

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 [FAAS student portal](#) 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).

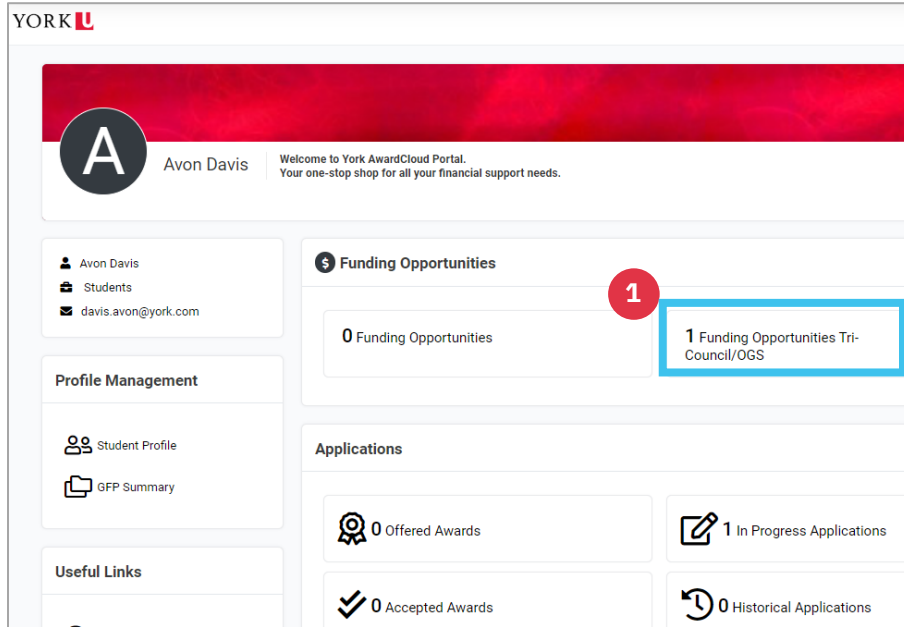


Figure 1 Home > Funding Opportunities Tri-Council/OGS

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

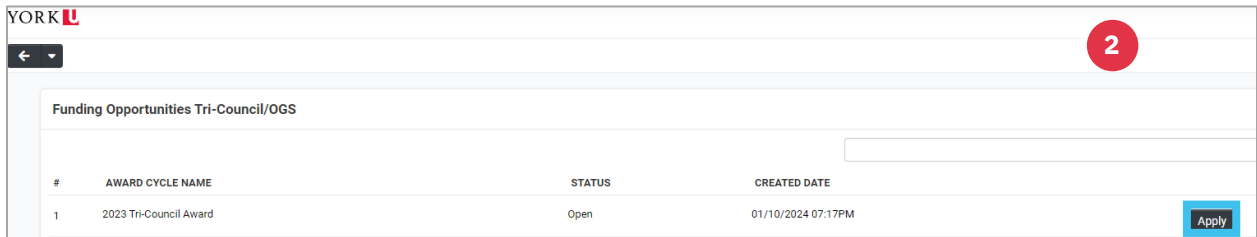


Figure 2 Funding Opportunities Tri-Council/OGS > Apply.

- 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).

Student Portal (Home)

Funding Opportunities Tri-Council/OGS

#	AWARD CYCLE NAME	AWARD DESCRIPTION	APPLICATION DEADLINE	
1	2024 SSHRC Canada Graduate Scholarship - Masters - Fall (10474959)		12/02/2024	Application Exists. Please go to the Applications tab on your homepage for the status of this application.
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 Exists. Please go to the Applications tab on your homepage for the status of this application.
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 Exists. Please go to the Applications tab on your homepage for the status of this application.
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 tier of meritorious 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 Exists. Please go to the Applications tab on your homepage for the status of this application.

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).

Student Portal (Home)

Draft Applications

#	AWARD NAME	APPLICATION NAME	APPLICATION TYPE	RESPONSIBLE AREA	STATUS
1	2025 SSHRC Doctoral Fellowship - Fall (10496895)	2025 SSHRC Doctoral Fellowship - Fall (10496895)	Tri Council	Faculty of Graduate Studies	Draft
2	2024 CIHR Doctoral - Frederick Banting and Charles Best OGS - Fall (10497092)	2024 CIHR Doctoral - Frederick Banting and Charles Best OGS - Fall (10497092)	Tri Council	Faculty of Graduate Studies	Draft
3	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
4	2024 Ontario Graduate Scholarship - Fall (10496079)	2024 Ontario Graduate Scholarship - Fall (10496079)	OGS	Faculty of Graduate Studies	Draft
5	2024 SSHRC Canada Graduate Scholarship - Masters - Fall (10474959)	2024 SSHRC Canada Graduate Scholarship - Masters - Fall (10474959)	Tri Council	Faculty of Graduate Studies	Draft
6	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.



