UNIVERSITY OF TORONTO OFFICE OF THE VICE PRESIDENT, RESEARCH AND INNOVATION

2020 NSERC Undergraduate Student Research Awards

Program Guidelines and Application Procedures

Purpose: To provide research work experience that complements the degree program which will encourage students to consider graduate studies and pursue careers in the natural sciences and engineering.

Award Value: $4,500, plus a minimum 25% supplement ($1,125) provided by the department

- Any supplement above this level may be set at the department's or supervisor's discretion. Departments may provide fringe benefits
- Sources of supplements: NSERC grants, other research funds (non-NSERC) and university sources.
- Travel allowances is **no longer granted** by NSERC
- The supervisor or department must cover any additional costs related to the fieldwork (e.g. travel expenses).
- NSERC will not reimburse the University for any period in which the student worked part-time. In addition, it will not approve any payment for any vacation days taken during the tenure of the award.

Duration: 16 full consecutive weeks (similar to co-op work terms)

- For USRA work terms shorter than 16 weeks: NSERC's approval is required **prior** to the beginning of the work term. Departments must submit any short work term requests along with a justification to Research Services as soon as possible.
- **There is no provision for sick leave, vacation or other interruptions of awards.** Should a work term be terminated early, NSERC must be informed. Contact the Research Services Office (RSO) immediately.
- Awards may not be deferred.

Tenure at Another Location: Quotas are not transferable from one university to another. Students may apply at any eligible university. The supervisor must be a faculty member at the university where the student holds the USRA.

USRA Workterm at UofT: The University of Toronto administers this program in the **summer term** only, between May 1st and September 30th of each year.

Departmental Quotas and Deadlines: Contact the respective department Undergraduate Coordinators.

University Deadline for Departmental Nomination Packages: **April 13, 2020**

ELIGIBILITY CRITERIA FOR STUDENTS & SUPERVISORS

A. Student

Eligible	*Ineligible*
• Canadian citizens or permanent residents of Canada. • Registered either full-time or part-time (at the time of application) in a bachelor's degree program in at least one of the two terms immediately before holding the award. NSERC, however, expects that full-time students will hold most awards. o A student is still eligible if they already hold a bachelor's degree, as long as they are currently studying towards a second bachelor degree in the natural sciences or engineering. • Must have obtained, over the previous years of study, a cumulative average of at least second class (a grade of "B" or "B-", if applicable) • Must have completed, <u>at the time of application (by April 13, 2020</u>, a minimum of <u>two</u> academic terms/semesters. • Graduating students in the term immediately following the completion of their undergraduate program requirements, as long as they have not started a program of graduate studies. • Be engaged on a full-time basis in research and develop ment activities in the natural sciences or engineering during the award tenure.	• Foreign or international students • Currently enrolled in an undergraduate professional degree program in the health sciences (e.g., MD, BScPhm, D.D.S., BScN) • Holds higher degrees in the natural sciences & engineering.

Please remember:

- First-year students are excluded from the competition. Applicants must have completed a minimum of two terms at the time of submission of the application. Results from at least two terms must be available on a student's transcript by the internal deadline of April 13,2020
- Students who will graduate at the end of the term before the USRA begins (that is, who will graduate after the term in which they apply) are eligible, as long as they do not begin graduate studies while holding the USRA and meet the other eligibility requirements.
- The USRA program is intended to be over and above the academic credits needed for a degree. Award holders should not receive academic credits for work done during the USRA workterm, i.e., they are not permitted to take courses or do thesis research during work hours throughout the work term. It may be held concurrently with a co-op placement.
- A student may hold only one USRA per fiscal year.
- A student may hold a maximum of three (3) USRAs throughout his/her university career.

B. Supervisor

Eligible	*Ineligible*
NSERC considers anyone that meets eligibility to apply for, and hold, grant funds according to NSERC's Eligibility Criteria for Faculty and also who is authorized by their university to independently supervise students to be an eligible supervisor	• Anyone who does not meet NSERC's eligibility criteria for faculty

Please remember:

- Supervision of two NSERC grantees is allowed as long as they work on a "genuine" research project. However, students must not move between laboratories on different projects over the 16-week period since this would dilute the value of the experience. The supervisor must ensure that the student is properly supervised at all times, especially during fieldwork. One NSERC grantee has to be designated as the student's official supervisor.
- Postdoctoral fellows, graduate or Ph.D. students are **NOT** eligible supervisors.
- Quotas are not transferrable between departments. Therefore, researchers should supervise students at the department where they hold their primary appointments and/or where their grants are held.

