

NSERC Undergraduate Student Research Awards (USRA) – 2019/20

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.
- Be either the principal investigator or co-investigator of the grant.
- **Non-NSERC CRC, CERC or NCE** grant holders need to send in their research proposal ahead of time (prior to March 7, 2019) 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.
- ***MEDICINE:** TO APPLY THROUGH THE FACULTY OF MEDICINE, YOUR NSERC GRANT MUST BE ADMINISTERED THROUGH THE FACULTY OF MEDICINE.
- ***MEDICINE:** Unfortunately, we cannot consider supervisors who have applied for, but have not yet received, an NSERC grant by the March 7th deadline.
- ***MEDICINE:** A supervisor may submit only one NSERC-USRA application to the Faculty of Medicine competition each year. Co-investigators are not counted in our quota of awards, but they may apply **instead of** the principal investigator on their grant.
- ***MEDICINE:** A student may submit only one NSERC-USRA application to the Faculty of Medicine competition each year. Students submitting more than one application will not be considered in the competition.

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 Undergraduate Student Research Awards (USRA) – 2019/20

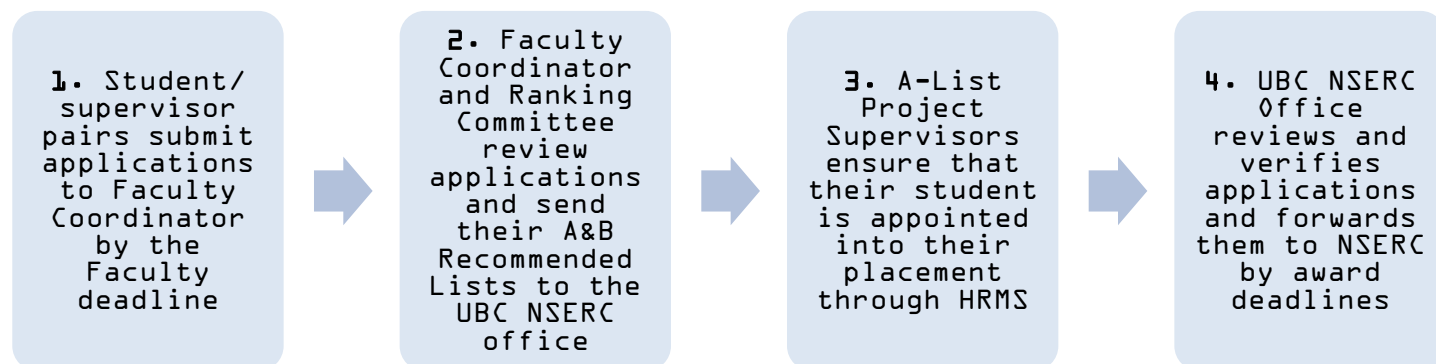
Information for Potential Project Supervisors

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

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

***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 who have received an award offer 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 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). *NSERC is unlikely to reject an award recommended by our ranking committee unless there is an eligibility issue of which UBC is not aware.*

APPLICATION PROCEDURES



1. The NSERC USRA program is administered and coordinated through the Faculty 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](#).
 - Supervisors will need to include the student’s **reference number** on part II of the application.
 - Students also need to upload, with their application form, a scanned copy of their official transcripts from ALL post-secondary institutions attended (including transcript legend(s)) scanned to a single PDF.
 - **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.

