

NSERC Undergraduate Student Research Awards (USRA) – 2018/19

Information for Potential Project Supervisors

ELIGIBILITY

For Supervisors:

*It is the **Project Supervisor's responsibility to ensure they meet NSERC's eligibility criteria** to supervise a USRA student.*

Project Supervisors must:

- Be faculty members who **hold an eligible active NSERC research grant** at the time of application or when the student holds the award.
- Be either the principal investigator or co-investigator of the grant.
- **Non-NSERC CRC or CERC** grant holders need to send in their research proposal to our office ahead of time (prior to March 23, 2018) so it can be reviewed by NSERC to ensure the research is eligible under NSERC's mandate. Please forward your proposal to the NSERC USRA Liaison Officer at nserc.usra@ubc.ca
 - In situations where the project proposal is deemed ineligible, the supervisor has the opportunity to revise and resubmit a project that is eligible under NSERC's mandate. An alternate supervisor who is eligible can replace the supervisor or alternatively, another student/supervisor pair can be substituted as long as applications have not been submitted to NSERC.
- Ensure that their research project must be in natural sciences or engineering and is therefore supported by NSERC. Details and general guidelines for the eligibility of subject matter can be found at [Selecting a Federal Granting Agency](#) and has been updated to provide greater clarity in determining the eligibility of applicants' proposed research. As an additional reference, an [Addendum to the Guidelines for the Eligibility of Applications Related to Health](#) contains examples of eligible and ineligible research topics.

For Students:

Detailed student eligibility is outlined on the Student NSERC USRA website which can be visited [here](#).

- The USRA research is a **full time activity**. Students should not receive academic credits for the work done during the term of the USRA.
- Award holders may take a **maximum of one course** in addition to their USRA with the agreement of their supervisor. If the course is during normal working hours, special arrangements with the supervisor must be made for the student to make up the time spent on the course.
- In particular, USRA holders are **not permitted to do thesis research during the term of the award**.
- In addition, the USRA program makes no provision for sick leave or other interruptions of awards. **Please inform the Liaison Officer immediately should a work term be interrupted or terminated early for any reason.**

NSERC encourages the participation of female students in the USRA program.

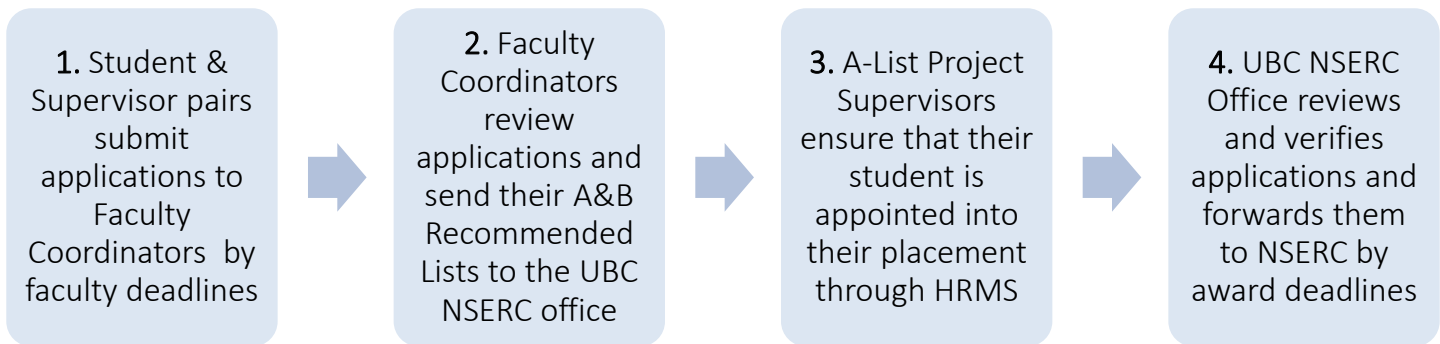
To encourage aboriginal students to pursue graduate studies and research careers in the natural sciences and engineering, awards to aboriginal students are considered *in addition to* UBC's quota.

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***Note:** It's usually the case that students will start work on their USRA before awards are actually confirmed by NSERC. Supervisors **must start payments to students to whom they have offered positions without waiting for approval of the awards from NSERC.** Supervisors **must also continue to employ any students whose applications are rejected by NSERC for the remainder of the work term.** Award letters for the summer term will be issued directly to award recipients (in July for the summer term, and one month after the submission deadline for the fall and winter terms).

APPLICATION PROCEDURES



1. The NSERC USRA program is administered and coordinated through the Faculty/School USRA Coordinators. Each faculty establishes procedures for identifying and ranking applicants and setting deadlines.
2. To apply, both project supervisors and students must complete and submit an [online NSERC USRA application Form 202](#) part I (student) and Part II (supervisor) by clicking on “*System Login*” or, if you are a first time user, “*Register*”.
 - [Instructions](#) on how to complete the forms can be found on the [NSERC USRA website](#).
 - If you already have an eligible student that you would like to work with, you will need to include their **reference number** on your application.
 - Students also need to upload, with their application form, a copy of their official transcripts from ALL post-secondary institutions attended (including transcript legend(s)) and will need to be attached in a single PDF to their application.
 - **NSERC will not accept hardcopy forms so the official application must be completed and submitted electronically.** The copies sent to the USRA Coordinator are only necessary for the internal review process.
3. Once completed online, a copy of the forms (Part I and Part II, as well as the student’s transcripts) have to be submitted to your Department/Faculty/School USRA Coordinator for review.
 - There are a limited number of awards allocated to UBC, so USRA Coordinators have been asked to rank the eligible applications they receive. They will also create a contingency list of projects (B-list) in case higher ranked applications are withdrawn or ineligible. Deadlines for submission of all application forms are set by the USRA Coordinators.

