How to Submit a Tri-Council and/or Ontario Graduate Scholarship Application at York University

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Purpose

To assist current and prospective students in navigating the submission processes for Tri-Council and Ontario Graduate Scholarship (OGS) applications at York University.

1. Introduction

Tri-Council refers to Canada's three federal research funding agencies, which support students and researchers across a wide range of disciplines:

- **Social Sciences and Humanities Research Council (SSHRC)**
- **Canadian Institutes of Health Research (CIHR)**
- **Natural Sciences and Engineering Research Council of Canada (NSERC)**

For the purposes of this guide, the term Tri-Council Application refers to applications submitted to the following scholarship competitions:

- **Canada Graduate Research Scholarship – Master's (CGRS M)** administered by SSHRC, NSERC, and CIHR;
- **Canada Graduate Research Scholarship – Doctoral (CGRS D)** administered by SSHRC, NSERC, and CIHR.

The **Ontario Graduate Scholarship (OGS)** and **Queen Elizabeth II Graduate Scholarship in Science and Technology (QEII-GSST)** are provincially funded merit-based scholarship programs that support graduate students pursuing master's and doctoral studies in Ontario. For the purposes of this guide, OGS and QEII-GSST applications will be referred to collectively as **OGS Applications**, as both competitions are administered through the same York University application process.

1.1 Applying for a Tri-Council Award at York University

To apply for a Tri-Council competition, students must first complete and submit their application through the appropriate funding agency's application portal. In addition to submitting the agency application, applicants are required to complete York University's required Cover Sheet and supporting information through York's designated application system. This allows York University to identify, track, and match the funding agency application to the applicant's student record for institutional review and processing.

1.2 Definitions: Current and Prospective Students

Application procedures may differ depending on an applicant's status at York University. For the purposes of this guide:

Current Students: Applicants who are currently registered in a York University graduate degree program and have active Passport York (PPY) credentials.

Prospective Students: Applicants who plan to begin graduate studies at York University and are applying for admission and/or scholarship funding. For the purposes of this guide, prospective students are individuals who are not currently registered in a York graduate

program and have not been registered in a York graduate program at any time during the calendar year in which the application is submitted.

1.3 Part-time Students

Important note for part-time students: These awards are intended to be held in full-time status. Part-time registration does not automatically make a student ineligible for Tri-Council funding. Applicants may request to hold the CGRS-D/M in part-time status.

Students must contact the Faculty of Graduate Studies (FGS) at fgsro@yorku.ca for eligibility review and approval prior to the award application deadline. Requests must be approved at the institutional level and by the funder. Note that eligibility criteria related to past months of registration still apply.

Part-time students submitting a Tri-Council application without prior approval from FGS may be disqualified.

2. Submitting a Tri-Council Application

As the first step, applicants must submit a Tri-Council application through the appropriate funding agency's application portal. This step is mandatory. If an application is not submitted through the funding agency portal, there is no Tri-Council application for York University to consider.

Applicants should consult the official competition websites for the most up-to-date information on eligibility requirements and application instructions:

- Canada Graduate Research Scholarship – Master's (CGRS M)
- Canada Graduate Research Scholarship – Doctoral (CGRS D)

> **Important:** Current York University graduate students who submit a Tri-Council application and complete York University's required Cover Sheet will automatically be considered for an Ontario Graduate Scholarship (OGS), provided they meet the eligibility requirements. Applicants who submit a Tri-Council application should not submit a separate OGS-only application.

Please note that **applicants applying through York University must submit their applications according to York's institutional deadlines.** Institutional deadlines are typically significantly earlier than the funding agency deadlines and must be observed for an application to be considered. For the most up-to-date deadline information, please review the relevant

York University scholarship webpage listed in the Resources section of this guide for the competition to which you are applying.

Once the agency application has been submitted, applicants must complete York University's required Cover Sheet submission process, as outlined below.

2.1 Tri-Council Applications: Current Students

After submitting their Tri-Council application through the appropriate agency portal, current York University graduate students must complete and submit the York University Tri-Council cover sheet in the Financial Aid, Awards and Scholarships (FAAS) portal using their Passport York (PPY) student login credentials. The Cover Sheet enables York University to match the agency-submitted application to the applicant's student record and facilitate institutional review and adjudication processes.

> **Please note:** Submission of the York University Cover Sheet is a mandatory component of the Tri-Council application process at York. Applicants must ensure that the appropriate Cover Sheet is submitted no later than the institutional deadline for the applicable Tri-Council competition. Applications that do not include a Cover Sheet by the deadline may be deemed incomplete.

Depending on the funding agency and competition to which you submitted your Tri-Council application, select the corresponding award Cover Sheet application from the list below:

- 2027 SSHRC Canada Graduate Research Scholarship — Doctoral - Fall
- 2027 NSERC Canada Graduate Research Scholarship — Doctoral - Fall
- 2027 CIHR Canada Graduate Research Scholarship — Doctoral – Fall
- 2027 SSHRC Canada Graduate Research Scholarship – Master's – Fall
- 2027 NSERC Canada Graduate Research Scholarship – Master's – Fall
- 2027 CIHR Canada Graduate Research Scholarship – Master's – Fall

Graduate students who are applying for a Tri-Council scholarship will navigate to their FAAS home page to view the Funding Opportunities section in their student portal. The Tri-Council Cover Sheet (also referred to as a condensed application form) will be accessible under Funding Opportunities, and students will be able to apply as soon as it becomes available on their portal.

