

# NSERC Undergraduate Student Research Awards (USRA) – 2024/25

## Checklist for Medicine

Please go through this checklist before submitting your application through the Faculty of Medicine web portal. 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**)
- ☐ In the application profile, you must select NSERC as the agency whose mandate best aligns with your field of research. Only students who identify as Black may choose the CIHR or SHHRC options, and those applications will be handled separately.
- ☐ Initial(s) of all given names means: the first letter of your first name and middle name(s). **No last name initial.**
- ☐ Name of Discipline accurate (Degree major or title)
- ☐ Department name accurate (not program)
- ☐ Year and month of expected degree completion
- ☐ Academic background: includes ALL post-secondary institutions attended, including year and month of course completion OR year and month student left the program
- ☐ 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 university programs*
- ☐ 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)
- ☐ Includes student's **reference number**
- ☐ Department name accurate (not Faculty name)
- ☐ Personal identification number (different from RGPIN; will often be automatically populated)
- ☐ Proposed start date of award (for 16-week projects latest is: May 13, 2024 for Summer; Sept 4, 2024 for Fall; Jan 9, 2025 for Winter)
- ☐ [Research subject code](#)
- ☐ **Outline of proposed research project:** Include a specific and detailed description of the research project that the student will be part of; be sure the topic is in an area that is [eligible for NSERC support](#).

*continued on next page*

# NSERC Undergraduate Student Research Awards (USRA) – 2023/24

## Checklist for Medicine

### FORM 202 PART II: SUPERVISOR INFORMATION continued

- ☐ **Outline of the student's role:** Include a specific and detailed description of the *student's role* (i.e. contributions to the project)
- ☐ **Expected quality of the training to be received:** 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. opportunity for field work, collaboration, etc.), student's interest within the research topic/project
- ☐ **Each NSERC grant holder in Medicine may submit only 1 application with 1 student per competition**

### FACULTY OF MEDICINE APPLICATION PROCEDURE

- ☐ Download Form 202 Part I, Form 202 Part II, and official transcripts from NSERC online application. Merge into a single pdf. Name this file ***Student Last Name, First Name – NSERC Application Files.pdf***
- ☐ Complete the Excel GPA template. Confirm that all university grades have been entered and that every row is included in the GPA calculation. Name this file ***Student Last Name, First Name – NSERC GPA.xlsx***
- ☐ Complete the 1-page Curriculum Vitae template. Include only the requested information. Name this file ***Student Last Name, First Name – NSERC CV.docx***
- ☐ Submit these documents through the Faculty of Medicine web portal <https://www.med.ubc.ca/current-learners/research/funding/nserc-usra/> and provide the other requested information, including the proposed salary.

### 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](mailto:nserc.usra@ubc.ca)