Application Instructions

FOR STUDENTS (UofT & Non-UofT)

1. Contact the Undergraduate Office of the department through which you wish to apply and inquire about a supervisor and quota availability. You can apply to more than one department but can only hold one USRA.
2. Complete the latest version of the application form (Form 202, Part I) online. Follow the instructions and adhere to NSERC's General Presentation Guideline. **HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED**.
3. Attach a PDF copy of your transcripts (or the university e-transcripts or the most recent academic history report from ACORN to the application form (Part I), after it has been opened and reviewed by the Undergraduate Office.
4. Once Form 202–Part I has been completed, provide your prospective supervisor with the reference number generated by the system so that s/he may complete Part II of the form.
5. Once both parts of the form have been completed and verified the supervisor can submit the USRA application ,
6. If any additional changes are made by either party–you or your prospective supervisor–will require the other party's verification and confirmation in the online system in order to re-submit the edited application
7. In addition, your department requires a copy application and your e-transcripts or most recent academic history report from ACORNt, which you will submit to the department Undergraduate Coordinator.

8. Complete the Student/Supervisor Certification form. It must bear both your and your supervisor's signatures. The Student/Supervisor Certification form can be found here. Once signed, kindly create a PDF and submit it to Undergraduate coordinator
9. Research Services will accept only the application that has been endorsed by the department

FOR SUPERVISORS

1. Once the student has completed Form 202 – Part I online, s/he must provide you, as prospective supervisor, with the reference number provided by the system. Supervisors will not be able to complete Part II of Form 202 on-line if they do not have the reference number.
2. Log on to the Online System using the same account you use when applying for NSERC grants. Complete Part II of Form 202.
3. NOTE: The research grant application number is no longer used by NSERC. Enter 999999 or any six-digit number.
4. Once all the modules have been completed, the proposed university supervisor must go back to the My Portfolio page and select **Verify**, which will assess whether all required information has been entered. Once verification is complete, the status of the application will be changed to "**Completed**".
5. No changes should be made to the form after it has been labelled as "Completed." If you need to update any information, contact the NSERC On-Line Services Helpdesk. Once both parts of the form have been completed and verified, any additional changes made by either party–you or the student–will require the other party's verification and confirmation in the online system.
6. The proposed supervisor must submit the form to the USRA Liaison Officer, who is a designated member of the RSO, by selecting **Submit to LO**. Completed online applications will be submitted to NSERC by RSO.
7. Follow the application checklist carefully.
8. A Student/Supervisor Certification form must be completed and must bear your and your students' signatures. The Student/Supervisor Certification form can be found here .

FOR DEPARTMENTS

Submit the e-copies of following to Research Services by **April 13, 2020:**

- Completed nomination table;
- Student/Supervisor Certification Form;
- Departmental Certification Form;

1. Keep all hard copies and original documents in your files
2. Ensure all sections/boxes of the application form (Form 202) have been completed, using the checklists provided.
3. Check that start dates do not begin before May 1st or on a weekend. They should match the dates on the nomination table.
4. The Student/Supervisor Certification Form must accompany all applications. No one else can sign for the supervisor.
5. Do **NOT** include letters of support or other documents not specifically requested.

6. Nomination submissions will be forwarded to NSERC by RSO as they are received. By submitting your nomination table, the department is confirming that all applications have been verified for completeness and accuracy and that both the supervisor and student meet the NSERC USRA program eligibility requirements.

Contacts

RESEARCH SERVICES

General Inquiries and Eligibility Questions
Teresa Trimboli
Research Funding Administrator
416-978-2525
teresa.trimboli@utoronto.ca

and /or

Claudia Szabuniewicz
Research Funding Administrator
claudia.szabuniewicz@utoronto.ca

NSERC

USRA program (and information regarding its transition to an electronic format)

Annemarie Fraser, Program Officer
Scholarships and Fellowships Division
Research Grants and Scholarships Directorate
Tel.: 613-996-1511; E-mail: annemarie.fraser@nserc-crsng.gc.ca

On-line Services Helpdesk (For Technical Assistance & Inquiries)

Tel.: 613-995-4273
E-mail: webapp@nserc-crsng.gc.ca