As a student, to submit your cover sheet for the Tri-Council application in FAAS, follow the steps below:

1. Click **Funding Opportunities Tri-Council/OGS** (see Figure 1).

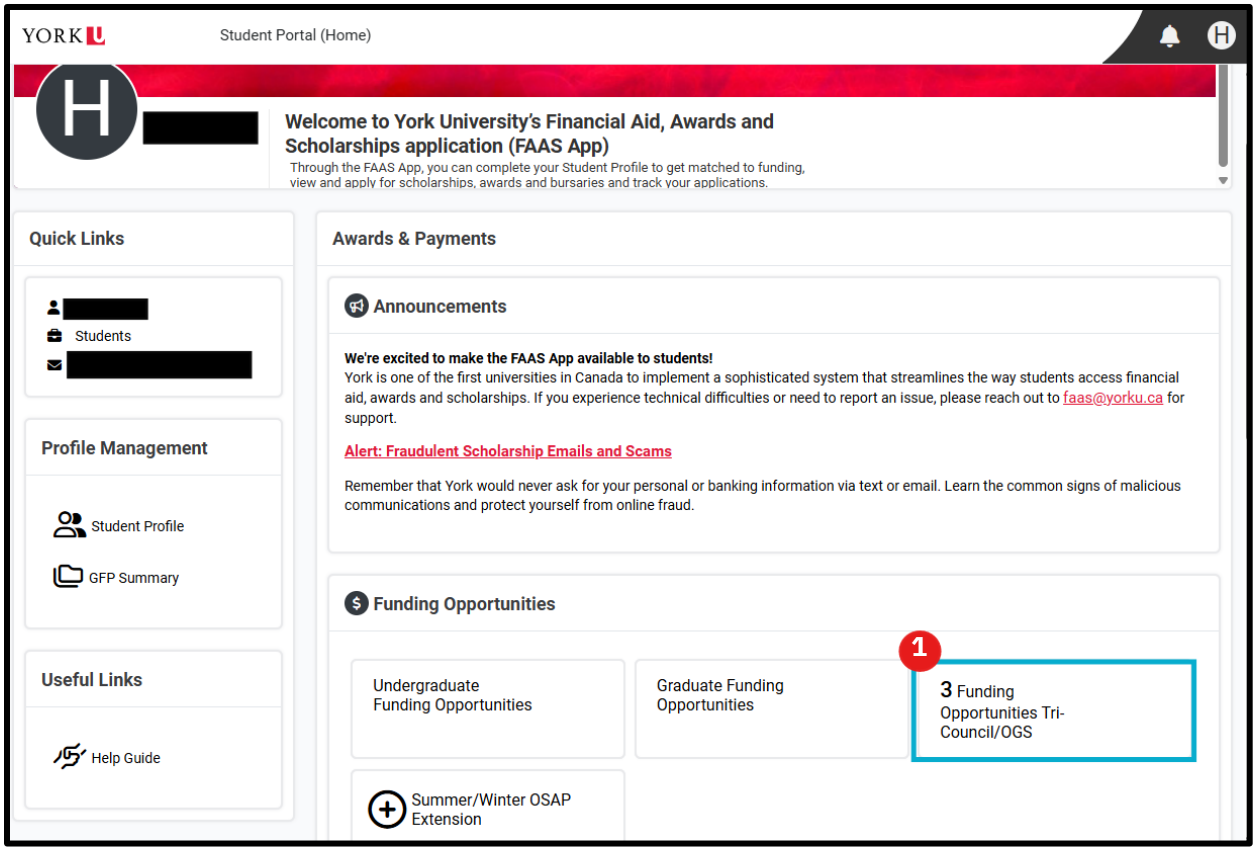


Figure 1: Home > Funding Opportunities Tri-Council/OGS

2. Next to the appropriate Tri-Council scholarship which you are applying for, click the **Apply** button to start the application (see Figure 2). Please **submit only one Cover Sheet**, selecting the Cover Sheet that corresponds to the funding agency and competition to which you submitted your Tri-Council application.

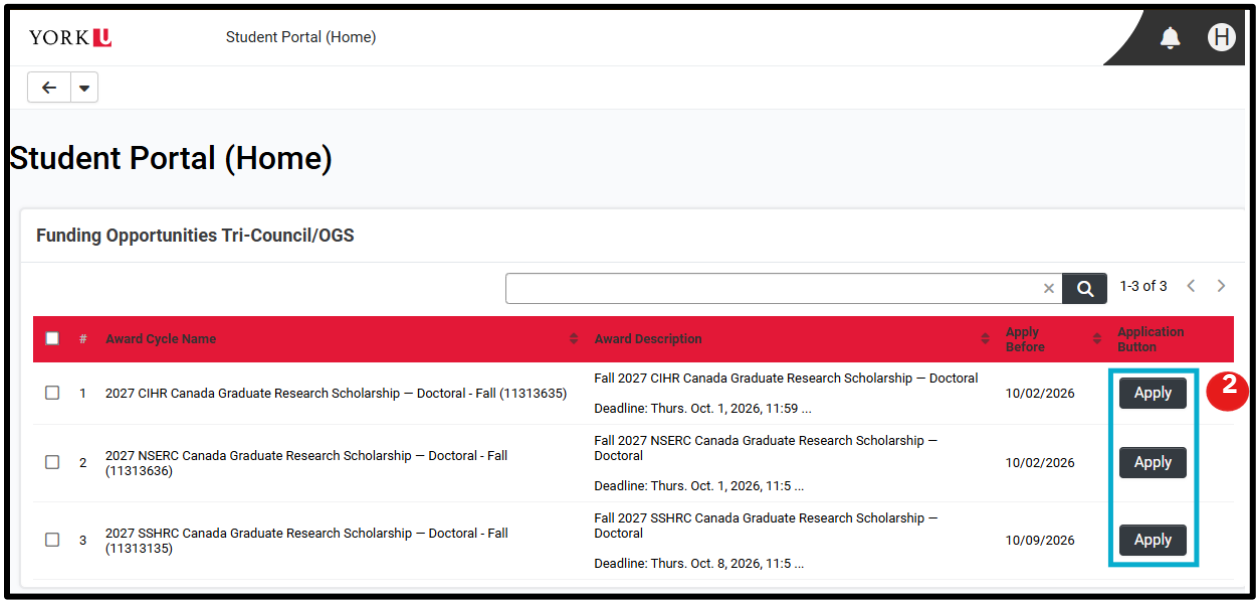


Figure 2: Funding Opportunities Tri-Council/OGS > Apply.

a) Note: if you have previously started an application, you will see a status message beside the Award which indicates 'Application Exists. Please go to the Applications tab on your homepage for the status of this application.' (see Figure 2a).