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4. For supervisors who have been awarded an A-List placement from their faculty, they will need to ensure that an [ePAF in HRMS](#) is submitted to appoint the student. Please connect with an administrator in your department or your faculty coordinator about how to submit a student appointment. Refer to the '*NSERC USRA Appointing Students 18-19*' info sheet for detailed instructions.
5. The Liaison Officer will review and confirm all applications via NSERC's on-line portal for Summer USRAs in April. If there are any errors/omissions or the application is incomplete, the Liaison Officer will RETURN the application to the supervisor to allow the student and/or supervisor to make changes to it. If the application is returned, the faculty supervisor will receive two e-mails:
 - a generic e-mail notification from NSERC informing them that their application has been returned
 - an e-mail from the CSI&C office with details about the error or missing information, steps on how to make edits to their application and how to re-submit on-line

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IMPORTANT DATES – 2018/19 USRA COMPETITION

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|---------------------------------------|--|-------------|--------------------|-----------|------------------|-------------|------------------|
| NSERC USRA Application Period | <p>Students and supervisors must register or log onto the NSERC on-line system to complete Form 202 Part 1 (student application) and Form 202 Part II (supervisor application) starting January 2018. Faculty/Department offices set their own internal deadlines.</p> <p>*UBC holds one annual competition a year for the Summer 2018, Fall 2018 and Winter 2019 terms. Applications for <u>ALL</u> terms must be submitted during this period.</p> | | | | | | |
| A&B List – Recommended Applicants | <p>Faculty/Department to e-mail list of students wishing to hold an award in either Summer 2018, Fall 2018, or Winter 2019 to the Liaison Officer by Friday, March 23, 2018.</p> | | | | | | |
| USRA Placements | <p>Summer Term (May 1 – August 31, 2018) - *May 14, 2018 Fall Term (September 1 – December 31, 2018) - *September 4, 2018 Winter Term (January 1 – April 30, 2019) - *January 8, 2019 *latest a student can start working on their award</p> | | | | | | |
| Student Appointments | <p>All appointments must be submitted as an ePAF in HRMS. Please contact your payroll rep should you have any questions about submitting ePAFs in HRMS. The student’s official start/end dates should match the start/end dates on the appointment.</p> <p>Deadlines:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="padding: 5px;">Summer 2018</td> <td style="padding: 5px;">April 6, 2018</td> </tr> <tr> <td style="padding: 5px;">Fall 2018</td> <td style="padding: 5px;">August 15, 2018</td> </tr> <tr> <td style="padding: 5px;">Winter 2019</td> <td style="padding: 5px;">December 7, 2018</td> </tr> </table> | Summer 2018 | April 6, 2018 | Fall 2018 | August 15, 2018 | Winter 2019 | December 7, 2018 |
| Summer 2018 | April 6, 2018 | | | | | | |
| Fall 2018 | August 15, 2018 | | | | | | |
| Winter 2019 | December 7, 2018 | | | | | | |
| Travel Requisition Documents (copies) | <p>Faculty/Department to forward copies of travel receipts, travel requisition form, and proof of reimbursement to the student to the CSI&C Office (1036 Brock Hall, Attn: NSERC USRA Liaison Officer).</p> <p>Deadlines:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="padding: 5px;">Summer 2018</td> <td style="padding: 5px;">September 10, 2018</td> </tr> <tr> <td style="padding: 5px;">Fall 2018</td> <td style="padding: 5px;">January 11, 2019</td> </tr> <tr> <td style="padding: 5px;">Winter 2019</td> <td style="padding: 5px;">May 10, 2019</td> </tr> </table> | Summer 2018 | September 10, 2018 | Fall 2018 | January 11, 2019 | Winter 2019 | May 10, 2019 |
| Summer 2018 | September 10, 2018 | | | | | | |
| Fall 2018 | January 11, 2019 | | | | | | |
| Winter 2019 | May 10, 2019 | | | | | | |
| Reimbursements | <p>The CSI&C office will reimburse department accounts in the amount of \$4,500 for Each USRA and for any eligible travel claims.</p> <ul style="list-style-type: none"> ▪ Summer term – October/November ▪ Fall term – February/March ▪ Winter term – June/July | | | | | | |

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QUESTIONS?

You are encouraged to contact your Faculty/School USRA Coordinator in case you have any further questions. As a second resource you can also contact:

NSERC USRA Liaison Officer / UBC Centre for Student Involvement & Careers / nserc.usra@ubc.ca