NSERC Undergraduate Student Research Awards (USRA) – 2019/20

Information for Potential Project Supervisors

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 Faculty 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. [***MEDICINE**: 4pm, March 7th, 2019]
 - ***MEDICINE**: We have a **new electronic submission process** for the internal ranking of the applications submitted through our Faculty. Please follow the link below where you will be asked to: upload a copy of your completed NSERC Forms 202, including student transcripts; use an Excel template to calculate the student's GPA for all post-secondary courses; enter additional information required by the UBC Liaison office for the processing of your application.
 - **Faculty of Medicine submission portal**
https://ubc.ca1.qualtrics.com/jfe/form/SV_42Z9mf1wjGsw0eh
 - After you have submitted your application through the Faculty of Medicine portal, and received the Faculty Coordinator's approval, you will need to log into your NSERC application and **'Submit to LO'**
4. Supervisors who have been awarded an A-List placement from their Faculty will need to ensure that an [ePAF in HRMS](#) is submitted to appoint the student. Please connect with an administrator in your department about how to submit a student appointment. Refer to the *NSERC USRA Appointing Students 19-20* information sheet for detailed instructions, available through your USRA Coordinator. **(Do not appoint students before you have received this information).**
5. The Liaison Officer will review and confirm all applications via NSERC's on-line portal for Summer USRAs in April, Fall USRAs in August, and Winter USRAs in December. 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.

AWARD CONDITIONS

- Students must be engaged in research and development activities on a **full-time** basis (35 hours a week) during the tenure of the award (**minimum of 16 consecutive weeks**). Under exceptional circumstances students can work less than 16 consecutive weeks (prior approval from NSERC is needed and requests are to be submitted well ahead of the deadline for applications).
- **Minimum pay: \$7,571.20** over the 16 weeks. NSERC encourages universities to provide larger supplements if at all possible. All wages are paid out of the project supervisor's account. **\$4,500 will be reimbursed** to the same account two to three months after the tenure is complete. Travel allowances for non-UBC students who work with UBC NSERC grant holders can also be reimbursed (see below).

NSERC Undergraduate Student Research Awards (USRA) – 2019/20

Information for Potential Project Supervisors

IMPORTANT DATES – 2019/20 USRA COMPETITION

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 2019. Faculty/School/Department offices set their own internal deadlines.</p> <p>*UBC holds one annual competition a year for the Summer 2019, Fall 2019 and Winter 2020 terms. Applications for <u>ALL</u> terms must be submitted during this period.</p>						
A&B List – Recommended Applicants	<p>Faculty/School/Department to e-mail list of students wishing to hold an award in either Summer 2019, Fall 2019, or Winter 2020 to the Liaison Officer by Friday, March 22, 2019.</p>						
USRA Placements	<p>Summer Term (May 1 – August 31, 2019) - *May 10, 2019 Fall Term (September 1 – December 31, 2019) - *September 3, 2019 Winter Term (January 1 – April 30, 2020) - *January 9, 2020 *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: 5px;"> <tr> <td style="padding: 2px;">Summer 2019</td> <td style="padding: 2px;">April 10, 2019</td> </tr> <tr> <td style="padding: 2px;">Fall 2019</td> <td style="padding: 2px;">August 14, 2019</td> </tr> <tr> <td style="padding: 2px;">Winter 2020</td> <td style="padding: 2px;">December 11, 2019</td> </tr> </table>	Summer 2019	April 10, 2019	Fall 2019	August 14, 2019	Winter 2020	December 11, 2019
Summer 2019	April 10, 2019						
Fall 2019	August 14, 2019						
Winter 2020	December 11, 2019						
Travel Requisition Documents (copies)	<p>Supervisor 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: 5px;"> <tr> <td style="padding: 2px;">Summer 2019</td> <td style="padding: 2px;">September 13, 2019</td> </tr> <tr> <td style="padding: 2px;">Fall 2019</td> <td style="padding: 2px;">January 13, 2020</td> </tr> <tr> <td style="padding: 2px;">Winter 2020</td> <td style="padding: 2px;">May 11, 2020</td> </tr> </table>	Summer 2019	September 13, 2019	Fall 2019	January 13, 2020	Winter 2020	May 11, 2020
Summer 2019	September 13, 2019						
Fall 2019	January 13, 2020						
Winter 2020	May 11, 2020						
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 						

NSERC Undergraduate Student Research Awards (USRA) – 2019/20

Information for Potential Project Supervisors

QUESTIONS?

You are encouraged to contact your Faculty USRA Coordinator (Dr. Deborah Giaschi; giaschi@mail.ubc.ca) 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