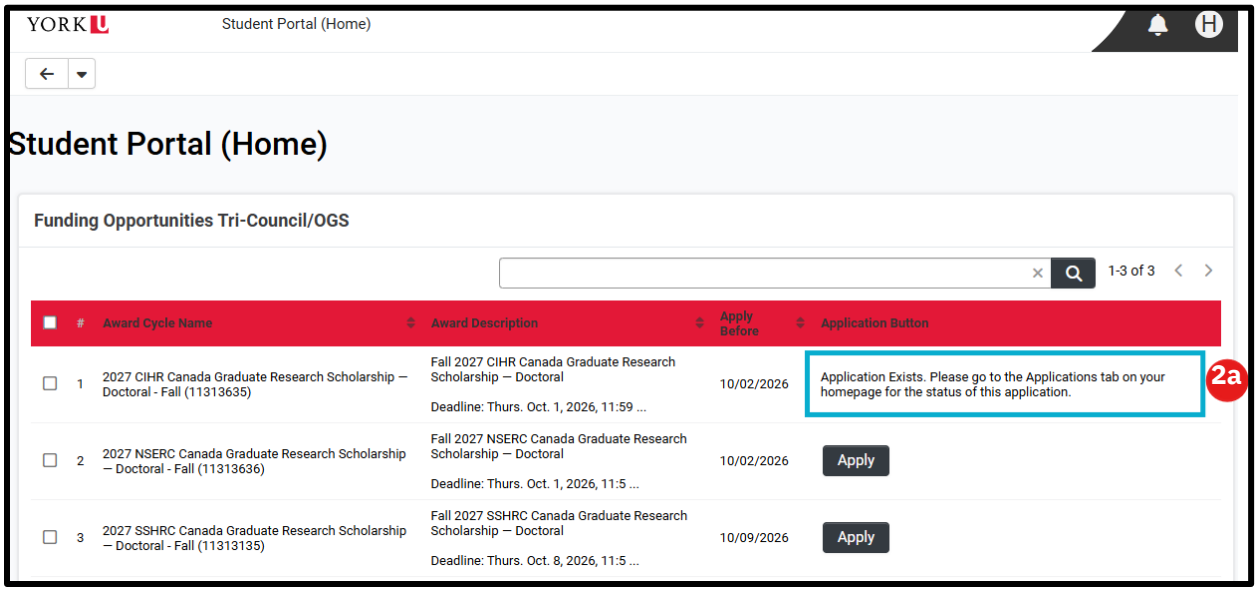


Figure 2a: Funding Opportunities Tri-Council/OGS

b) The previously opened application will appear in the **Applications to Complete** section with a status of **Draft** (see Figure 2b). To continue working on the

application, **click the draft application title**. If you haven't started an application yet and would like to begin, click the "**Apply**" button next to the desired funding opportunity (see Figure 2).

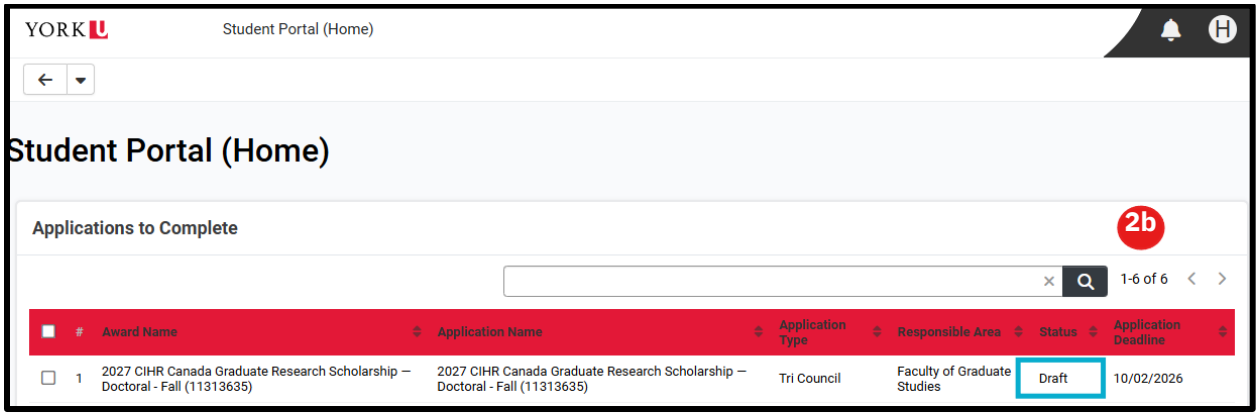


Figure 2b: Applications to Complete

3. You will be directed to the cover sheet application, which includes an **Award Information** overview, followed by an Application Details section.

