



Guidelines for Completing the Departmental Appraisal

Complete this form if you are evaluating an applicant for a Canada Graduate Scholarships - Master's and you are the head of the department or the designate. Before you start completing the form-fillable PDF, make sure you have the applicant's completed Canada Graduate Scholarships - Master's application form, along with his or her official academic transcripts. **Please do not exceed the space provided, as additional pages will not be accepted.**

Note: The proposed supervisor must not complete this form.

Complete this form for all CGS - Master's applicants that must apply through the university.

1. Describe the applicant's research potential (e.g., quality of analytical skills, ability to think critically, ability to apply skills and knowledge, judgement, originality, initiative and autonomy, determination and ability to complete projects within an appropriate period of time).

In addition, comment on the applicant's communication skills as demonstrated in the description of the program of study and by work experience, community involvement and other extracurricular activities (if relevant) and the quality of presentation of the application.

2. If the applicant is currently enrolled in or intends to pursue a master's or combined MA/PhD program at your institution or has indicated that they intend to take up the award at your institution, comment on the research requirements of that program.
3. Has the applicant maintained a first-class average (as determined by your institution) in each of his or her last two years of full-time study? If you are nominating an applicant for a CGS award who has not achieved a first-class average in each of the last two years of study, you must provide a strong rationale for the recommendation, because such applications will be submitted to the CGS-Master's Committee for evaluation.
4. Indicate the weighted annual averages (grade point, percentage) for each of the last two completed years of study. Annotate the transcripts (do not highlight) to indicate which courses you have used in the calculation.

Submitting this Appraisal

For applications being submitted through a Canadian university

Submit the following documents to the office responsible for managing this program at your university:

- Completed application form and required attachments
- Departmental Appraisal
- All university level transcripts
- Application Checklist

If you are the Head of a department and are also completing a Letter of Appraisal on behalf of an applicant, please ensure that another faculty member completes the Departmental Appraisal.

For applications being submitted directly to SSHRC

The Departmental Appraisal is not required for those who are applying directly to SSHRC.

Important

You cannot save a form-fillable PDF file using Adobe Reader (a software available free from the Internet). If you are using Adobe Reader, **you can type your information directly into the appraisal form; however, once you close your document, your data is lost.**

We recommend that you compile your information in a word processor document. Once completed, you can then copy and paste this information into the PDF appraisal form. Your data will print only when you exit the field you have just completed. Print and sign the form.

Note: You may purchase Adobe Writer which will let you save your data to a directory.

Help

If you are having problems with your appraisal form, please consult the Frequently Asked Questions or contact the SSHRC Helpdesk by telephone at 613-995-4273 or by E-mail at webgrant@sshrc-crsh.gc.ca.