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.

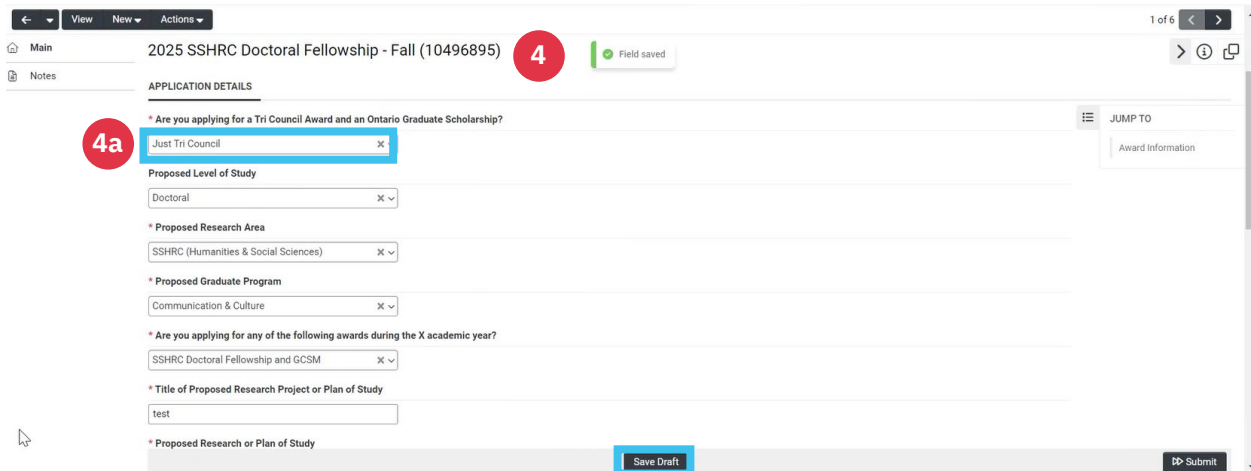


Figure 4: Application Details field

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 was previously enrolled in a doctoral level program at another institution;**
 - I have taken a leave of absence during my doctoral study;**
 - I am, or have been, enrolled in a doctoral program on a part-time basis; or,**
 - 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 Continued

The screenshot displays the 'APPLICATION DETAILS' section of the application form. The form includes the following fields and labels:

- 4b**: Proposed Level of Study (Dropdown menu: Doctoral)
- 4c**: Proposed Research Area (Dropdown menu: SSHRC (Humanities & Social Sciences))
- 4d**: Proposed Graduate Program (Dropdown menu: Communication & Culture)
- 4e**: Are you applying for any of the following awards during the X academic year? (Dropdown menu: SSHRC Doctoral Fellowship and GCSM)
- 4f**: Title of Proposed Research Project or Plan of Study (Text field: test)

At the bottom of the form, there is a 'Save Draft' button on the left and a 'Submit' button on the right. A 'JUMP TO' sidebar on the right contains a link for 'Award Information'.

YORK U Student Portal (Home) 1 of 6

2025 SSHRC Doctoral Fellowship - Fall (10496895)

APPLICATION DETAILS

* Title of Proposed Research Project or Plan of Study
test

* Proposed Research or Plan of Study
Drop files here or browse files
Maximum file size: 2 GB

Keywords
Faculty of Graduate Studies

* Please indicate if any of the following applies:
None of the above applies to me

* Please Confirm your eligibility
Yes, I'm eligible based on the above criterion

* Signoff

Save Draft Submit

4g

4h

4i

YORK U Student Portal (Home) 1 of 6

2025 SSHRC Doctoral Fellowship - Fall (10496895)

APPLICATION DETAILS

* Title of Proposed Research Project or Plan of Study
test

* Proposed Research or Plan of Study
Drop files here or browse files
Maximum file size: 2 GB

I was previously enrolled in a doctoral level program at another institution
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
None of the above applies to me
I was previously enrolled in a doctoral level progr...