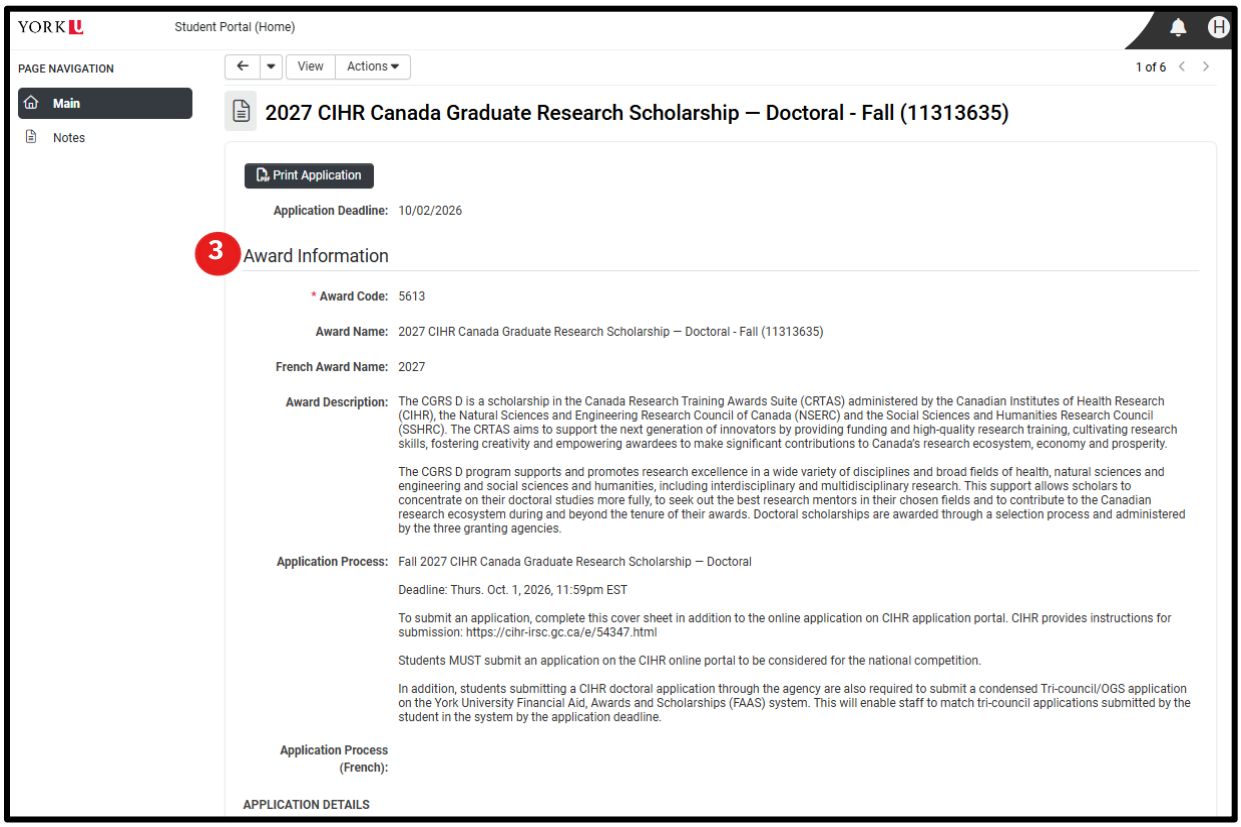


Figure 3: Application View (Award Information)

4. Complete all cover sheet questions under **Application Details**. Required questions are indicated by an asterisk (*). Enter the following information:

    a) **Are you Applying for a Tri-Council Award and an Ontario Graduate Scholarship?**
        - The available options are **Both Tri-Council & OGS** or **Just Tri-Council**. Select the application type that best matches your situation. Continue completing the remainder of the application and regularly click on the **Save Draft** button to save your work. See Figure 4a.

Note: *Current York University graduate students who submit a Tri-Council application and complete this cover sheet as part of York University's required submission process will automatically be considered for an Ontario Graduate Scholarship (OGS), provided they meet the eligibility requirements. Applicants submitting a Tri-Council application should not submit a separate OGS-only application.*

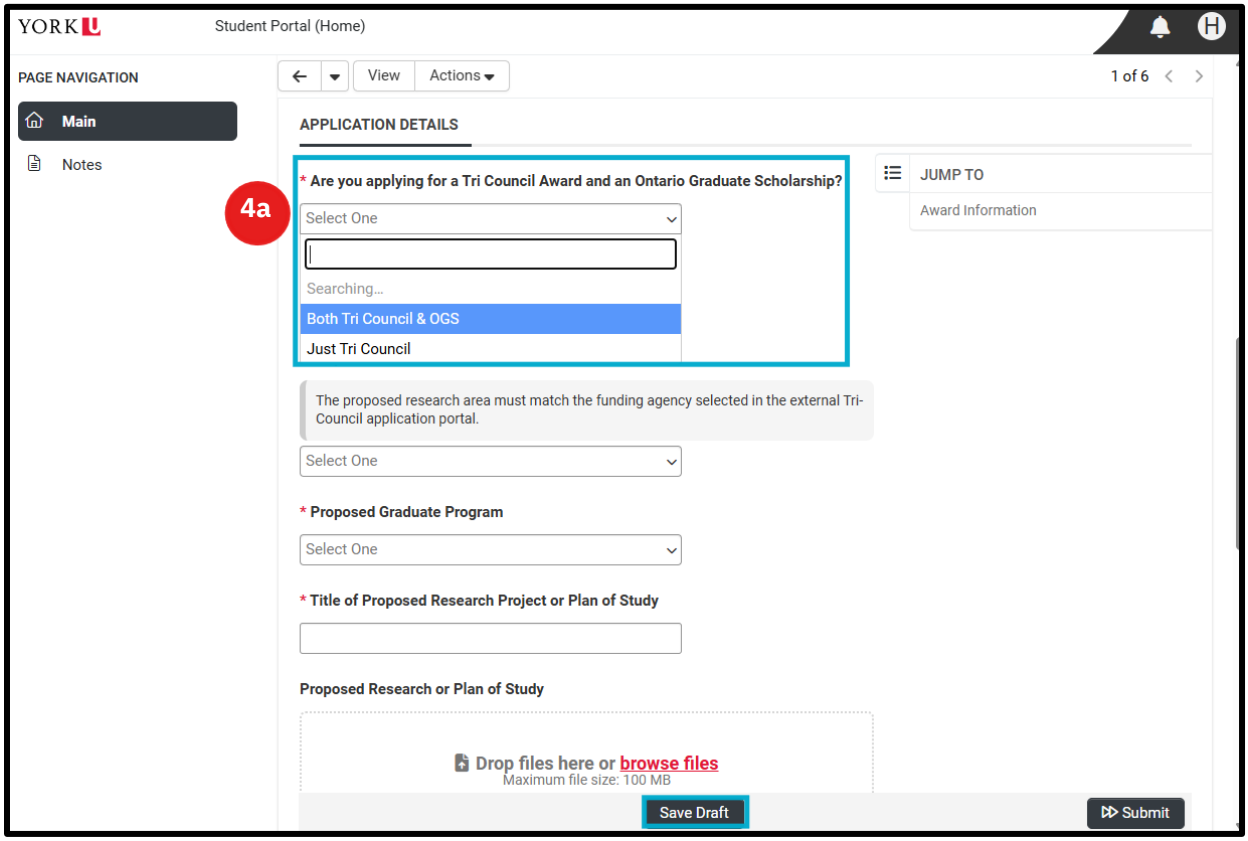


Figure 4a: Application Details field

b) Proposed Level of Study

- Select the level of study that corresponds to the degree program in which you will hold the award: **Master's or Doctoral** (see Figure 4b).

