Natural Sciences and Engineering
Research Council of Canada

Conseil de recherches en sciences
naturelles et en génie du Canada

NSERC
CRSNG

**STEAM Horizon Award**

# Instructions for Completing an Application

- General Information
- Completing the Application
- Signatures
- List for a Complete Application

# General Information

## About the Prize

Important: Applications must be submitted **electronically** via the Secure Submission for NSERC's STEAM Horizon Award. Documents must be submitted in Portable Document Format (PDF).

Read the prize description in the Program Guide for Students and Fellows before you complete the application.

## Application Deadline

Applicants must apply directly to NSERC before **8:00 p.m.** (ET) on January 9, 2017.

If you are contacting your current and/or former institutions to obtain transcripts and the **Letters of Support**, remember that it may take time for them to provide you with the information requested. It is advisable to plan ahead and have your application completed before the deadline. Late applications will not be accepted.

## Presentation Standards

You are responsible for assembling the required documentation, including the Letters of Support, and submitting a complete application that conforms to the presentation standards established by NSERC.

With the exception of personal contact information, NSERC will not accept any changes or updates to your application once it has been submitted. Personal contact information may be updated by sending an email to schol@nserc-crsng.gc.ca.

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## Personal Information

The collection, use and disclosure of personal information provided to NSERC are outlined in the following policy statements:

- Access to Information Act and the Privacy Act (including the Use and Disclosure of Personal Information Provided to NSERC);
- Data Retention Information;
- NSERC Privacy Notice.

The information you provide in your application is collected under the authority of the Natural Sciences and Engineering Research Council Act. NSERC is subject to the Access to Information Act and the Privacy Act. The information you provide is stored in a series of NSERC data banks described in Info Source Publications.

### Help

If you are experiencing technical difficulties or have questions about program information, contact the staff responsible for the STEAM Horizon Award.

## Completing the Application

Complete applications must be uploaded to the Secure Submissions for NSERC's STEAM Horizon Award. Applicants and references must complete the necessary forms; extra pages will not be accepted.

### Address

If your address changes after submitting your application, inform NSERC by sending an email to schol@nserc-crsng.gc.ca.

### Personal Data

Applicants to the STEAM Horizon Award must be between the ages of 16 and 18 and must also be Canadian citizens or permanent residents of Canada by the application deadline. NSERC will ask award recipients for proof of age and citizenship or residency status upon acceptance of an award.

NSERC asks applicants to provide data on their gender on a purely voluntary basis. This data is not seen or used in NSERC peer review processes. It is only used for statistical purposes.

Applicants are invited to indicate, on a voluntary basis, whether they are indigenous, persons with disabilities or belong to a visible minority group. This data is only used by NSERC for statistical purposes.

## Academic Background

Include the name of your current institution (e.g. high school) with the start and end dates. If you are still registered, leave the end date blank.

## Proposed Location

Specify one proposed location of tenure. You may take up the STEAM Horizon Award at any eligible Canadian university, college or CEGEP. You will be permitted to attend a different location than indicated if you change your mind, provided the new institution is eligible.

## Achievements

Describe the achievement(s) for which you were recognized. Write a detailed description in paragraph form.

## Ambassador Potential

Describe how you will become an ambassador for STEAM fields for younger generations. Write a detailed description in paragraph form.

## Innovation/Problem Solving

Describe your innovative idea or plan to solve a real-world problem. Write a detailed description in paragraph form.

## Transcripts

Scan and upload a copy of your most recent transcript(s). This must include your academic record over the previous year of study. Transcripts must be scanned (black and white recommended) and saved as a single PDF file. Transcript text orientation should be upright (if possible) and must be readable on a computer monitor without any adjustment by the viewer.

## Letters of Support

Each application submitted to NSERC must be accompanied by two Letters of Support.

The letters must be completed by persons capable of making an informed assessment. Both letters should be from a person very familiar with your achievements, your potential as an

ambassador and your innovation/problem solving. This could include a teacher, co-op supervisor, work supervisor, etc.

**What you should do:**

- Contact your proposed references to ensure they are willing to complete the Letter of Support for you. Do not forget that two letters are required.
- Provide them with information about the STEAM Horizon Award, instructions and the  Letter of Support Form.
- Inform them of the application deadline, and ask them to submit the letters to you well before this date so that your complete application can be submitted by the deadline.
- Your application will be rejected if you do not submit 2 letters of support.

**What should the reference do:**

- References must complete the Letter of Support form and print, sign and return it to applicant.

## Video Clip

Create a short video that illustrates your achievements and outreach capabilities and demonstrates your oral communication skills.

## Video Criteria

1. Submission must not exceed **2 minutes** in length for the video component and **99 megabytes** (all electronic files, including audio/video).
2. Submissions must be submitted via the Secure Submissions for NSERC's STEAM Horizon Award. Acceptable formats include AVI (.avi), MOV (.mov) and MPEG (.mp1, .mp2, .mp3, .mp4, .mpeg, .mpg and mpeg4).
3. Links to websites, public or private, will not be accepted. A submission must be respectful and courteous and be in English or French or both.
4. NSERC will not accept submissions that are offensive to an individual or an organization or rude in tone or abusive. NSERC reserves the right to refuse, edit or remove any of the following:
   - racist, hateful, sexist, homophobic, slanderous, insulting or life-threatening content;
   - serious, unproven, unsupported or inaccurate accusations against individuals or organizations;

- abusive, aggressive, coarse, explicit, vulgar, violent, obscene or pornographic content;
- content that encourages or suggests illegal activity;
- announcements, solicitations, advertisements or endorsements of any organizations or corporations;
- attempts to defame or defraud any individual, group or agency; or
- unintelligible or irrelevant content.

## Signatures

Before you, as an applicant, can submit your application to NSERC, you must read and agree to the 📄 Terms and Conditions of Applying Form. It is your responsibility to retain a copy of the agreed terms and conditions for your records.

If you are below the age of majority in your province/territory, your parent or guardian must co-sign your application.

The age of majority is **18** in six provinces: Alberta, Manitoba, Ontario, Prince Edward Island, Quebec, and Saskatchewan.

The age of majority is **19** in four provinces and the three territories: British Columbia, New Brunswick, Newfoundland and Labrador, Northwest Territories, Nova Scotia, Nunavut, and Yukon.

## List for a Complete Application

Use the following list to make sure your application is complete.

- Application form
- Letters of Support (2)
- Transcripts
- Terms and Conditions of Applying Form
- Video Clip