* Please Confirm your eligibility
Yes, I'm eligible based on the above criterion

* Signoff

Save Draft Submit

4i

YORK U Student Portal (Home) 1 of 6

2025 SSHRC Doctoral Fellowship - Fall (10496895)

APPLICATION DETAILS

* Please indicate if any of the following applies:
None of the above applies to me

* Please Confirm your eligibility
Yes, I'm eligible based on the above criterion

* Signoff
Yes, I confirm that I have provided complete and ...

* What is your ethnic background?
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 program design and delivery; results measurement and reporting purposes.
Hispanic

Upload Documents
Drop files here or browse files
Maximum file size: 2 GB

Save Draft Submit

4j

4k

YORK U Student Portal (Home) 1 of 6

2025 SSHRC Doctoral Fellowship - Fall (10496895)

APPLICATION DETAILS

4l *What is your ethnic background?

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 program design and delivery, results measurement and reporting purposes.

Prefer not to answer

4m Upload Documents

Drop files here or browse files
Maximum file size: 2 GB

Upload Media

Drop files here or browse files
Maximum file size: 2 GB | Allowed file types: 3GP, JPEG, JPG, MOV, MP4

Save Draft Submit

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 [FAAS student portal](#) 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**.

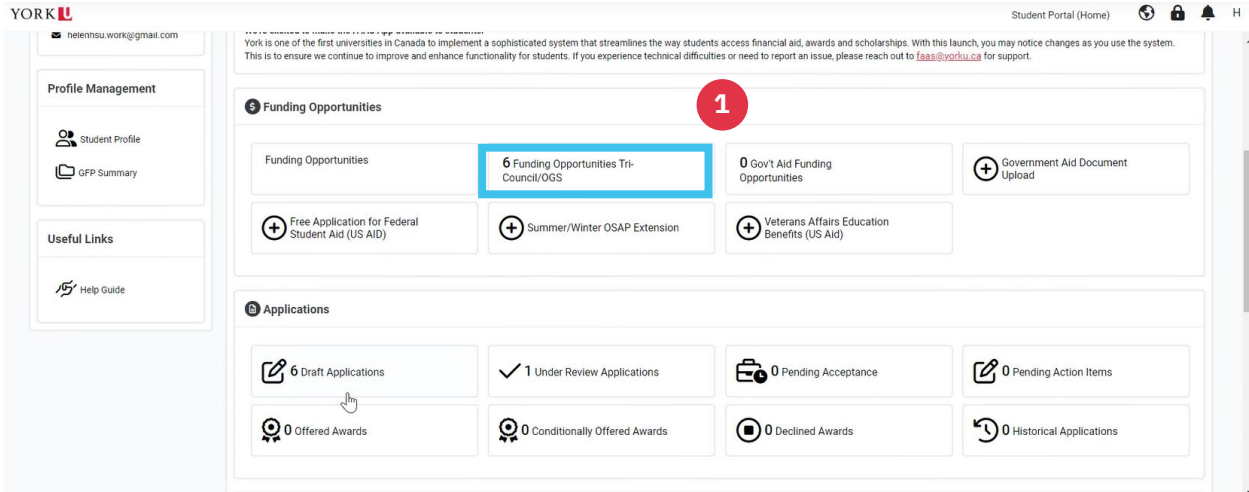


Figure 6 Home > Funding Opportunities Tri-Council/OGS

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).