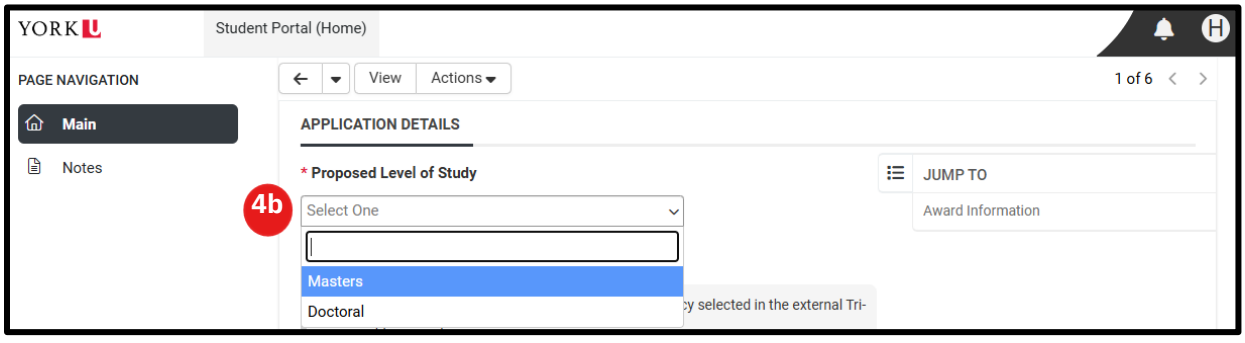


Figure 4b: Application Details field (Proposed Level of Study)

c) Proposed Research Area

- Select the Research Area that suits your application from the following options: CIHR (Health Research); NSERC (Natural Sciences & Engineering); or SSHRC (Humanities & Social Sciences). See Figure 4c.
- Please note that the Research Area selected should match the funding opportunity you are applying for. For instance, if you are applying for the CIHR CGRS D, the Research Area should be CIHR (Health Research).

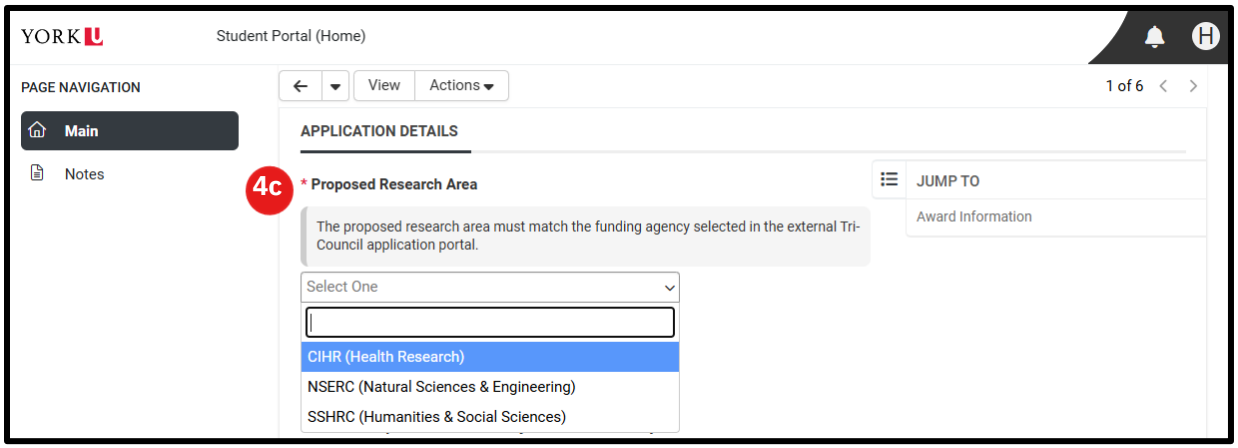


Figure 4c: Application Details field (Proposed Research Area)

d) Proposed Graduate Program

- Select your anticipated graduate program of study from the drop-down menu. This information should align with the program of study indicated in your Tri-Council application and the program in which you intend to hold the award, if successful. See Figure 4d.

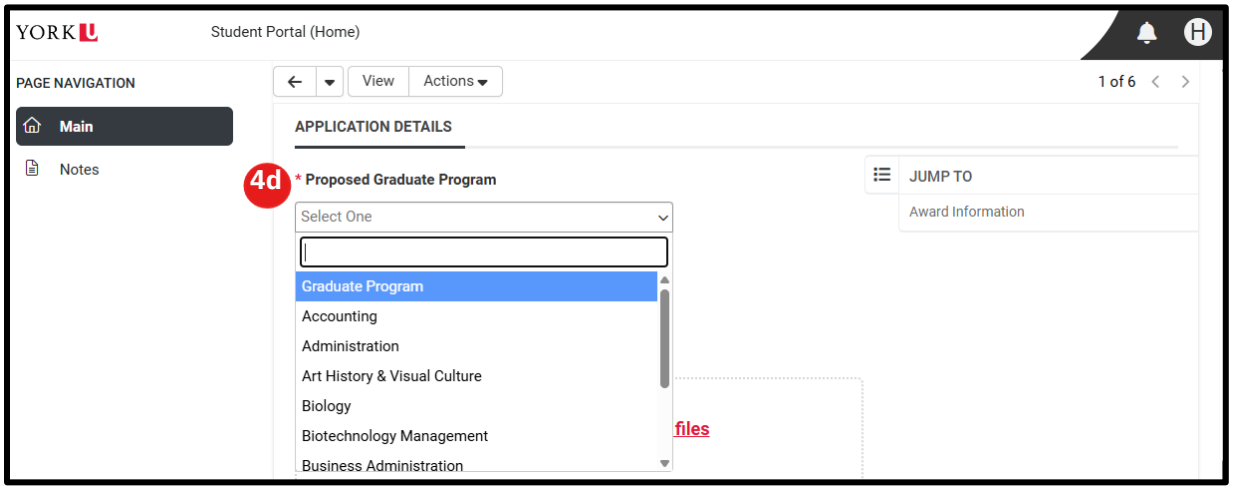


Figure 4d: Application Details field (Proposed Graduate Program)

e) Title of Proposed Research Project

- Enter the title of your proposed research project. The title entered here should be consistent with the title listed in your Tri-Council application. See Figure 4efgh.

