

How to Apply for Tri-Council/Ontario Graduate Student Application

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Objective

To assist registered York University Graduate Students in understanding how to apply for a Tri-Council and/or an Ontario Graduate Scholarship (OGS) Application.



1 Introduction

Tri-Council refers to the National funding agencies the Government uses to support students involved in research across various disciplines. It is made up of three National funding agencies in Canada: the Social Sciences and Humanities Research Council (SSHRC), the Canadian Institutes of Health Research (CIHR), and the Natural Sciences and Engineering Research Council of Canada (NSERC).

The relevant scholarships discussed in this guide, and which will be collectively categorized as a "Tri-Council Application" refer to the:

- Canada Graduate Scholarships Master's Scholarship (SSHRC, NSERC, and CIHR CGS-M);
- SSHRC Doctoral Scholarship (CGS-D and Fellowship);
- NSERC Doctoral Scholarship (CGS-D and PGS-D); and
- CIHR Doctoral Scholarship (CGS-D)

To apply for a Tri-Council application, a Graduate student must submit the Tri-Council application through the relevant funding agency's portal. Then, they are required to apply on York University's Financial Aid, Awards, and Scholarship (FAAS) student portal. By doing this, their agency-submitted Tri-Council applications will be matched to their FAAS application.

2 How to Apply for a Tri-Council Application

Firstly, students must submit a Tri-Council application on the respective agency's portal.

Then, students should login to the <u>FAAS student portal</u> using their Passport York (PPY) student login credentials to submit their Tri-Council application in a condensed format. Graduate students who are applying only for a Tri-Council scholarship – that is, they are not also submitting an OGS application – will navigate to their FAAS home page to view the Funding Opportunity in their student portal. The Tri-Council 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 apply for Tri-Council application in FAAS, follow the steps below:

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

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Useful Links	✓ 0 Accepted Awards	D Historical Applications

Figure 1 Home > Funding Opportunities Tri-Council/OGS

2. Next to the appropriate Tri-Council scholarship which you are applying to, click the **Apply** button to start the application (see Figure 2).

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	Fundir	ng Opportunities Tri-Council/OGS			
	#	AWARD CYCLE NAME	STATUS	CREATED DATE	
	1	2023 Tri-Council Award	Open	01/10/2024 07:17PM	Apply

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 says 'Application Exists' (see Fig. 2a).



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2	2024 Ontario Graduate Scholarship - Fall (10496079)	The Ontario Graduate Scholarship deadlines are aligned with the Tricouncil Timelines. For more information, please visit: https://www.yorku.ca/gradstudies/students/current-students/awards-and- scholarships/tri-council-scholarships/	05/09/2025	Application the Applica homepage application	i Exists. Plea itions tab on for the statu i.	ase go 1 your us of tì	o to his
3	2025 SSHRC Doctoral Fellowship - Fall (10496895)	Cycle opens at the end of August and the deadline is usually at the beginning of October.	10/08/2024	Application the Applica homepage application	I Exists. Plea itions tab on for the statu	ase go 1 your us of th	his
4	2024 NSERC - Alexander Graham Bell Post Graduate Scholarships (PGS)-M - Fall/Winter (10497028)	The NSERC Canada Graduate Scholarships - Doctoral Awards (CGSD) and NSERC Postgraduate Scholarships (PGS) provide financial support to high calibre scholars who are engaged in doctoral programs in the natural sciences or engineering. The CGSD will be offered to the top-ranked applicants at the doctoral level and the next ter of mentorious applicants will be offered an NSERC PGS This support allows these scholars to fully concentrate on their studies and seek out the best research mentors in their chosen fields.	10/02/2024	Application the Applica homepage	Exists. Plea itions tab on for the statu	ase go 1 your us of th	to his

Figure 2a

b) This previously open application will be under the "Draft Application" section and will have a status of Draft (see figure 2b). If you haven't started an application yet and would like to begin, click the "Apply" button next to the desired funding opportunity (see Fig. 2).

