



NSERC Undergraduate Student Research Awards 2020 - 2021 Checklist for Common Errors

The following are common errors/omissions made on USRA applications. The UBC Liaison Officer reviews the supervisor and student USRA application forms before they are submitted to NSERC. This minimizes the risk that NSERC will decline the application owing to accuracy, errors, omissions and/or irregularities. As USRA Coordinators, please review all applications prior to submitting the names of Recommended Applicants to the UBC Liaison Officer.

Form 202 Part I: Student Information

- Form 202 Part I submitted online (with a reference number)
- Initial(s) of all given names is the first letter of their first name and middle name(s). No last name.
- Name of Discipline accurate (Degree Major or Degree Title)
- Department name accurate (Department or Faculty)
- 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 the student is a PR, they must include a date of landing
- If current address is temporary, a leaving date is required
- Student's email address
- [Official transcripts](#) from ALL post-secondary institutions attended including transcript legend(s) uploaded in PDF format (portrait style). Must show name of institution, program enrolled in, complete course of study, marks, legend explaining acronyms, and the previous term's marks.

Form 202 Part I: Supervisor Information

- Correct term (i.e. Summer (May - August), Fall (September - December), Winter (January - April))
- Includes student's reference number - must match exactly
- Department name accurate



- NSERC grant application number for supervisor (e.g. RGPIN number – It appears in the top right-hand corner of all NSERC official letters.)
 - If you have a valid NSERC grant number, please include in the application
 - If you do not have an NSERC grant, please put “999999”
- Personal identification number (different from research grant application number)
- Address of location of tenure is required
- Proposed start date of award (no later than the latest start date of a given term)
- [Research subject code](#)
- Outline of proposed research project:** Please include a specific and detailed **description of the research project** that the student will be a part of
- Outline of the student’s role:** Please include a specific and detailed description of the **student’s role** (i.e. contributions to the project) and the **expected quality of the training** the student will receive; 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
- Form 202 Part II submitted online (supervisor clicked “Submit to LO” button)

Returned Applications

If there are any errors/omissions or the application is incomplete, the UBC NSERC USRA Liaison Officer will **RETURN** the application to the supervisor to allow the student and/or supervisor to make changes. 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

Questions?

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