f) Proposed Research Project or Plan of Study *(optional field)*

- While this field is optional, applicants who have submitted a Tri-Council application should not upload any additional documents in this section.
- The Scholarships and Awards team will access the applicant's complete Tri-Council application through the relevant funding agency portal following the competition deadline.
- The materials submitted as part of the applicant's Tri-Council application will be used for review and for OGS consideration, where eligible. As such, no additional project proposal or plan of study is required.
- Any document upload fields within the application are supplementary and may be left blank.
- See Figure 4efgh.

g) Keywords

- Type any keywords which are associated with your Research Proposal. See Figure 4efgh.

h) Please indicate if any of the following applies: I was previously enrolled in a Doctoral-level program at another institution; or I have taken a leave of absence during my Doctoral study; or, I am, or have been, enrolled in a Doctoral program on a part-time basis. (Choose from one of the two options provided; See Figure 4efgh)

- Yes (Please review your eligibility based on the number of months of full-time study)
- No, none of the above applies to me.

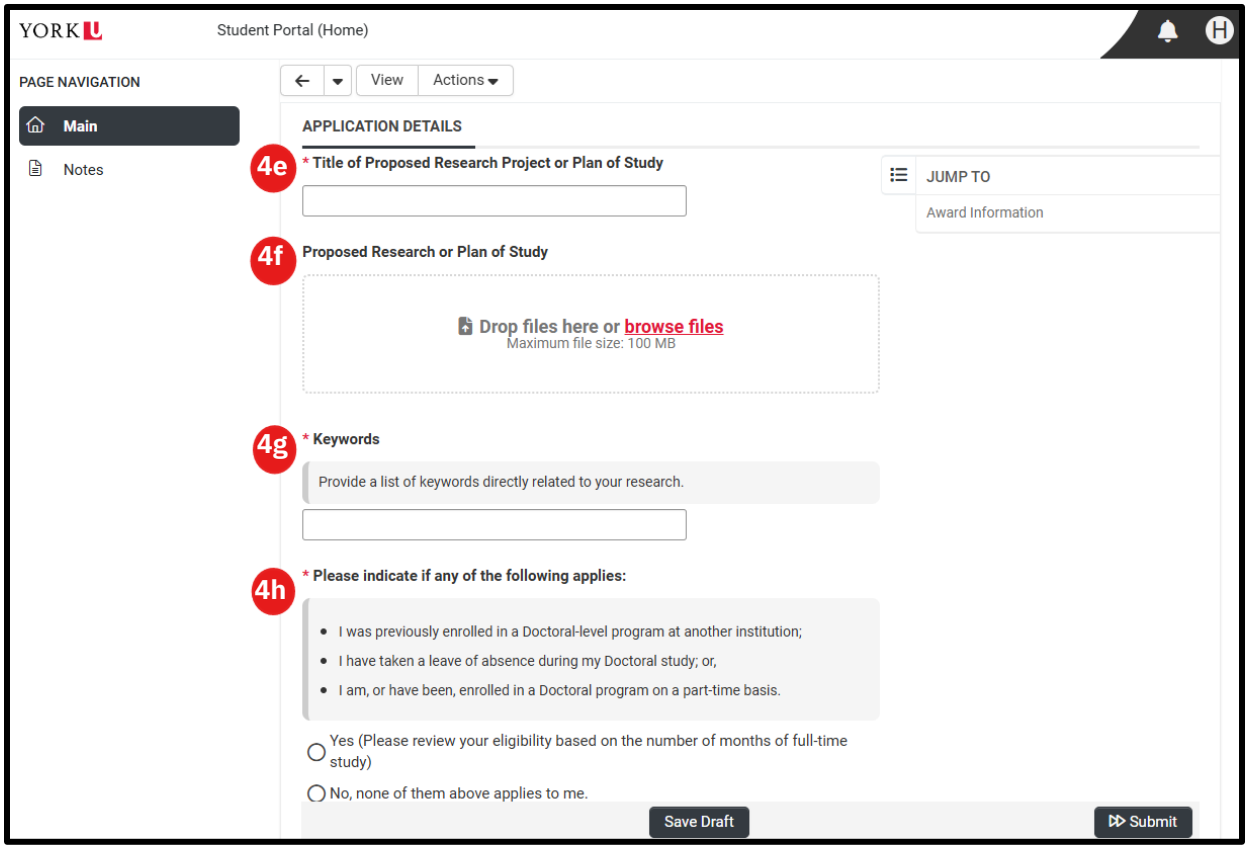


Figure 4efgh: Application Details field continued

i) Please confirm your eligibility

- Please refer to the eligibility criteria associated with the agency funding opportunity that you are applying for and select from the following options from the drop down menu: **Yes I'm eligible based on the above criterion;** or **No, I am not eligible.** See Figure 4ijk.

j) Signoff

- Select "Yes" to certify that all information provided in this application is complete, accurate, and truthful to the best of your knowledge. See Figure 4ijk.

k) What is your ethnic background?

- Select one of the options from the dropdown; you may the **Prefer not to answer** option. See Figure 4ijk.