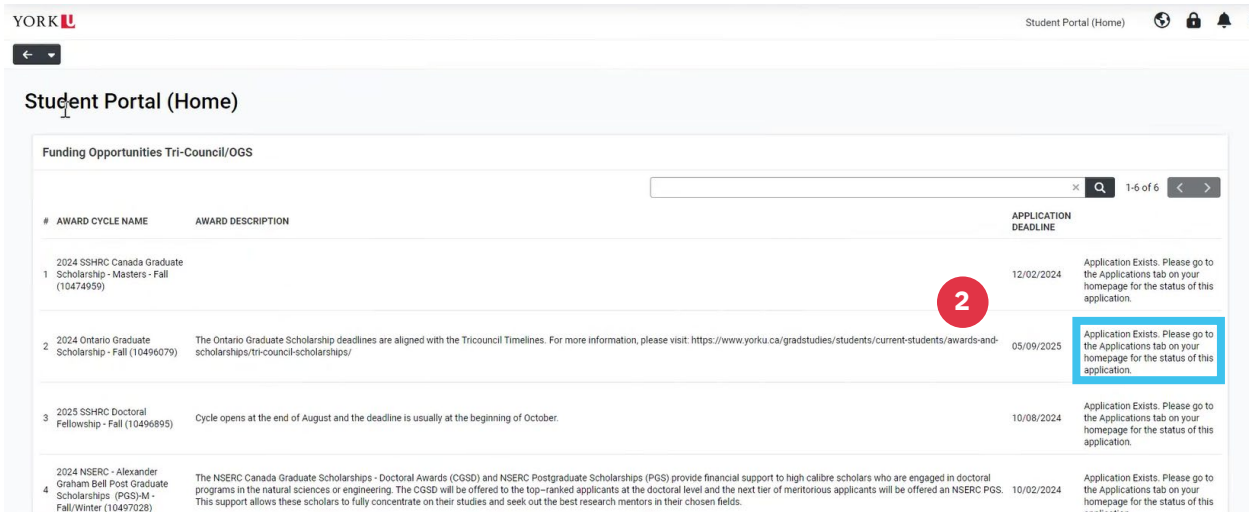


Figure 7 Home > Funding Opportunities Tri-Council/OGS

YORK U Student Portal (Home) Student Portal (Home)

Student Portal (Home)

Draft Applications

#	AWARD NAME	APPLICATION NAME	APPLICATION TYPE	RESPONSIBLE AREA	STATUS
1	2025 SSHRC Doctoral Fellowship - Fall (10496895)	2025 SSHRC Doctoral Fellowship - Fall (10496895)	Tri Council	Faculty of Graduate Studies	Draft
2	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
3	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
4	2024 Ontario Graduate Scholarship - Fall (10496079)	2024 Ontario Graduate Scholarship - Fall (10496079)	Tri Council	Faculty of Graduate Studies	Draft
5	2024 SSHRC Canada Graduate Scholarship - Masters - Fall (10474959)	2024 SSHRC Canada Graduate Scholarship - Masters - Fall (10474959)	Tri Council	Faculty of Graduate Studies	Draft
6	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

2a

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.

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

YORK U Student Portal (Home)

2024 Ontario Graduate Scholarship - Fall (10496079) **3**

Print Application

▼ Award Information

* Award Code: 3806

Award Name: 2024 Ontario Graduate Scholarship - Fall (10496079)

French Award Name: 2024

Award Amount: ?

Amended Amount: ?

INVITATIONS APPLICATION DETAILS

Proposed Level of Study **3a**

Doctoral

* Proposed Research Area **3b**

SSHRC (Humanities & Social Sciences)

3c < BACK Graduate Program Save Draft Submit

YORK U Student Portal (Home) 4 of 6

2024 Ontario Graduate Scholarship - Fall (10496079)

INVTATIONS APPLICATION DETAILS

3d * Proposed Research or Plan of Study

Drop files here or browse files
Maximum file size: 2 GB

3e References or Works Cited

test

3f Professional Experience

Please include relevant experience for the adjudication committee. Enter the start and end dates, position title 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, York University, 2020-2022

< BACK end date)

Save Draft Submit

YORK U Student Portal (Home) 4 of 6

2024 Ontario Graduate Scholarship - Fall (10496079)

INVTATIONS APPLICATION DETAILS

3g 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)

test

3h 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.

test

3i 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.

ts

< BACK periences and Activities

Save Draft Submit

YORK U Student Portal (Home) 4 of 6

2024 Ontario Graduate Scholarship - Fall (10496079)

INVTATIONS APPLICATION DETAILS

3j 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.

test

3k * What is your ethnic background?

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 program design and delivery; results measurement and reporting purposes.

