



Annual Progress Report for NSERC/SSHRC Award Holders

According to NSERC and SSHRC regulations and as outlined in the Award Holder’s Guide, a student holding an NSERC CGS-D/PGS-D Scholarship or a SSHRC CGS/Doctoral Fellowship is required to complete and submit an annual progress report in order to renew their multi-year award. The Awarding Council may cancel the award if the student’s progress is not judged satisfactory. This document may be used to continue a scholarship for a maximum of three academic terms.

Every researcher conducting research involving human subjects has the obligation to be familiar with the Tri-Council Policy Statement as well as the University of Toronto policies on research. Researchers are encouraged to take the [TCPS Online Tutorial](#). Graduate students engaged in human subjects research are responsible for the ethical conduct of the projects, as are their supervisors. It is vital that both parties are aware of what these responsibilities entail. Further information is available on the [SGS website](#).

A completed Annual Progress Report must be submitted to your graduate unit for the appropriate signatures and forwarding to the Graduate Awards Office at the School of Graduate Studies. A copy of the report should be kept by the Graduate Unit in the student’s academic file.

To ensure secure and timely delivery of this report, Graduate Units are asked to **scan and save this document to their unit’s folder on the SGS-drive**. Please do not email, fax or mail this document.

Start Session of Award	Progress Report Due Date*	Payment Disbursed
September	August	Early September
January	December	Early January
May	April	Early May

*Late progress reports will be accepted, however payment is not guaranteed by the above dates.

Award holders, who complete their degree requirements mid-session or any time prior to the scheduled end date of the award, may not be eligible for the full value of the award. Please contact the Graduate Awards Office for further information.



SECTION A: Thesis & Award Information (to be completed by the award holder)

Name: (last name /first name)		Student Number:
Email Address:	Graduate Unit:	Date of Registration in Current Program:
Thesis Topic:		
Supervisor/Co-Supervisors: (last name /first name)		Other Members of Thesis Committee: (last name /first name)
Which award do you hold? <input type="checkbox"/> NSERC <input type="checkbox"/> SSHRC		What is the length of your award?
Which type of award do you hold? <input type="checkbox"/> Vanier <input type="checkbox"/> CGS-D <input type="checkbox"/> Doctoral Fellowship (SSHRC) <input type="checkbox"/> PGS-D (NSERC)		
Start date of Award Month _____ Year _____ (as per the notice of award from NSERC/SSHRC)	End date of Award: Month _____ Year _____ (as per the notice of award from NSERC/SSHRC)	
Have you had to interrupt your award at any time due to an approved leave of absence? <input type="checkbox"/> No <input type="checkbox"/> Yes		
If Yes please provide dates of leave: from: _____ to: _____ total months: _____		

SECTION B: Overall Progress (to be completed by the award holder)

Over the past twelve months, what progress have you made towards completing the requirements for your degree?	
Have you completed all program requirements for the degree other than the thesis?	
Course Requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No
Departmental examinations	<input type="checkbox"/> Yes <input type="checkbox"/> No
Language requirements (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No to any, what are your plans for satisfying any outstanding requirements?	



What progress have you made in terms of professional development in your program (e.g. teaching, conference presentations, publications)?

Estimate the amount of work that remains to be done and your schedule for completion. Please specify deadlines for completion including specific objectives for next year.

Student's Signature: _____ **Date:** _____

Submit your completed Progress Report directly to your Graduate Administrator on or before the required deadline. The Graduate Unit will complete Section D and forward an electronic copy of your final report the Graduate Awards Office (GAO) at SGS on your behalf. Please do not submit paper copies directly to the GAO.

SECTION C: Student's Progress (to be completed by the award holder's Supervisor)

How often do you meet with this student?
 Weekly Monthly Bimonthly Rarely

What is your assessment of the student's progress thus far?
 Excellent Good Satisfactory Inadequate

Is the student's account of his/her progress during this past year accurate?
 Yes
 No

Are his/her plans for completion realistic?
 Yes
 No

Additional comments on the student's progress.

Supervisor's Name: _____ **Signature:** _____ **Date:** _____



SECTION D: Student's Progress (to be completed by Chair/Graduate Coordinator of the graduate unit in which the award holder is registered)

Has this student met your departmental deadlines and satisfied the degree requirements for the program in which he/she is registered?

- Yes
- No

Is this student making good progress towards the completion of the degree?

- Yes
- No

Additional comments on this student's progress:

Chair/Graduate Coordinator's Name:	Signature:	Date:
Graduate Administrator's Name:	Signature:	Date:

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