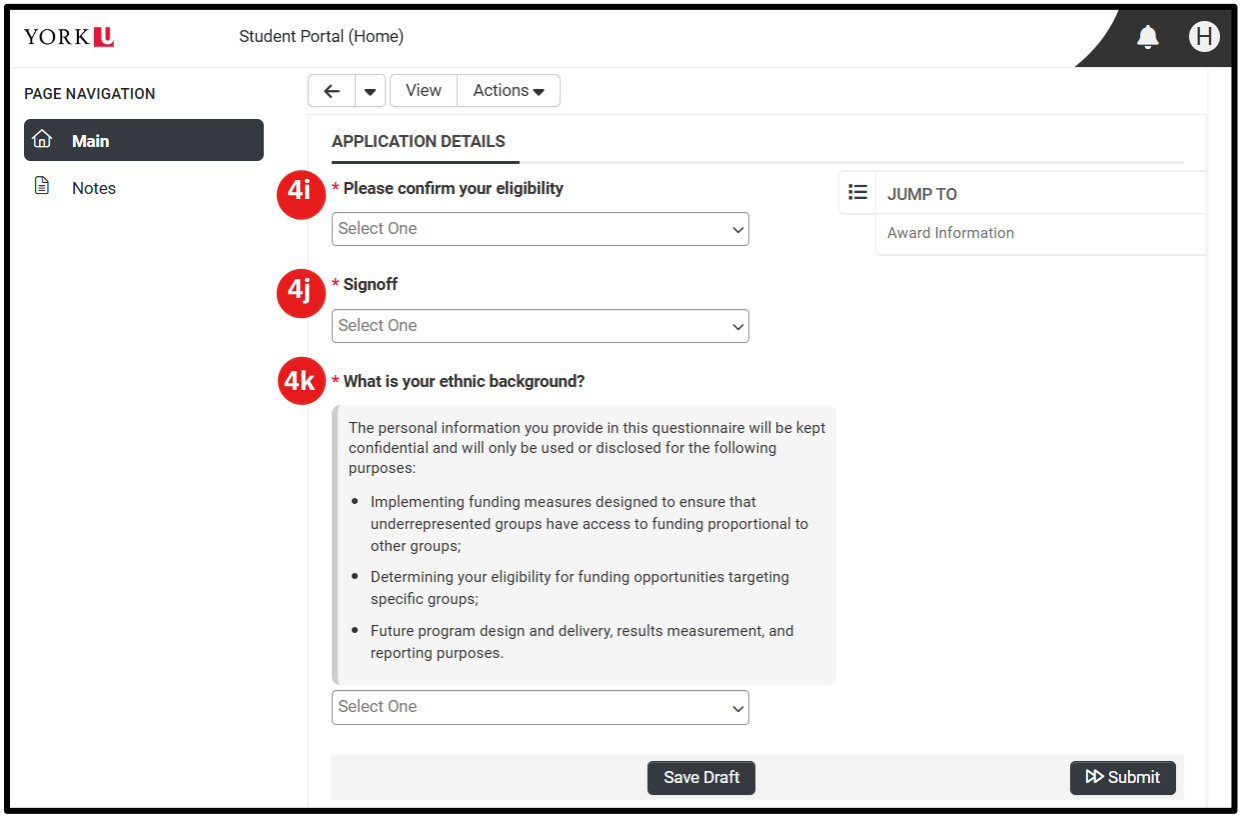


Figure 4ijk: Application Details field continued

Note, you may click the **Save Draft** button at any time throughout the completion of this form to save your work.

5. After completing the required fields in their entirety, review your work and click the **Submit** button at the bottom right of the screen (see Figure 5). Please ensure that the form is filled out accurately, as it cannot be edited after the final submission.

