



NSERC Undergraduate Student Research Awards 2020 - 2021 Information for Potential Faculty Supervisors

Eligibility

FOR SUPERVISORS

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

Faculty Supervisors must:

- Be faculty members who are authorized to independently supervise students deemed by their home institution
 - As part of UBC's requirement, eligible faculty will need to continue holding an active NSERC grant from the [Research Grant List](#). Faculties/Schools have the ability to endorse non-NSERC grant holders to apply for the award, on the approval of the Associate Dean or appropriate designate.
- Ensure that the proposed research is in an area of natural sciences or engineering supported by NSERC. The eligibility guidelines in the [Selecting the Appropriate Federal Granting Agency](#) document have 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

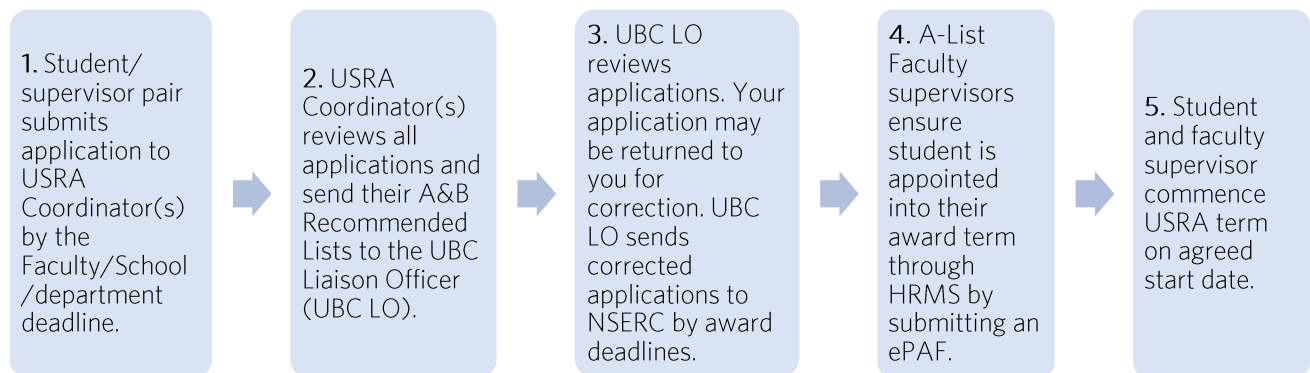
Detailed student eligibility is outlined on the Student NSERC USRA website which can be visited [here](#).

- 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.
- 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 UBC Liaison Officer immediately should a work term be interrupted or terminated early for any reason.**



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.

Application Procedures



The NSERC USRA is administered and coordinated through the Faculty/School/department USRA Coordinators. Each Faculty/School/department establishes procedures for identifying and ranking applicants and setting deadlines. For resources on the NSERC USRA application process at UBC, please visit our [webpage](#). Note that all applications are evaluated based on the following criteria:

- Student's academic record
 - Student's research aptitude
 - Expected quality of the training to be received
 - **Expected quality of the training may include:** examples of the supervisor's previous experience, composition of the research group, any opportunities that the student would have working with them (e.g. access to equipment, opportunity for field work, collaboration, etc.), student's interest within the research topic/project
1. To apply, both the faculty supervisor and student 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](#).
 - Please also review the *NSERC USRA Form 202 2020-21 Common Errors* for guidance on form completion.
 - 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)).
 - These need to be attached in a single PDF.
 - ALL post-secondary institutions attended must be cited in the student's Academic Background.
 - NSERC USRA offers a [video](#) for completing the application forms
 - Guidance for supervisors on completing Form 202 Part II starts at 05:22.
 - **NSERC will not accept hardcopy forms so the official application must be completed and submitted electronically.**
2. 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/School/department USRA Coordinator for review.
 - There are a limited number of awards allocated to UBC. 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.
 3. The UBC Liaison Officer checks the supervisor and student USRA application forms before they are submitted to NSERC. The Liaison Officer will review and confirm all applications via NSERC's online 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 may **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 online.
 4. For supervisors who have been awarded a USRA from their Faculty/School, 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/School/Department Coordinator to submit a student appointment. Refer to the *NSERC USRA Appointing Students 2020 - 21* information sheet for instructions.



5. Students and supervisors will begin their USRA term as per the agreed start date.
 - **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 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 students in July. Award letters will be issued directly to students one month after the university term starts in Fall and Winter.

Integrating an International Component into the NSERC USRA

Students may spend a portion of their NSERC USRA undertaking research at a university abroad.

Benefits:

- Have your student access resources or equipment not available at UBC during their research.
- Have your student work directly with collaborating researchers at another university.
- Student gains international research experience and expanded academic network.
- Students are eligible for \$2,000 in funding through the UBC Go Global Award to support travel costs.
- Go Global can assist with logistical planning, student pre-departure preparation and administration.

Requirements:

- Host University must be an accredited university.
- International component must be a minimum of 4 weeks in length and a maximum of 8 weeks
- UBC NSERC USRA Supervisor must maintain prime supervision of the student and ensure a coherent research experience.

- There must also be an identified co-supervisor at the host institution to ensure student support and access to resources.
- Basic student travel costs (flights and accommodations) must be covered by UBC and **not** by the student or their USRA minimum salary.
 - For example, they may be covered through a combination of the Go Global award (\$2,000) and additional funding from the supervisor and/or department of Faculty/School.
- UBC degree-seeking student in good standing

Questions about integrating an [international component](#) into the USRA?

- Contact Laurinda Tracey, Advisor, Student Safety Abroad at go.global@ubc.ca.

Questions?

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

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

Important Dates - 2020/21 USRA Competition

NSERC USRA Application Period	<p>Students and supervisors must register or log onto the NSERC online system to complete Form 202 Part 1 (student application) and Form 202 Part II (supervisor application) starting January 2020. Faculties/Schools/departments set their own internal deadlines.</p> <p>*UBC holds one annual competition a year for the Summer 2020, Fall 2020 and Winter 2021 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 2020, Fall 2020, or Winter 2021 to the Liaison Officer by Friday, March 20, 2020.</p>						
USRA Award Terms	<p>Summer 2020 (May 1 - August 31) - *May 12, 2020 Fall 2020 (September 1 - December 31) - *September 4, 2020 Winter 2021 (January 1 - April 30) - *January 11, 2021 *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" data-bbox="565 1530 1140 1654"> <tr> <td>Summer 2020</td> <td>April 14, 2020</td> </tr> <tr> <td>Fall 2020</td> <td>August 13, 2020</td> </tr> <tr> <td>Winter 2021</td> <td>December 11, 2020</td> </tr> </table>	Summer 2020	April 14, 2020	Fall 2020	August 13, 2020	Winter 2021	December 11, 2020
Summer 2020	April 14, 2020						
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Winter 2021	December 11, 2020						
Award Reimbursements	<p>The CSI&C office will reimburse department accounts in the amount of \$4,500 for each USRA:</p> <ul style="list-style-type: none"> ▪ Summer term - October/November ▪ Fall term - February/March ▪ Winter term - June/July 						