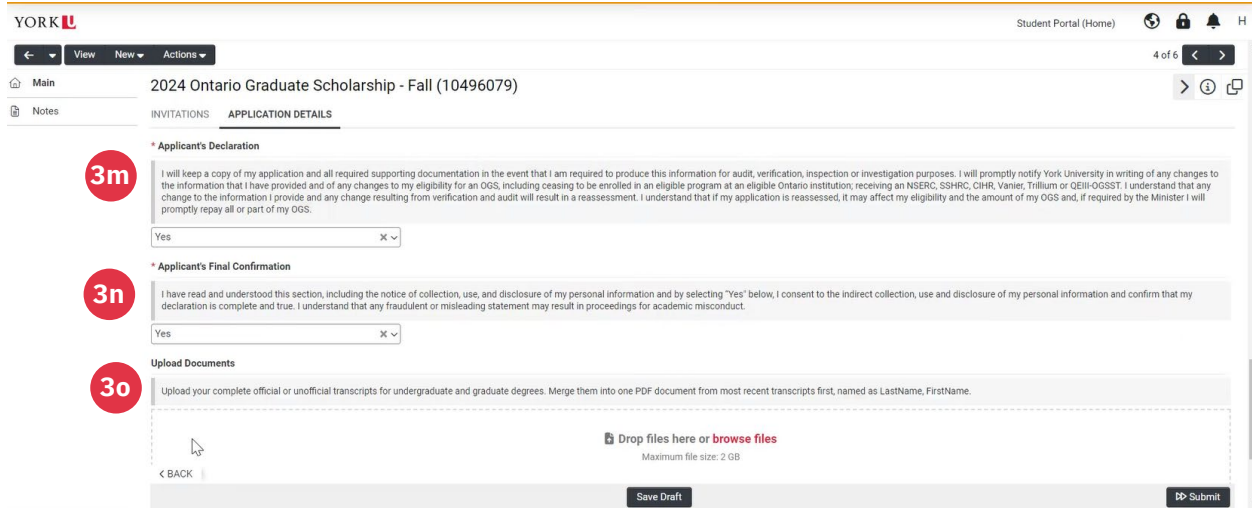
Prefer not to answer

3l * Applicant's consent to the indirect collection and disclosure of personal information

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, my academic references; bodies identified on this application form, the Ministry's contractors, auditors and third party administrators; Ministry of Government Services and collection agencies it operates or retains, and consumer reporting agencies. I agree that York University can, 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 Minister with respect to the granting of the OGS with: the Ministry, my academic references and the selection panel it appoints to assess my application

< BACK

Save Draft Submit



- 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.