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AWARD NAME	APPLICATION NAME	APPLICATION TYPE	RESPONSIBLE AREA	STATUS
2025 SSHRC Doctoral Fellowship - Fall (10496895)	2025 SSHRC Doctoral Fellowship - Fall (10496895)	Tri Council	Faculty of Graduate Studie	Draft
2024 CIHR Doctoral - Frederick Banting and Charles Best CGS - Fall (10497092)	2024 CIHR Doctoral - Frederick Banting and Charles Best CGS - Fall (10497092)	Tri Council	Faculty of Graduate Studies	Draft
2025 NSERC - Alexander Graham Bell Canada Graduate Scholarships (CGS) D - Fall (10529319)	2025 NSERC - Alexander Graham Bell Canada Graduate Scholarships (CGS) D - Fall (10529319)	Tri Council	Faculty of Graduate Studies	Draft
2024 Ontario Graduate Scholarship - Fall (10496079)	2024 Ontario Graduate Scholarship - Fall (10496079)	OGS	Faculty of Graduate Studies	Draft
2024 SSHRC Canada Graduate Scholarship - Masters - Fall (10474959)	2024 SSHRC Canada Graduate Scholarship - Masters - Fall (10474959)	Tri Council	Faculty of Graduate Studies	Draft
2024 NSERC - Alexander Graham Bell Post Graduate Scholarships (PGS)-M - Fall/Winter (10497028)	2024 NSERC - Alexander Graham Bell Post Graduate Scholarships (PGS)-M - Fall/Winter (10497028)	Tri Council	Faculty of Graduate Studies	Draft

Figure 2b: Draft Applications Section





3. Click the **Continue Application** button.

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New Application	
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	Continue Application

Figure 3 New Application > Continue Application

- 4. Enter the following information under **Application Details**:
 - a) Application Type: Are you Applying for a Tri-Council Award and an Ontario Graduate Scholarship?
 - Select the most suitable Application Type that matches your need. The options are, **Just Tri-Council;** and **Both Tri-Council & OGS**. If you choose to apply only to the Tri-Council this year, then choose the **Just Tri-Council** option (see Figure 4).

Continue completing the remainder of the application (see Figure 5). You should regularly click on the **Save Draft** button to save your work.

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	* Proposed Graduate Program	
	Communication & Culture X ~	
	* Are you applying for any of the following awards during the X academic year?	
	SSHRC Doctoral Fellowship and GCSM $ imes imes$	
	* Title of Proposed Research Project or Plan of Study	
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63	* Proposed Research or Plan of Study	
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Figure 4: Application Details field

b) Proposed Level of Study

- Select from the following options: Masters or Doctoral level of study.
- c) Proposed Research Area





- Select the Research Area that suits your application from the following options: Natural Sciences and Engineering **NSERC**; Health Research **CIHR**; Social Sciences and Humanities **SSHRC**.
- Please note that the Research Area selected should match the funding opportunity you are applying for. For instance, if you are applying for the SSHRC Doctoral Fellowship, the Research Area should be SSHRC (Humanities and Social Sciences).
- d) Proposed Graduate Program
- e) Are you applying for any of the following awards during the current academic year?
 - Select from the following options: SSHRC Doctoral Fellowship; CIHR Doctoral Awards; and NSERC Postgraduate Scholarships
- f) Title of Proposed Research Project
 - Indicate the Title of your Research Project
- g) Proposed Research Project or Plan of Study
 - Students applying to Tri-Council only are not required to upload any additional documents to their condensed application in FAAS, though they are welcome to do so if they wish.
 - If you choose to upload a file, it must be as a .pdf (Adobe PDF) document.

h) Keywords

• Type any keywords which are associated with your Research Proposal.

i) Please indicate if any of the following applies

- Choose from one of the three options provided:
 - i. I was previously enrolled in a doctoral level program at another institution;
 - ii. I have taken a leave of absence during my doctoral study;
 - iii. I am, or have been, enrolled in a doctoral program on a parttime basis; or,
 - iv. None of the above applies to me

j) Please Confirm your eligibility

- Select from the following options: Yes or No
- Please refer to the eligibility criteria associated with the agency funding opportunity that you are applying for.



k) Signoff

• Select: Yes, I confirm that I have provided complete and accurate information to the best of my knowledge.

l) What is your ethnic background?

• Select one of the options from the dropdown, or select the **Prefer not to answer** option.

m) Upload Documents & Upload Media (optional field)

 Students applying to a Tri-Council funding opportunity are not required to upload any documents into their Tri-Council FAAS condensed application as the Scholarships and Awards team will have access to their full, completed applications in the associated Tri-Council Portal after the funding deadline. The Upload Documents and Upload Media fields are supplementary.

