**Department of English Graduate Studies**
**SOCIAL SCIENCES & HUMANITIES RESEARCH COUNCIL OF CANADA CGS MASTER’S SCHOLARSHIP 2020-2021**

**CHANGE: DEADLINE FOR SUBMISSION VIA RESEARCH PORTAL**

No later than 8:00 pm EST on Monday, December 2, 2019* (NO EXTENSIONS)

*see below for more information

**SUPPLEMENTAL INFORMATION:** This information is IN ADDITION to the information and application instructions on the SGS website, the SSHRC website, and the NSERC application “portal.” These are additional “hints” to help you successfully complete the CGS M application.

**Q: Is the MA program in English at U of T eligible, since the one-year MA is “course-work based”?**
A: Yes. SSHRC has confirmed that both the “regular” MA in English and the MA in English in the Field of Creative Writing at U of T are SSHRC-eligible. The one-year MA in English has a significant “research” component in the form of a “Y” equivalent theory and methods course, and because students author original research papers of significant length in all their academic seminars. In the two-year MA CW program, students author original research papers of significant length in all their academic seminars, complete an extensive creative writing project under the supervision of an external mentor, and defend that project in a final oral examination.

**Q: If I am in English, why am I applying for my award through the NSERC (Natural Sciences and Engineering Research Council) website?**
A: The three granting agencies (SSHRC, NSERC, and CIHR [Canadian Institutes of Health Research]) have developed common systems, and the application is “housed” on the NSERC website. Rest assured that your application will be judged by humanities experts. However, do be aware that the Common CV you will complete is designed for people from science and social sciences backgrounds. Do not worry if some sections do not seem particularly relevant to your background.

**Q: The application is due December 2. What should I do right now?**
A: 1) Begin workingshopping your “outline of proposed research” (the SSHRC Program of Study) early, get feedback from faculty, and work to polish it.
2) You must obtain scanned pdf copies of **OFFICIAL TRANSCRIPTS (and NOT web transcripts)** from **ALL universities that you have attended**, including the one in which you are currently enrolled. If you are currently a student, you must include transcripts that show your fall 2019 registration, even if you have not yet received any grades for your fall courses. **All transcripts must be formatted to the exact dimensions as outlined in the CGS M instructions.** Note, if you do not format your transcripts correctly, if you include web student-service transcripts (like ACORN), or if you do not include ALL pages from transcripts from ALL universities, your application will be ineligible. You must scan and include the transcript legend (usually on the reverse side of the transcripts) or the transcripts will be considered incomplete and your application will be ineligible. **(NOTE: NEVER MAKE “SCANS” USING A CELL PHONE, or your application will be ineligible.)**
3) Contact your two academic referees early, and when you ask them to write references on your behalf, provide them with a draft of your “outline of proposed research” (the SSHRC Program of Study) and with digital samples of the best work you wrote in their course(s). Remember that they will be contacted through the online application system, and must submit their letters through that system **before** you can submit your CGS M application, so initiate your application early enough so that they will have enough time to write and upload your reference letter.

**Q: Suppose I don’t know where I’m going to graduate school or want to make lots of applications?**
A: The system will allow you to specify five universities. However, if you are applying to U of T English, you MUST indicate the University of Toronto and English on the application. You cannot have a CGS M award at U of T if you did not specify it in your application, even if you are later accepted into a program here.

**Q: Suppose my research involves “health and humanities” issues like dis/ability studies, representations of disease, the therapeutic use of books...?**
A: Be aware that your application may be ruled ineligible by SSHRC as it no longer funds health-related research. Contact the Graduate Program office immediately for guidance if you are in this situation.

**Q: What else should I know?**
- SSHRC deadlines are **hard deadlines.** If your application is late by even a minute, it will not be accepted. To avoid disappointment, plan to submit early!
- In past years, due to the volume of applications being submitted to Ottawa via the online application, the application website has experienced delays and even crashed for several days during peak periods. The busiest peak period is right before the deadline. Therefore, give yourself sufficient time so that you can submit your application at least several days before the deadline. **SSHRC gives no extensions and grants no exemptions.**
- Use a consistent email address in your application and in all communications with SSHRC. If you have a university email account (for U of T students, this is a UTORmail account), you should use **this email.**
- After you have set up your application, entered the names of your potential referees, and initiated their email “invitations”, follow up with them to make sure that they have received your CGS M email prompts in their INBOXES, as these automated messages often go directly into professors’ SPAM folders. If you have already initiated the prompt but they cannot see it, ask them to please check their SPAM or JUNK folders. **This also gives you a chance to politely remind your referee the deadline! YOU CANNOT SUBMIT YOUR APPLICATION UNTIL EVERY PART IS COMPLETE, INCLUDING THE REFERENCES.**

**Q: The SSHRC application gives several start dates for the award. Which should I choose?**
A. Because of the scheduling of our MA program, you must indicate September 1, 2020 as the start date for your award.

Application deadline via Research Portal: 8:00 pm EST, December 2, 2019.*


*NB: Your application must be submitted before 8:00 p.m. (ET) on the deadline date. If the deadline falls on a weekend or federal holiday, as it does in 2019, then your application must be submitted by the following working day. As no one will be available to assist you on the weekend should you have a problem, and as the Tri-Agency does not grant extensions for CGS M,

**THEREFORE, THE DEPARTMENT OF ENGLISH STRONGLY RECOMMENDS STUDENTS PLAN TO SUBMIT NO LATER THAN FRIDAY, NOVEMBER 29, 2019.**

Additional instructions and important information is available on the SGS site: http://www.ugs.utoronto.ca/currentstudents/Pages/CGS-M.aspx