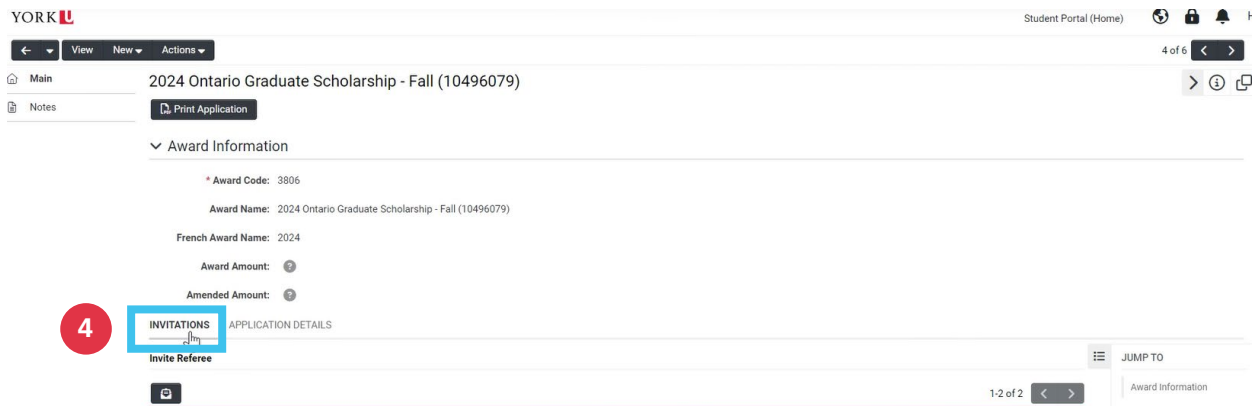


Figure 10

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

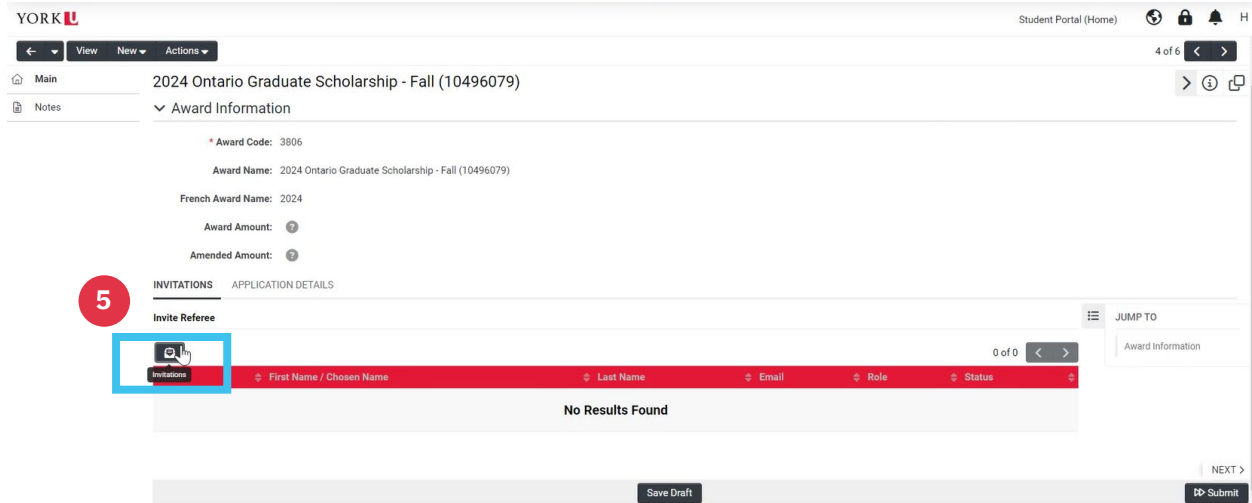


Figure 11

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).

