Email Communication to GPD's

October 2011

October 12: NSERC 2012/13 Application Procedures

Attachments: PGS-ES Verification Guidelines.pdf; Reference Letter Guidelines.mht; Application Instructions.mht

(If you are not the person who should be receiving this email, please redirect the email to the person/s responsible for the NSERC applications in your program/department. Thank you.)

Good afternoon,

The complete NSERC application packages will be delivered to your program/department today, Wednesday, October 12, 2011 for departmental ranking and evaluation. Please print the attached instructions to assist you in evaluating each applicant.

For internal evaluation purposes the Faculty of Graduate Studies requests that you provide the attached Departmental/University Evaluation Form for each applicant and submit the form with the entire application package on or before **Wednesday**, **October 26**, **2011** to the Faculty of Graduate Studies. You will find relevant forms and instructions on the Faculty of Graduate Studies website: http://www.brocku.ca/graduate-studies/faculty-login/graduate-program-administratio under Faculty and Staff Section and click on Graduate Program Administration Resources, scroll down to External Scholarships.

If you have any questions or concerns regarding the applications or calculating the averages, please do not hesitate to contact me. In order for an applicant to be eligible the student must maintain a first-class (80%) average in **each** of his or her last two years of full-time study. Any exceptions to this requirement must be accompanied by supporting comments on the University Evaluation Form.

Please forward all eligible and ineligible applications to the Faculty of Graduate Studies. A completed application package would consist of:

- Application Form 201
- Outline of proposed research
- Contributions and statements
- Report on the Applicant
- Report on the Applicant
- Official Transcripts
- Departmental/University Evaluation Form (attached document PDF fillable)

Your cooperation in processing these applications is very much appreciated. If you have any questions, please do not hesitate to contact me at ext. 5207.

Thank you. *Joanne*

Joanne Kremble
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