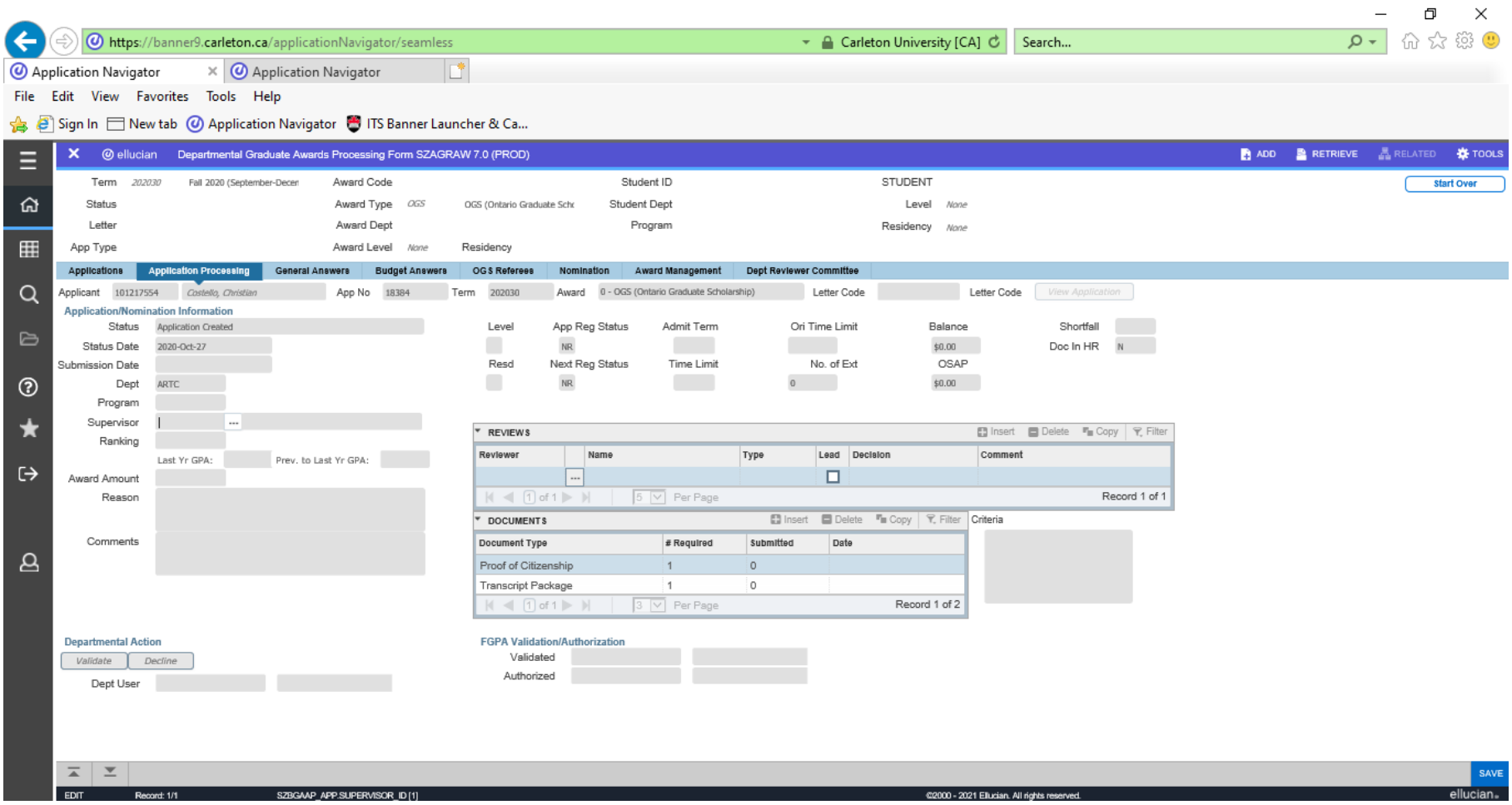
Ontario Graduate Scholarship 2022-2023

OGS

- Departmental Administrators can view online applications through SZAGRAW by clicking on the “View Application” in the “Application Processing Tab”
- Transcripts can be viewed by clicking the BDM Icon in the Application Processing Tab. Please calculate the GPA’s, in each of the last 2 full time years, and enter into the two fields available
- Applications being forwarded to the departmental committee should be validated in SZAGRAW, this will push the application to the Dept. Review Committee.
- Applications that do not meet the GPA minimum or students who you will not be admitting should be declined by the department administrator in SZAGRAW.
- Students who are forwarded will see a status of forwarded to departmental reviewer and those that are declined will see a status of declined by department.
- **PLEASE DO NOT REMOVE THE FACULTY COMMITTEE NAMES FROM THE APPLICATIONS IN THE REVIEWERS TAB IN SZAGRAW so that when the files are recommended by the dept. they are available to the Faculty level committee members.**
- Only complete applications, all transcripts and two reference letters should be forwarded to the Faculty Committee.

OGS


https://banner9.carleton.ca/applicationNavigator/seamless
Carleton University [CA]
Search...
Application Navigator
Application Navigator
File Edit View Favorites Tools Help
Sign In New tab Application Navigator ITS Banner Launcher & Ca...