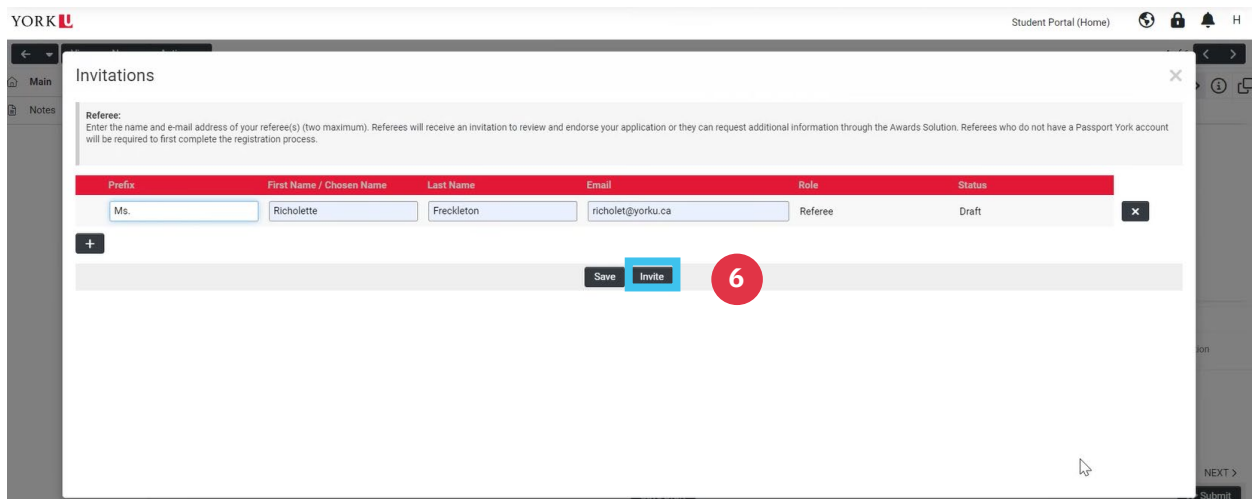


Figure 12

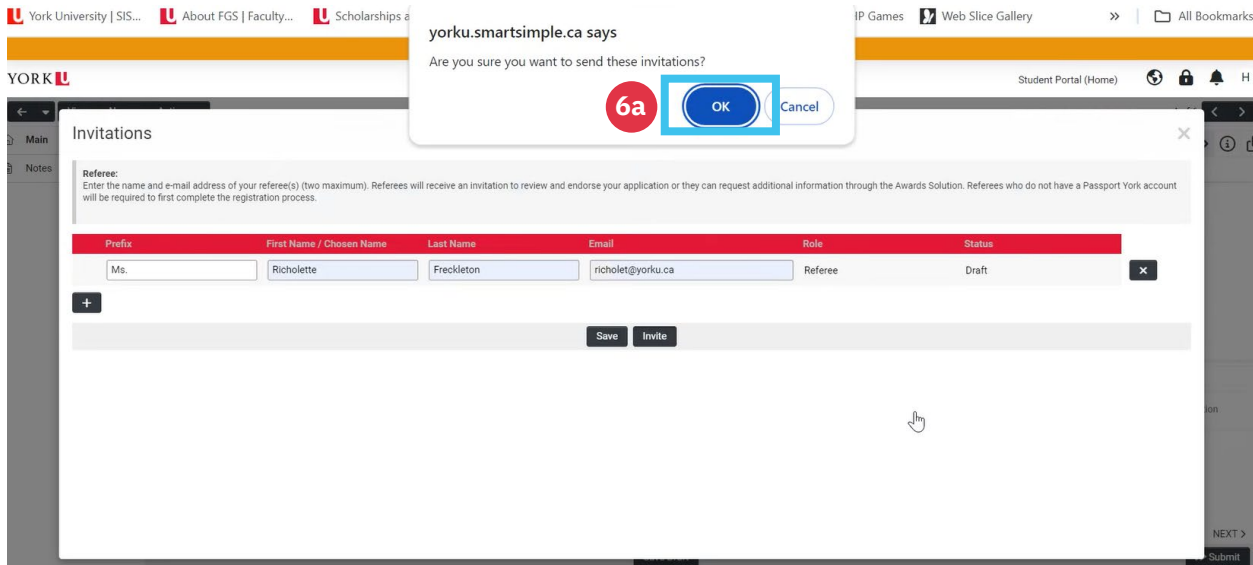


Figure 13

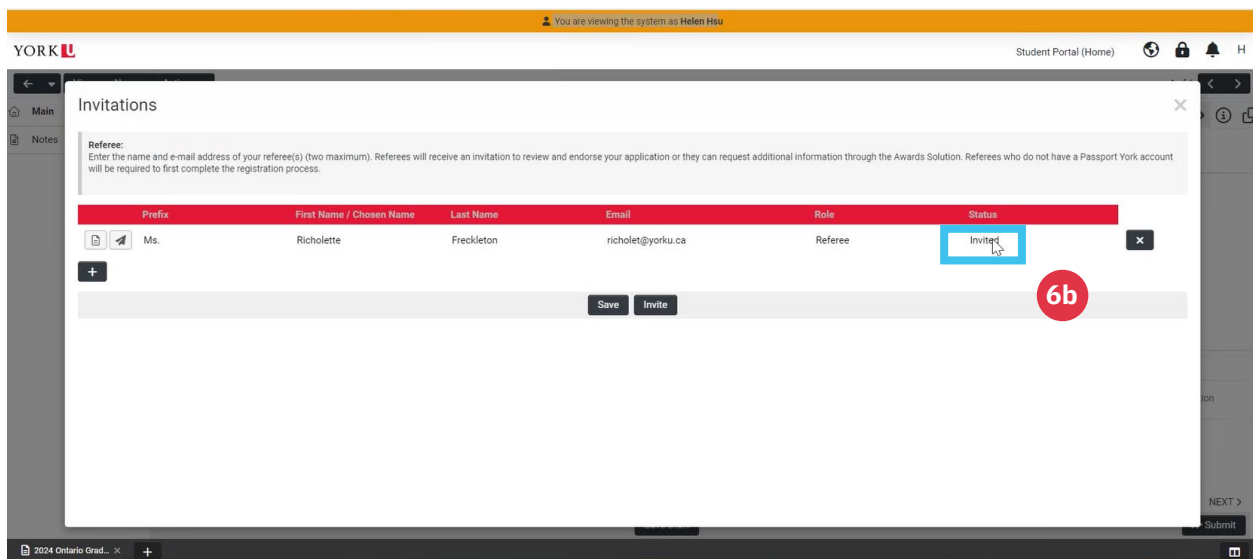


Figure 14

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.