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

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

	Figure 5 Application Details Continue	d
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	The personal information you provide in this questionnaire will be kept confidential and will only be used or dibelosed for the following purposes: • implementing funding measures designed to ensure that underrepresented groups have access to funding proportional to other groups; • Determining your elipibility for funding opportunities surgering specific groups; • Future program design and delivery; results measurement and reporting purposes.		
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	Figure 5 Application Details field continued	

3 How to Apply for an Ontario Graduate Scholarship (OGS) Application

If applying only for an Ontario Graduate Scholarship (OGS), the student must submit a full application in the FAAS student portal.

Students must login to the <u>FAAS student portal</u> using their Passport York (PPY) student login credentials to submit their OGS application. The OGS application 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 an OGS application in FAAS, follow the steps below:

1. Click Funding Opportunities Tri-Council/OGS.





helenhsu.work@gmail.com	York is one of the first universities in Canada to imple This is to ensure we continue to improve and enhance	ement a sophisticated system that streamlines the way stude e functionality for students. If you experience technical diffici	nts access financial aid, awards and scholarships. With ulties or need to report an issue, please reach out to <u>faa</u>	this launch, you may notice changes as you use the system. s@yorku.ca for support.
Profile Management	S Funding Opportunities		1	
Student Profile	Funding Opportunities	6 Funding Opportunities Tri- Council/OGS	O Gov't Aid Funding Opportunities	Government Ald Document Upload
Useful Links	Free Application for Federal Student Aid (US AID)	Summer/Winter OSAP Extension	Veterans Affairs Education Benefits (US Aid)	
) Gride Help Guide	Applications			
	6 Draft Applications	V1 Under Review Applications	0 Pending Acceptance	0 Pending Action Items
	O Offered Awards	O Conditionally Offered Awards	0 Declined Awards	

Figure 6 Home > Funding Opportunities Tri-Council/OGS

- 2. Next to the OGS scholarship entry click the **Apply** button to start the application. Note: if you have previously started an application, you will see a status message beside the Award which says 'Application Exists' (see Figure 7).
 - a) This previously open application will be under the "Draft Application" section (see Figure 8).

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2024 Ontario Graduate Scholarship - Fall (10496079)	The Ontario Graduate Scholarship deadlines are aligned with the Tricouncil Timelines. For more information, please visit: https://www.yorku.ca/gradstudies/students/current-students/awards-and- scholarships/tri-council-scholarships/	05/09/2025	Application E the Applicati homepage fo application.	xists. Pleas ins tab on y r the status	e go to /our s of this	5
2025 SSHRC Doctoral Fellowship - Fall (10496895)	Cycle opens at the end of August and the deadline is usually at the beginning of October.	10/08/2024	Application E the Applicati homepage fo application.	xists. Pleas ins tab on y r the status	se go to your s of this	5
2024 NSERC - Alexander Graham Bell Post Graduate Scholarships (PGS)-M - Fall/Winter (10497028)	The NSERC Canada Graduate Scholarships - Doctoral Awards (CGSD) and NSERC Postgraduate Scholarships (PGS) provide financial support to high calibre scholars who are engaged in doctoral programs in the natural sciences or engineering. The CGSD will be offered to the top-ranked applicants at the doctoral level and the next tier of mentorious applicants will be offered an NSERC PGS. This support allows these scholars to fully concentrate on their studies and seek out the best research mentors in their chosen fields.	10/02/2024	Application E the Applicati homepage for application	xists. Pleas ons tab on <u>j</u> r the status	se go to your s of this	s

Figure 7 Home > Funding Opportunities Tri-Council/OGS





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2024 Ontario Graduate Scholarship - Fall (10496079)	2024 Ontario Graduate Scholarship	- Fall (10496079)	Imps	Faculty of Graduate Stud	e: Draft		l
2024 SSHRC Canada Graduate Scholarship - Masters - Fall (10474959)	2024 SSHRC Canada Graduate Scho	olarship - Masters - Fall (10474959)	Tri Council	Faculty of Graduate Stud	es Draft		ľ
2024 NSERC - Alexander Graham Bell Post Graduate Scholarships (PGS)-M - Fall/Winter (10497028)	2024 NSERC - Alexander Graham Be	ell Post Graduate Scholarships (PGS)-M - Fall/Winter (10497028)	Tri Council	Faculty of Graduate Stud	es Draft		

Figure 8 Home > Funding Opportunities Tri-Council/OGS

If you haven't started an application yet and would like to begin, click the "Apply" button next to the desired funding opportunity, in this case, the Ontario Graduate Scholarship - Fall.