ellucian Departmental Graduate Awards Processing Form SZAGRAW 7.0 (PROD)
ADD RETRIEVE RELATED TOOLS
Term 202030 Fall 2020 (September-Decer
Award Code
Award Type OGS OGS (Ontario Graduate Sch
Award Dept
Award Level None
Residency
Student ID
Student Dept
Program
STUDENT
Level None
Residency None
Start Over
Status
Letter
App Type
Applications
Application Processing
General Answers
Budget Answers
OGS Referees
Nomination
Award Management
Dept Reviewer Committee
Applicant 101217554 Castello, Christian
App No 18384
Term 202030
Award 0 - OGS (Ontario Graduate Scholarship)
Letter Code
Letter Code
View Application
Application/Nomination Information
Status Application Created
Status Date 2020-Oct-27
Submission Date
Dept ARTC
Program
Supervisor
Ranking
Last Yr GPA:
Prev. to Last Yr GPA:
Award Amount
Reason
Comments
Level
App Reg Status NR
Admit Term
Ori Time Limit
Balance $0.00
Shortfall
Doc In HR N
Resd
Next Reg Status NR
Time Limit
No. of Ext 0
OSAP $0.00
REVIEWS
Insert Delete Copy Filter
Reviewer Name Type Lead Decision Comment
Record 1 of 1
DOCUMENTS
Insert Delete Copy Filter
Criteria
Document Type # Required Submitted Date
Proof of Citizenship 1 0
Transcript Package 1 0
Record 1 of 2
Departmental Action
Validate Decline
Dept User
FGPA Validation/Authorization
Validated
Authorized
SAVE
EDIT Record: 1/1 SZBGAAP_APP.SUPERVISOR_ID [1]
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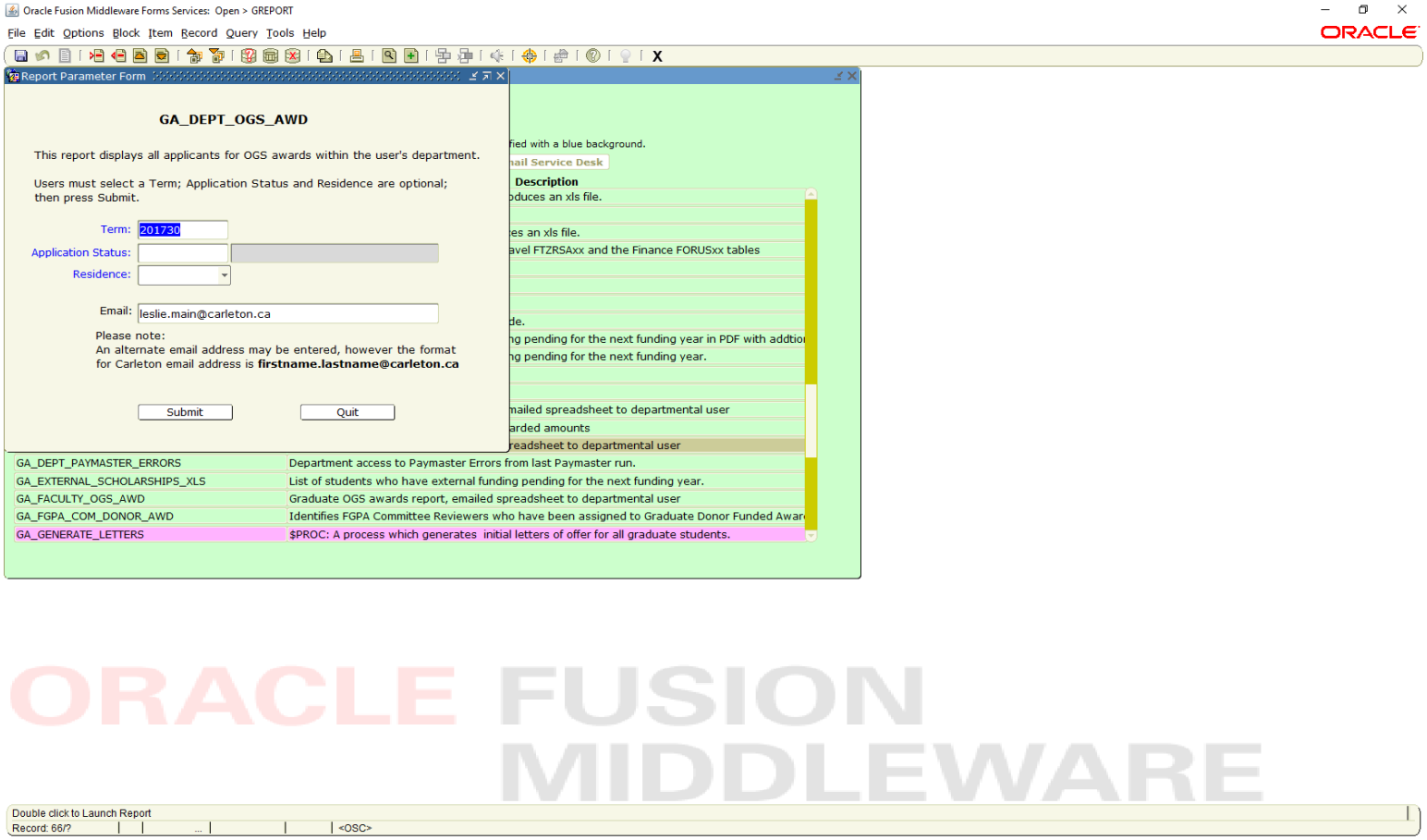
OGS