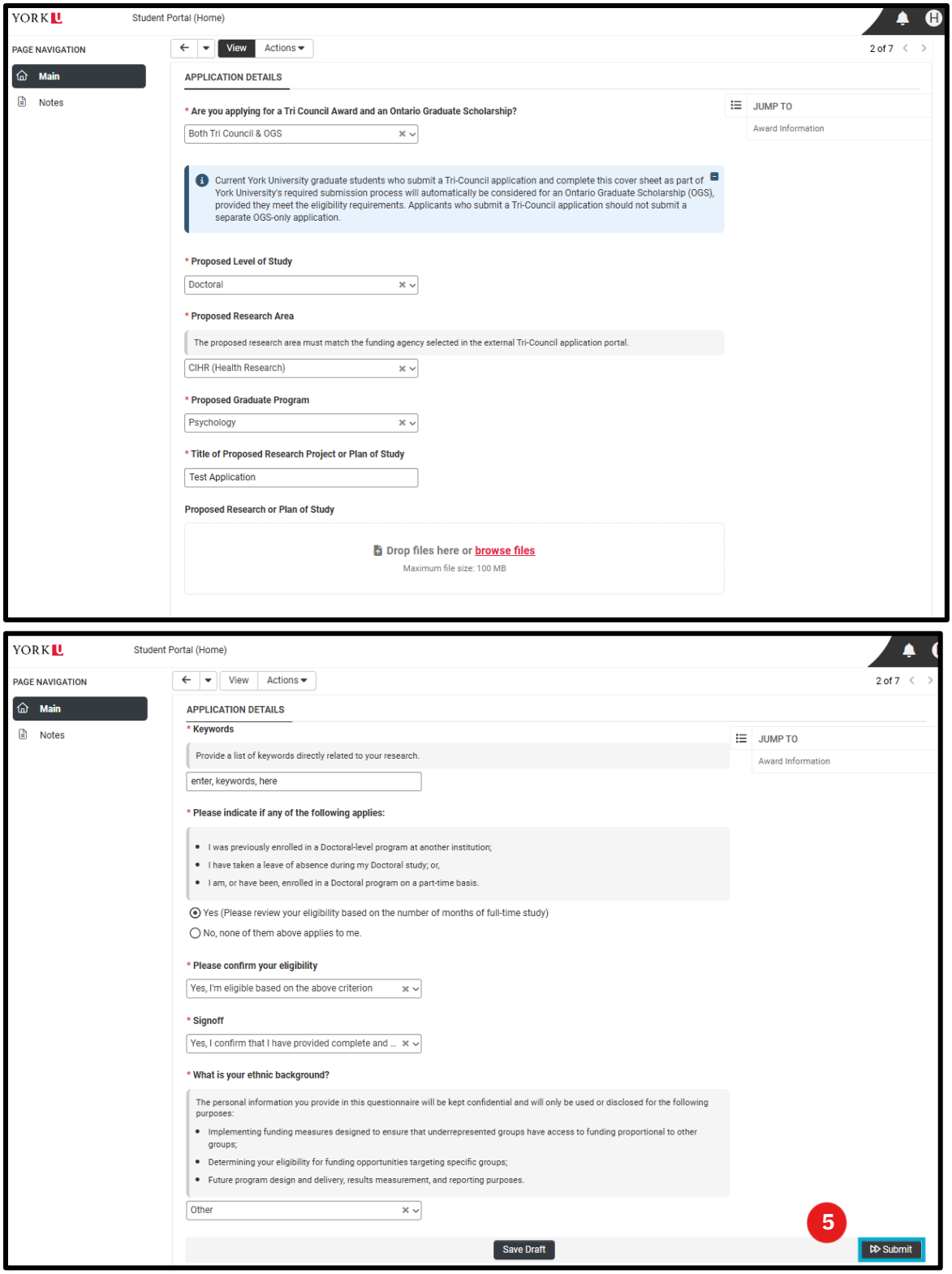


Figure 5: Application Details Continued > Submit

2.2 Tri-Council Applications: Prospective Students

CURRENT YORK UNIVERSITY UNDERGRADUATE STUDENTS

If you are a prospective York graduate student, and currently enrolled at York University as an undergraduate student submitting a Tri-Council application (CGRS D or CGRS M), you will not have access to complete the application through York University's Financial Aid, Awards and Scholarships (FAAS) system. You must:

1. Submit your Tri-Council application through the appropriate funding agency portal; and
2. Submit the 2027-2028 Tricouncil (CGRS D and CGRS M) Cover Sheet.

The Cover Sheet is used by York University to identify applicants and match their agency-submitted Tri-Council application (CGRS D or CGRS M) to institutional records for processing and adjudication.

Important: The information provided on the cover sheet should be consistent with the information submitted in the Tri-Council application, including the applicant's name, program of study, proposed field of research, and selected funding agency. **The Cover Sheet must be submitted by the same institutional deadline as the applicable Tri-Council competition.**

Access and complete the 2027-2028 Tri-Council (CGRS D and CGRS M) Cover Sheet Form.

PROSPECTIVE CGRS D APPLICANTS APPLYING THROUGH ANOTHER INSTITUTION

If you are applying to the Canada Graduate Research Scholarship - Doctoral (CGRS D) competition through another institution (i.e., the institution at which you were registered during the calendar year of the competition) or directly to the agency, you should not submit York University's Tri-Council Cover Sheet.

Because York University will not have access to your CGRS D application, you must submit an OGS only application if you wish to be considered for an Ontario Graduate Scholarship (OGS) at York University (see Section 3: Submitting an OGS Application Only)

Note: CGRS D awards are portable. If you are offered a CGRS D and subsequently enrol at York University, you may transfer the award to York University, subject to the Tri-Agency's award administration requirements.

3. Submitting an OGS Application Only

This section applies to current and prospective students who wish to be considered for an Ontario Graduate Scholarship (OGS) and/or Queen Elizabeth II Graduate Scholarship in Science and Technology (QEII-GSST) through York University and who are not being considered for OGS through York University's Tri-Council submission process.

Important: Applicants who submit a Tri-Council application and the corresponding York University cover sheet will automatically be considered for OGS, where eligible, and should not submit a separate OGS-only application. However, prospective applicants submitting a CGRS D application through another institution who wish to be considered for OGS at York University must submit an OGS-only application.

Applicants applying for OGS and/or QEII-GSST only must submit their application using the 2027-2028 Ontario Graduate Scholarship and QEII Only Application Form.

The application form includes the information required to support adjudication of OGS and QEII-GSST applications. Applicants should ensure that all information provided is complete and accurate prior to submission.

OGS and QEII-GSST applications must be submitted by the applicable York University competition deadline.

Late or incomplete applications will not be considered.

4. Frequently Asked Questions (FAQ)

1. **I am a current York University graduate student. Why can't I access the Tri-Council Cover Sheet funding application in FAAS?**
    a. If you are a currently enrolled York University student, you must complete the Student Profile and Need Assessment for the applicable study period before you can access and submit funding applications through York's FAAS system. Once the Student Profile and Need Assessment has been submitted, you will be able to proceed with applications for available funding opportunities.

2. **I accidentally withdrew my Tri-Council Cover Sheet application in York's FAAS portal. What should I do?**
    a. If you accidentally withdraw your Tri-Council Cover Sheet application in York University's funding portal (FAAS), contact askfgs@yorku.ca as soon as possible. The Faculty of Graduate Studies will review the situation and provide guidance on the next steps to ensure your application can be properly processed.

5. Resources

- CIHR Canada Graduate Research Scholarship - Doctoral (CGRS D) for health research
- NSERC Canada Graduate Research Scholarship - Doctoral (CGRS D) for natural science and engineering research
- SSHRC Canada Graduate Research Scholarship - Doctoral (CGRS D) for social science and humanities research
- Canada Graduate Research Scholarships – Master's (CGRS M) for all disciplines
- Ontario Graduate Scholarships (OGS) and QEII Graduate Scholarships in Science and Technology (QEII-GSST)
- Financial Aid, Awards and Scholarships (FAAS) FAQ
- FAAS - How to Navigate the Student Portal

6. Contacts

Questions or Issues with FAAS?

- Please email: askfgs@yorku.ca

Questions about the Tri-Council and/or OGS Application process?

- Scholarships and Awards Coordinator
  Caidong Huang
  huacd@yorku.ca

- Research Officers
  Judy Tse & Nawroos Shibli
  fgsro@yorku.ca

- Associate Director, Research, Scholarships & Awards
  Richolette Freckleton
  richolet@yorku.ca