

NSERC Undergraduate Student Research Awards (USRA) – 2018/19

Appointing Students - Information for Project Supervisors

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.

Job Code

- UBC-Vancouver: NSERC USRA (**400408**) / UBC-Okanagan: NSERC USRA (**400425**)

Funding

- **START DATE / END DATE:** Please ensure that the appointment is for a period of **at least 16 consecutive weeks** and that the dates of employment are accurate as reimbursements may be affected if the student's actual dates of employment are different from what is stated on the ePAF. The latest a student can start working to meet the 16-week minimum requirement is:
 - Summer Term (May 1 – August 31, 2018) - May 14, 2018
 - Fall Term (September 1 – December 31, 2018) - September 4, 2018
 - Winter Term (January 1 – April 30, 2019) - January 8, 2019
- The student is expected to be working full-time hours (35 paid hours/week plus a 1-hour unpaid lunch break).
- **EARNING CODE:** Select “**FEL**”.
- The reimbursement will be sent to the same account as indicated in this section. Please ensure that the Speedchart, Account, Fund, Dept. ID and Project Grant are indicated correctly in order to facilitate the reimbursement.
- **AMOUNT:** Students must be appointed on a “**Per Period**” basis (check the appropriate box). Please ensure that the wage is **at minimum of \$6786.15** (summer 2018 only) for 16 weeks, based on the June 1, 2018 BC minimum wage increase from \$11.35/hr to \$12.65/hr. If the student is appointed for a period of more than 16 weeks, this should be reflected in the total wage with an increase of at least \$442.75 for each additional week or \$88.55 for each additional day.
 - **Summer Term (May-Aug 2018):**
 - From May 1-31, the student has to be paid a minimum of \$11.35/hr or \$397.25/week
 - From June-Aug: the student has to be paid with the increased minimum wage of \$12.65/hr or \$442.75/week
 - **The updated minimum wage for Summer Term 2018 is \$6786.15 for the 16 weeks, with a minimum of \$442.75 for each additional week**
 - **Fall Term (Sept-Dec 2018):** minimum wage for a 16 week research placement is **\$7084.00** with at least \$442.75 for each additional week
 - **Winter Term (Jan-April 2019):** minimum wage for a 16 week research placement is **\$7084.00** with at least \$442.75 for each additional week

[eForms](#) will automatically be routed to our approval queue once submitted in the HRMS system. **(UBC-Okanagan: The CSI&C office only requires a PDF copy of the student's ePAF.)*

Deadlines:

Summer 2018	April 6, 2018
Fall 2018	August 15, 2018
Winter 2019	December 7, 2018

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QUESTIONS? You are encouraged to contact your Faculty/School USRA Coordinator 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