- Use GA_DEPT_OGS_AWD report as your working/ranking sheet



ORACLE FUSION MIDDLEWARE

OGS

- Use term 202130 (Report defaults to current term); an excel spreadsheet is emailed to you.
- Status of Submitted to Department (SD) will provide you with an excel spreadsheet of those applicants who have applied and submitted the application
- **Please leave Residency Blank when running report!**
  - **International PhD students who are receiving IDE and have applied for OGS will appear on list with residency D: Domestic**
  - **International PhD students who are receiving IDTS and have applied for OGS will appear on list with residency P.**
  - **These applicants must be considered with the other international applicants. Administrators need to verify residency by reviewing proof of citizenship document and the application. Two examples are provided.**
  - **You can verify residency in SPAIDEN as well.**

Applicant listed as "P" residency

OGS (Ontario Graduate Scholarship)

An Ontario Graduate Scholarship is valued at up to $15,000 for one year ($5,000 per term for up to three terms) and is jointly awarded by the Province and Carleton University. The Province pays two-thirds of the cost (i.e. up to $10,000 over 3 terms) and Carleton pays one-third (i.e. up to $5,000 over 3 terms). OGS is different from other prestigious external awards such as SSHRC and NSERC since it requires a matching contribution from the University.

Applicant Information

Name:	Smith, John
Student ID:	101101101
Department:	Civil and Environmental Engineering
Program:	Doctor of Philosophy: Environmental Engineering
Level:	Ph.D.
Residency:	International
Application No:	12345
Submitted On:	17-AUG-2021

General Questions

1. Indicate your citizenship status by entering one of the following: Canadian Citizen, Permanent Resident, Protected Person or Temporary Resident (with visa/study permit).
Temporary Resident

Applicant listed as "D" residency but international receiving IDE

OGS (Ontario Graduate Scholarship)

An Ontario Graduate Scholarship is valued at up to $15,000 for one year ($5,000 per term for up to three terms) and is jointly awarded by the Province and Carleton University. The Province pays two-thirds of the cost (i.e. up to $10,000 over 3 terms) and Carleton pays one-third (i.e. up to $5,000 over 3 terms). OGS is different from other prestigious external awards such as SSHRC and NSERC since it requires a matching contribution from the University.