- 3. Enter the following information under **Application Details** (see Figure 9):
 - a) Proposed Level of Study
 - Select from the following options: **Masters** or **Doctoral** level of study.
 - b) Proposed Research Area
 - Select the Research Area that suits your application from the following options: Natural Sciences and Engineering **NSERC**; Health Research- **CIHR**; Social Sciences and Humanities -**SSHRC**.
 - Please note that the Research Area selected should match the general research area your research proposal's topic falls into. For instance, if you are conducting social sciences research, then you should select SSHRC (Social Sciences and Humanities) as the Proposed Research Area.
 - c) Proposed Graduate Program
 - Please select your graduate program from the drop down menu.
 - d) Proposed Research Project or Plan of Study
 - Students applying for OGS only must upload all required documentation. In the Proposed Research Project or Plan of Study field, upload a .pdf of your research proposal.
 - e) References or Works Cited





• In this field, students must enter a list of all materials referenced or cited in their research proposal. Please be sure to format consistently and use only one citation style of your choice.

f) Professional Experience

• Please include relevant experience for the adjudication committee. Enter the start and end dates, position title and organization information from most recent. Example: 2018-2020, Research Assistant, York University.

g) Academic Background

• Enter information about the undergraduate and graduate degree programs that you were enrolled in, including the current degree program. Example: Bachelor of Arts, History, University of Toronto, 2014-2018; Master of Arts, History, York University, 2020-2022 (expected end date).

h) Credentials and Recognitions

• List awards and distinctions pertinent to the adjudication of your application from most recent. Include the value of the awards as applicable.

i) Research Contributions

Part I: List the following categories of publications: 1) peer-reviewed publications (such as journal articles, books, book chapters, papers in conference proceedings); 2) non-peer-reviewed contributions; 3) contributions relating to industrially relevant R&D activities, patents and copyrights; 4) creative outputs; and 5) other relevant activities if applicable. Indicate the status (submitted, accepted, in press) if not yet published. Do not include contributions not yet submitted. Part II: From the list of Part I, choose up to three most important contributions and describe your role and importance of the contributions.

j) Relevant Experiences and Activities

• Describe your past research experience and skills you gained, as well as relevant professional experience and how it contributes to your research or plan of study. Also describe your participation in relevant professional, academic and extracurricular activities as well as collaborations that best demonstrate your communication, interpersonal and leadership skills. You may also describe your training relative to your proposed research, such as knowledge gained through lived experience and traditional teachings.

k) What is your ethnic background?





- Select one of the options from the drop down, or select the **Prefer not** to answer option.
- l) Applicant's consent to the indirect collection and disclosure of personal information
 - Applicants must provide consent using the drop down selection.
- m) Applicant's Declaration
 - Applicants must provide a declaration to the statement in this section using the drop down selection.
- n) Applicant's Final Confirmation
 - Applicants must provide a confirmation of agreement to the statement in this section using the drop down selection.
- o) Upload Documents & Upload Media (optional field)
 - Students applying to OGS only are required to upload all necessary documents into their OGS FAAS portal application. In this section, please upload all official transcripts from your graduate and undergraduate courses taken in one .pdf file with the most recent transcripts first, named as LastName, FirstName.
 - The Upload Media field is supplementary any additional attachments are not required here for the OGS application.