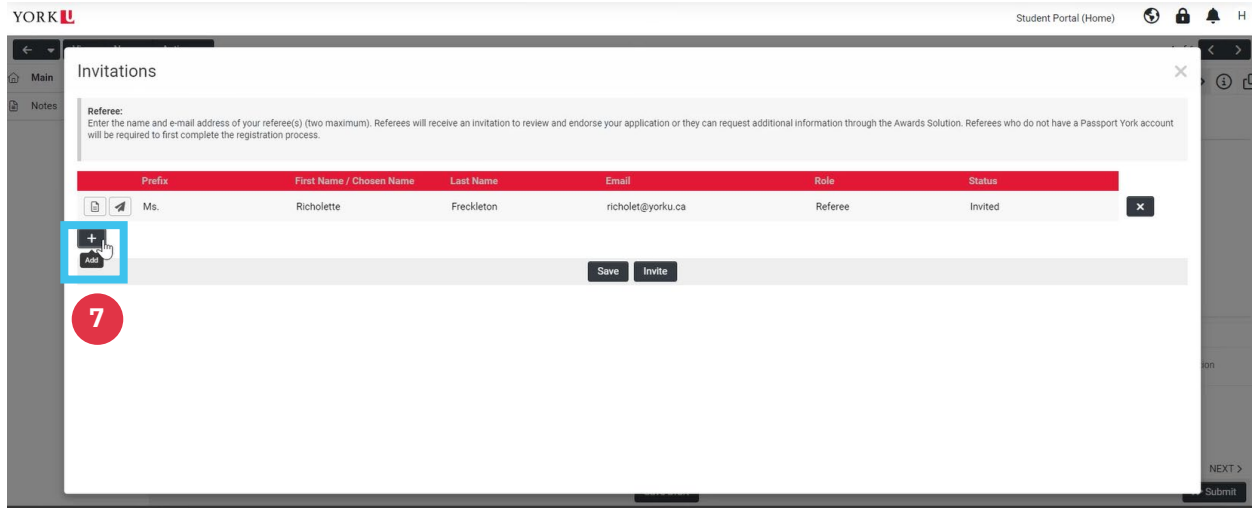


Figure 15

- 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.

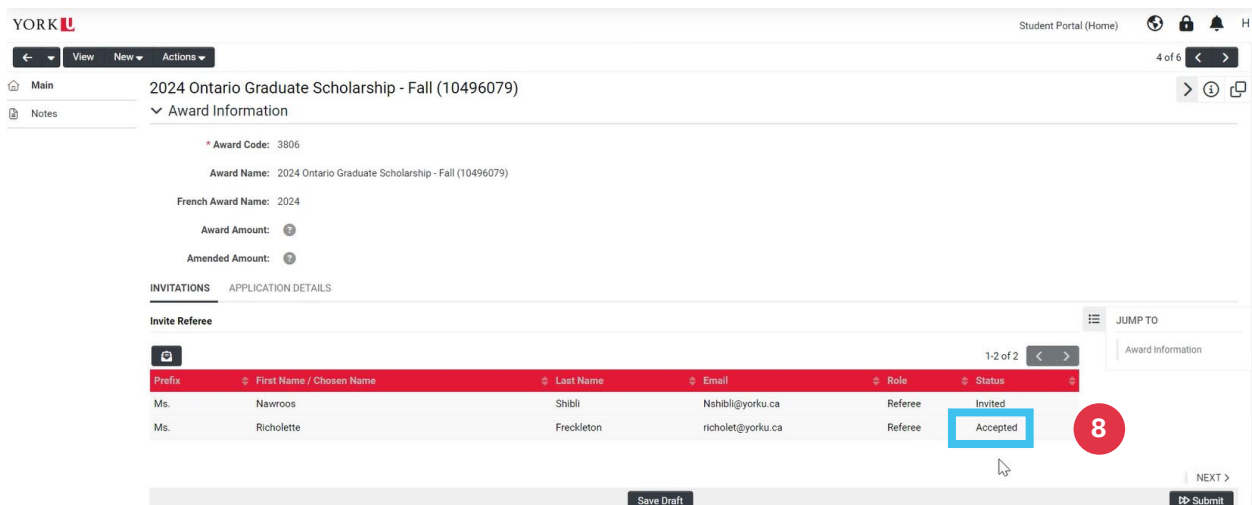


Figure 16

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/Chosen Name	Last Name	Email	Role	Status
Mr.	Frank	Wang	frankwa@yorku.ca	Referee	Invited/Accepted
Ms.	Nawroos	Shibli	nshibli@yorku.ca	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.
 2. 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.