Applicant Information

Name:	Smith, Jane
Student ID:	101101102
Department:	Health Sciences
Program:	Doctor of Philosophy: Health Sciences
Level:	Ph.D.
Residency:	Domestic
Application No:	12346
Submitted On:	12-NOV-2021

General Questions

1. Indicate your citizenship status by entering one of the following: Canadian Citizen, Permanent Resident, Protected Person or Temporary Resident (with visa/study permit).
Temporary resident with study permit

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- Applications that are validated and forwarded to the departmental committee can be viewed in the Graduate Admission and Funding tab located in the Faculty Services tab of Carleton Central.
- The reviewers may review and rank the application but only the lead reviewer's decision forwards the application to the next level. If the grad admin is one putting the final decision, then you should ensure you have entered your name in the dept. reviewer tab in SZAGRAW and checked yourself off as the lead.
- The lead reviewers decision of "not recommended" will let the student now that their application has been declined by the departmental reviewers.
- The Lead reviewer will put a rank on the files being considered and this is the ranking that will be seen on the GA_DEPT_OGS_AWD once all files have been reviewed and recommended.
- Once your committee has met and final decisions made, use the status of Submitted to Faculty Reviewer (SFC) to generate your ranking sheet for the applicants being forwarded to the faculty committee.
- **Please note that any external applicants will have to be manually inserted into this excel spreadsheet for your committee and the faculty committees to review. These files should be made available electronically.**

OGS

Temporary COVID Exceptions

- Typically, OGS is offered only to students who are studying within Ontario and therefore an international student would need to have a valid study permit and be studying in Ontario. We normally require students to provide this proof as a document at time of application. The ministry has permitted a temporary measure at this time due to COVID. Students can still apply if they do not currently have a study permit. However, if a student is a successful recipient, they would need to provide proof of valid study permit before they receive the award (depending on how the situation develops).
- Unofficial transcripts will be accepted for the Fall 2021 competition. Students may be asked to provide hard copy official transcripts at a later date if they are a successful recipient.

Transcripts

- **All** university transcripts must be provided, this includes transcripts for undergrad, masters and doctoral levels of study. Students who have just started their degree at Carleton, should be supplying a Carleton transcript, regardless of whether they have any grades or not. Copies will be accepted if they come from the dept
- Please ensure that the transcripts included are the same as those listed on in the application.
- Students completing the online application must upload official transcripts only. This means documents that are printed on the institution's transcript paper. Documents that read unofficial transcript will not be accepted and the application will be deemed ineligible. **Not mandatory for 2021 competition. See COVID exceptions**
- Students may come to FGPA to get copies of international transcripts if the dept does not have them.
- Domestic college transcripts are acceptable from:
    - Masters College Seminary (formally Eastern Pentecostal Bible College)
    - Royal Military College
    - Nova Scotia College of Art and Design
    - Ontario College of Art and Design
    - Tyndale University College
    - Langara College

Transcripts (cont'd)

- Transcripts from McGill, Ryerson and Toronto are double sided, the back of the transcript must be photocopied and included in the files. Only the pages with the marks are required.
- Do not include pages with no marks or IP or pages that say only "end of transcript".
- Only the legend and the translated English version of a foreign transcript is to be included. Do not include the letter from the translator.
- Do not leave student pictures on transcripts.
- Do not highlight items on transcripts as this cannot be photocopied.
- **Some of these may only apply to paper application only.**

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Time to Completion Eligibility

- Applicants must be able to start their award with at least 2 terms left in their official time to completion to be eligible.
  - Time to completion 202220 not eligible
  - Time to completion 202230 eligible for 2 terms (202220 start)
  - Time to completion 202310 eligible for 2 or 3 terms (202220 or 30 start)
  - Time to completion 202320 or more eligible for 2 or 3

GPA Calculations

- ALL applicants must have a minimum GPA of 10.0 (A-) in each of their last two years of full-time study, regardless of level of study
- When calculating GPA's please use the scale on the reverse of transcripts.

