

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

Checklist for Medicine

Please go through this checklist before submitting your application to the Faculty Coordinator. Errors make it difficult for us to process the applications and they delay our ability to submit the applications to NSERC for approval.

FORM 202 PART I: STUDENT INFORMATION

- Form 202 Part I submitted online (with a **reference number**)
- Initial(s) of all given names means: the first letter of your first name and middle name(s). No last name.
- Name of Discipline accurate (the degree the student is pursuing)
- Department name accurate (not program)
- Year and month of expected degree completion
- If you are a PR, you must include a date of landing
- If current address is temporary, a leaving date is required
- Student's email address
- [Official transcripts](#) (with one copy of legend back page) uploaded in PDF format (portrait style). Must show student name, name of institution, program enrolled in, complete course of study, marks, legend explaining acronyms, and the previous term's marks. *Must be for all post-secondary schooling.*
- For non-UBC students, your institution must be on NSERC's list of [eligible institutions](#)

FORM 202 PART II: SUPERVISOR INFORMATION

- Form 202 Part II submitted online (supervisor should not click "submit to LO" until approval is received from Faculty Coordinator)
- Correct term (ie. Summer (May – Aug), Fall (Sep – Dec), Winter (Jan - Apr))
- Includes student's **reference number**
- Department name accurate
- NSERC grant application number for supervisor (eg. RGPIN number – can be found on all correspondence NSERC has with the supervisor. It appears in the top right hand corner of all official letters.)
- Personal identification number (different from RGPIN; will often be automatically populated)
- Address of location of tenure is required
- Proposed start date of award (must allow 16 consecutive weeks of work before start of classes in September)
- [Research subject code](#)
- Specific, detailed** research proposal including student's role in project (NSERC is looking for a detailed description of what the student will be working on).
- Each NSERC grant holder in Medicine may submit only 1 application with 1 student per competition**

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NOTE:

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 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

QUESTIONS?

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