



## Research Portal Presentation and Attachment Standards

### Prepare the documents

- Prepare your attachments in any word processing program, following the requirements below. All text, including references (where applicable), must conform to these standards.
- Acronyms and abbreviations must be spelled out completely on initial appearance in text;
- Pages must be 8 ½" x 11" (216mm x 279mm);
- Pages must be single-spaced, with no more than six lines of type per inch;
- All text must be in 12 pt. Times New Roman font;
- Condensed fonts will not be accepted;
- Colour imagery is acceptable\* but the text should be in black;
- All margins must be set at a minimum of ¼" (1.87 cm);
- Do not introduce hyperlinks in your documents;
- If you have supporting documents written in a language other than English or French, you are required to provide a certified translation of the document.

\* Applicants who decide to use colour imagery should be aware that the application may not be reviewed in colour. Use of colour increases the file size of your application, and may lengthen download and upload times.

### Canada Graduate Scholarships-Masters (CGS M) Transcripts

- Transcripts must be scanned in accordance with the following presentation standards and uploaded by the applicant in the appropriate section of the application:
- Scanned together as a single document.
- Include one copy of the legend (reverse of each transcript). Do not scan the legend multiple times.
- PDF file (.pdf extension); unprotected.
- Maximum file size of 10 mb (black and white recommended).
- Page size 8 ½ in. x 11 in. (216 mm x 279 mm) or A4 (210 mm x 297 mm).
- Transcripts text orientation should be upright (if possible) and must be readable on a computer monitor without any adjustment by the viewer.
- If you have transcripts written in a language other than English or French, you are required to provide a certified translation of the transcripts.



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A complete Canada Graduate Scholarships-Masters (CGS M) nomination packages includes

- Application
  - Identification
  - Summary of Proposal
  - Activity Details
- Attachments
  - Outline of Proposed Research (1 page max.)
  - Bibliography (1 page max.)
  - Transcripts or proof of registration
- Canadian Common CV
- References



## Frequently Asked Questions

- **I'm not sure which Tri-Agency my research falls under.**

If it seems like your research could fall under more than one Tri-Agency mandate, visit the [Selecting the Appropriate Federal Granting Agency](#) website. If you're still not sure, speak to your supervisor or Graduate Chair. You can also forward a copy of your Research Proposal to the Tri-Agency that you feel it falls under. If you choose to do this, make sure you give them plenty of time to review your proposal and reply.

- **Do I really need to provide all of my transcripts?**

Tri-Agency requires that you supply all transcripts from all institutions where you have taken courses for credit. This includes transfer credits that have counted towards any degree program. Make sure you include a single copy of the transcript key (usually found on the back of the transcript) for each transcript provided.

- **I supplied by transcripts from previous universities as part of my degree program application package. Can those be used or do I have to order new ones?**

We should be able to use the ones from your degree application. If you send us an email with your name and BID or NSID, we will see what transcripts we can access and use. When you send the email, please put "Requesting transcripts for scholarship competition" in the subject line.

- **This is my first term at the university and I have no grades in my courses. Do I still need to provide current University of Saskatchewan transcripts?**

Yes, Tri-Agency wants to see the registration status in your current degree program.

- **But since on-campus offices are closed because of COVID-19, I'm not sure if I'm going to be able to get my current U of SK transcripts. What now?**

Tri-Agency is allowing us to submit unofficial transcripts for this competition only. We will download your unofficial transcripts and include them in the transcript package when we attach it to your application.

- **My reference isn't able to log in using the link he was provided. What do I do?**

Go into your application, delete the reference's information, then re-enter it. This will trigger a new e-mail to your reference, which should allow them to access the reference section. If they still have trouble, they will need to contact NSERC for assistance.

- **It's almost time to submit and one of my references hasn't completed their portion and I can't get in touch with them. What should I do?**

You're going to need to find another reference and quick, so you might want to think about who that would be, just in case. Delete the previous reference's information from your application, enter the new reference's information, send them the invitation e-mail, then think about a nice gift to get for the new reference for helping you.



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- **I'm getting an error message when I try to upload my attachments.**

Make sure your attachments follow the attachment standards required by Tri-Agency. Even a small deviation in page size or file size can render your attachments invalid.



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### **I still have questions!**

#### **Program information**

[https://www.nserc-crsng.gc.ca/Students-Etudiants/Pg-CS/CGSM-BESCM\\_eng.asp](https://www.nserc-crsng.gc.ca/Students-Etudiants/Pg-CS/CGSM-BESCM_eng.asp)

#### **Problems with On-Line Application Portal**

Telephone: 613-995-4273

Monday to Friday: 8:30 AM to 4:30 PM (EST)

CIHR & NSERC - [webapp@nserc-crsng.gc.ca](mailto:webapp@nserc-crsng.gc.ca)

SSHRC - [webgrant@sshrc-crsh.gc.ca](mailto:webgrant@sshrc-crsh.gc.ca)

#### **General inquiries or transcript requests**

[gradstudies.awards@usask.ca](mailto:gradstudies.awards@usask.ca)