Carleton UNIVERSITY

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Current and Proposed Studies

- Current Status what student is currently studying
- Proposed Studies what they are planning to be studying at the time they take up the award
- Current Status and Proposed Studies may be the same program and student can just write SAME in the Program box.
- Applicant who are not currently studying should leave Current Status blank

Previous Studies

- Previous studies may be left blank if the student is in their undergraduate degree and has no other post-secondary education
- Candidates with other post-secondary education should start with their most recent degree and work backward, regardless of whether a degree was received or not

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Previous Awards

- Students must indicate yes or no to any awards they have previously **taken up**. Students must indicate the number of years they have received the award.
- If the student declined the award then they answer **no** .
- Students must indicate whether they have ever received OSAP (if they are from out of province and have received other provincial awards we do not need this information).
- **Administrators need to review any previous awards received to ensure students have not reached maximum support limits as listed below:**
  - Program Maximums
    - Master's students can receive an OGS or QEII award for a maximum of two years and doctoral students a maximum of four years.
  - Life maximum of six years of government-funded graduate awards including:
    - OGS
    - QEII
    - OTS
    - Tri-agency scholarships (CIHR, NSERC SSHRC, Vanier)

Academic Assessment Reports

- Students completing the online application, once they have submitted their application, the referees will receive an email notification to complete and submit their letter. This is automatically attached to the students application
- The OGS Academic Assessment form, is the only format that will be accepted (online or paper application).
- Referees should be academics, however students who are doing professional degrees or who have been out of school for a while may have a professional reference if they speak to the students academic abilities
- A good letter will have all sections completed
- Students are able to email the form to referees (Paper applications only)
- Referees may attach an electronic signature and email the form to departments from an official email address (not gmail, Hotmail, etc) or the form may be printed and signed. Letters are not required to be in signed sealed envelopes. (Paper applications only)
- Academic assessments **should not** be double sided. (Paper applications only).

OGS

Awards and Publications

- Separate Awards and Publication pages
- Students can list up to 7 Awards and up to 6 publications.
- They should be awards and/or publications that best support their OGS application.
- TA, RA's and departmental scholarships can be listed
- MA Thesis is not considered a publication
- Publications should be listed in accordance with the student's discipline

Research/Program Statement

- Form will stop students when they reach the character limit (both online and paper).
- Form is completely fillable. Students are able to cut and paste into the form.
- If a student wishes to reference work experience they can do it here, especially if they are doing a professional program (paper and online format)

OGS

Personal Information

- Email will be our only means of correspondence for Carleton students this will be their Carleton email and candidates from outside Carleton must supply an email address.
- Students who have applied for permanent residency but are international students at the time of application, will be adjudicated in the international student competition

Notice and Consents

- FIPPA consent pages
- When signed students may check a box to allow us to use their information for recruitment purposes.

Completed Applications

- The top box of the checklist should be completed as this will determine where the students application will be forwarded for review
  - Name
  - Student number
  - Proposed Level of Study and Program for 2022-2023
- All visa student files are to be identified with a **red dot** placed on the top right hand corner of the checklist
- Applications should be clipped but not stapled when forwarded to your faculty representative

Checklist

- Students must fill in, sign and date the checklist.
- Graduate Administrator or designate will also check and sign the checklist to ensure that all documents are in the file
- Checklists not completed and signed by the department will make the file ineligible
- The GPA calculation should be filled in on the designated spot on the checklist

- **THE ABOVE SPEAKS TO THE PAPER FORMAT ONLY**

Proper Order of Application

- **Paper Applications only**

- Application Checklist
- OGS Application Form – signed
- Academic Assessment Report 1
- Academic Assessment Report 2
- All transcripts (Official transcripts only)
- Proof of Citizenship - Permanent Resident
- Proof of Citizenship – Student Visa
- Proof of Citizenship – Protected Person
- Research/Program Statement
- Awards & Publication pages (if applicable)

OGS

Ranking Sheet

- One ranked list regardless of program level
- You will be asked to rank candidates that are applying from outside of Carleton with current students
- Ranking committee should be a minimum of 3 people
- Separate ranking sheet for International candidates

Faculty Representatives

- FASS: Sarah Mohammed
- FPA: Christine Barkley
- FED: Thomas Morrice
- Science: Valerie Pereboom
- Sprott: Patti Davis

- Applications must be submitted to the Faculty representative by **January 14, 2022**, unless the Faculty has set a different deadline
- External applications received must be submitted by email to Faculty Representative.