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Figure 9: Home > Funding Opportunities Tri-Council/OGS > OGS





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	References or Works Cited	
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	Professional Experience	
	3f Please include relevant experience for the adjudication committee. Enter the start and end dates, position trile and organisation information from most recent. Example) 2018-2020, Research Assistant, York University.	
	test	
	Academic Background	
	Enter information about the undergraduate and graduate degree programs that you were enrolled in, including the current degree program. Example: Bachelor of Arts, History, University of Toronto, 2014-2018, Master of Arts, History, V & BACK end date)	fork University, 2020-2022 D≫ Submit
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3	Academic Background Enter information about the undergraduate and graduate degree programs that you were enrolled in, including the current degree program. Example: Bachelor of Arts, History, University of Toronto, 2014/2016; Master of Arts, History	y, York University, 2020-2022
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	Credentials and Recognitions	
3	List awards and distinctions pertinent to the adjudication of your application from most recent. Include the value of the awards as applicable.	
	test	
	Research Contributions	
3	Part 1: List the following categories of publications: 1) peer-reviewed publications (such as journal articles, books, book chapters, papers in conference proceedings); 2) non-peer-reviewed contributions; 3) contributions relating to in activities, patients and coxyrights, 4) creative outputs, and 5) other relevant activities of applicable, indicate the status (submitted, accepted, in press) if not yet publication. Do not include contributions not yet submitted. Part II: From three most important contributions and exercise your relevant and provide the status (submitted, accepted, in press) if not yet publicate. Do not include contributions not yet submitted. Part II: From three most important contributions and exercise your relevant and provide the status (submitted, accepted, in press) if not yet publicate.	idustrially relevant R&D the list of Part I, choose up to
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3	Bj Describe your past research experience and skills you gained, as well as relevant professional experience and how it contributes to your research or plan of study. Also describe your participation in relevant professional, academic an well as collaborations that best demonstrate your communication, interpersonal and leadership skills. You may also describe your training relative to your proposed research, such as knowledge gained through lived experience and the	d extracurricular activities as raditional teachings.
	test	6
	* What is your ethnic background?	
3	The personal information you provide in this questionnaire will be kept confidential and will only be used or disclosed for the following purposes: - implementing funding measures designed to ensure that underrepresented groups have access to funding proportional to other groups; - Determining your eligibility for funding opportunities targeting specific groups; - Future corgram design and delivery result ensurement and resourceman constraints.	
	Prefer not to answer X v	
	* Applicant's consent to the indirect collection and disclosure of personal information	
3	I agree that York University may, without limitation, collect, use and disclose personal information about me that is relevant to the administration and financing of OGS with: its authorized financial administration agents and auditors; bodies identified on this application form, the Ministry's contractors, auditors and third party administrators. Ministry of Government Services and collection agencies I operates or relains; and consumer reporting agencies. I agree the without limitation collect, use and disclose personal information about me that is relevant to the consideration of my OGS application and its report to the Ministry with respect to the granting of the OGS with: the Ministry, my academ selection agencies to agree that the safest may collection.	my academic references; iat York University can, nic references and the
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	* Applicant's Declaration				
3m	I will keep a copy of my application and all required supporting documentation in the event that I am required to produce this information for audit, verification, inspection or investigation purposes. I will promptly notify York University in the information that I have provided and of any changes to my eligibility for an 0GS, including ceasing to be enrolled in an eligible program at an eligible ontario institution, receiving an NSERC, SSHRC, CHR, Vanier, Trillium or QEIII-0GSST change to the information provide and any change resulting from verification and audit will result in a reassessment. I understand that I fmy application is reassessed, it may affect my eligibility and the amount of my OGS and, if required promptly repay all or part of my OGS.	writing of F. I unders d by the M	any cha stand tha Minister I	nges to t any will	
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	* Applicant's Final Confirmation				
3n	I have read and understood this section, including the notice of collection, use, and disclosure of my personal information and by selecting "Yes" below, it consent to the indirect collection, use and disclosure of my personal information and declaration is complete and true. I understand that any fraudulent or misleading statement may result in proceedings for academic misconduct.	nd confirm	n that m	5	
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4. After completing the required application fields, navigate to the **Invitations** tab (see Figure 10). This is the section where you must invite two referees to provide references for your OGS only application.

Please note that this step can be completed at any point of your application. It is recommended that you invite your referees as soon as possible to ensure that they are able to submit their references well in advance of the application deadline. Applications missing letters of reference will not be considered.

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5. Once in the Invitations tab, click on the black envelope icon called invitations (see Fig. 11).



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- 6. Enter the **Prefix**, **First Name**, **Last Name** and **Email Address** of your referee (see Fig. 12) and click **Invite**.
 - a) A pop-up will ask you to confirm that you wish to invite the referee click **OK** (see Fig. 13).
 - b) The system will generate an automatic email to your intended referee with instructions to provide a reference in the FAAS system for your application and the referee status will change to Invited (see Figure 14).

