top category is expected to occur infrequently. In addition, if you wish to expand on the assessment or provide other comments please use the space provided.

	Top 2%	Top 5%	Top 10%	Top 20%	Top 50%	Lower 50%	Unable to evaluate
Background Preparation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Originality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Present ability at research	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Research potential	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Industriousness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Judgement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oral and written skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Indicate why this applicant is deserving of an Ontario Graduate Scholarship at Western University. (Max 500 words)

Once you click 'submit' your reference letter will be finalized and you will be unable to make any further changes.

Please ensure that the above information is complete and correct before submitting the form.

## Finalization

Once all components are complete, the applicant is directed to Finalize and Submit the application. The Finalization page requires the applicant's consent to the FIPPA statement as well as the applicant's declaration attesting compliance on each item before the application can be finally submitted.

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### Applicant's Consent to the Indirect Collection and Disclosure of Personal Information

The University of Western Ontario collects personal information under the authority of the University of Western Ontario Act, 1982, as amended. For a complete Collection Notice, visit [www.uwo.ca/grad](http://www.uwo.ca/grad).

I agree that Western can, without limitation, collect use and disclose personal information about me that is relevant to the consideration of my OGS/QEIGSST application and its report to the Minister with respect to the granting of the OGS/QEIGSST with: the ministry, my academic references and the selection panel it appoints to assess my application.

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### Applicant's Declaration

I have given complete and true information on this application form and in the required supporting documentation.

I understand that I am responsible for providing any additional supporting documentation as required for my application or as directed by the ministry or the University of Western Ontario.

I understand that information I provide will be verified and audited and the ministry may also conduct inspections and investigations.

I will promptly notify Western in writing of any changes to the information that I have provided and of any changes to my eligibility for an OGS, including ceasing to be enrolled in an eligible program at an eligible Ontario institution; receiving a NSERC, SSHRC, CIHR, Vanier, Trillium or QEIGSST.

I have read and understood this section, including the notice of collection, use, and disclosure of my personal information and my electronic signature attests to my consent to the indirect collection, use and disclosure of my personal information and that my declaration is complete and true. I understand that any fraudulent or misleading statement may result in proceedings for academic misconduct.

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After the application is finalized and submitted, the applicant will be able to view the application but will not have access to modify it in any way. Any applicant who requires access after submission is directed to contact SGPS.