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Figure 13

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7. Click the + Icon to enter information for your second referee (see Figure 15). Then follow Step 6 above to complete the invitation process for your second referee.



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8. Once your referee has accepted the invitation, the status will change to Accepted (see Figure 16).

Please note that students must confirm with their referees directly to ensure that the reference letter has been submitted in the FAAS portal prior to final submission as the referee status will not change from Accepted to Submitted. The FAAS portal will not indicate that the letter has been submitted so students must confirm this directly with their referees.

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Figure 16



9. After completing the required fields, view your work and click the **Submit** button at the bottom right of the screen. Please ensure that the form is filled out accurately and completely as it cannot be edited after the final submission.

4 How to Apply for a Tri-Council & OGS Application

- 1. If applying to both the Tri-Council and OGS application this Fall, under **Application Type** select the **Both Tri-Council/ & OGS** option.
- 2. Complete the Tri-Council Application Details as specified in Section #2 and click **Submit**.
- 3. Then complete the OGS Only Application Details as specified in Section #3 with the following adjustments:
 - a. For students applying to both a Tri-Council scholarship and OGS, the following fields **are not required** to be completed in the OGS application:
 - References or Works Cited
 - Professional Experience
 - Academic Background
 - Credentials and Recognitions
 - Research Contributions
 - Relevant Experiences and Activities
 - b. Please upload a PDF file of your Proposed Research of Plan of Study (i.e., your research proposal).
 - c. Because FGS will have access to students' Tri-Council applications via the respective agency portals, along with their two letters of reference, references are not required to be submitted in the Invitations Tab of the OGS application. However, students may encounter technical difficulties in FAAS when trying to submit without entering the referee details in the Invitations Tab.
- 4. After completing the required application fields, navigate to the **Invitations** tab (see Figure 10). This is the section where you must invite two referees to provide references for your Tri-Council application.
- 5. Please note that this step can be completed at any point of your application. It is recommended that you invite your referees as soon as possible to ensure that





they are able to submit their references well in advance of the application deadline.

- Once the named referee has accepted the invitation, the status will change to Accepted.
- Referees will then have to respond to each question in the reference assessment by either entering "N/A" or "see Tri-Council reference" in the answer fields.
- b. As a temporary workaround, If the referees are unable to access FAAS or encounter difficulties, students who have already completed and submitted their Tri-Council application in the associated Tri-Council portal may enter the following contacts as referees in the Invitations Tab of the OGS application:

Prefix	First/Chose	st/Chose Last Email I		Role	Status
	n Name	Name			
Mr.	Frank	Wang	frankwa@yorku.ca	Referee	Invited/Accepted
Ms.	Nawroos	Shibli	<u>nshibli@yorku.ca</u>	Referee	Invited/Accepted

- c. FGS referees listed above will accept and complete student reference requests within 24 hours
- 6. Click **Submit** once your application is complete.
 - a. Students will be able to submit their application in FAAS once both referees have submitted their assessments. Please note that the FAAS portal *will not* indicate that the reference assessment form has been submitted so students must confirm this directly with their referees if they have not responded within 24hrs. The status will not change from Accepted to Submitted.

5 Common Troubleshooting Issues

- 1. If students are inviting their referees directly for the OGS application (while also applying to Tri-Council), referees need to:
 - a. Accept the invitation.
 - b. Respond to each question in the assessment form with "n/a" or "see Tri-Council reference."





- c. **Submit** the form.
- d. This process signals that the student's Tri-Council reference letters will be used for the OGS evaluation.
- If a referee accepts an OGS reference invitation and their status shows as "accepted," this does not mean they've submitted the assessment form. Referees must:
 - i. Enter a response or value.
 - ii. Click Submit to complete the process.
- 3. If a referee only fills in the fields and clicks Save (instead of Submit), the student won't be able to submit their application. Both referees must submit the form before the student can proceed.
- 4. Authentication Errors
 - a. If referees encounter an authentication error, they should contact askfgs@yorku.ca immediately.
- 5. Withdrawing Applications by Mistake
 - a. If a student accidentally withdraws their application, they must notify askfgs@yorku.ca to resolve the issue.