



NSERC Undergraduate Student Research Awards 2020 - 2021 Information Sheet for Faculty/School/Department Coordinators

Coordinator's Role

- Act as the main liaison between your Faculty/School/Department's faculty supervisors, students, and the Centre for Student Involvement & Careers (CSI&C)
- Promote this program within your Faculty/School/Department and ensure that all faculty supervisors and students who apply meet the [program eligibility criteria](#), (also see page 2)
- Determine how the awards will be distributed within your Faculty/School/Department based on the quota distribution
- Ensure that student/supervisor pairs complete the electronic [NSERC USRA application \(On-line System Login\)](#).
- Determine the A&B list of recommended applicants
 - A-list applicants are forwarded to NSERC by the UBC Liaison Officer in accordance with the University's quota
 - B-list applicants are eligible alternates in the event that an A-list applicant is no longer able to hold the award.
- Forward your A&B List of Recommended Applicants and student appointments (ePAFs) to the CSI&C office by the deadline dates provided.

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.

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.

Procedures

1. Promote the program within your Faculty/School/Department, advise students and potential supervisors of the application process, and collect and review NSERC USRA application forms (copies of Form 202 part I and II).

Form 202 Parts I and II

- Both project supervisors and students 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](#).
 - In addition to Form 202, students must upload a copy of their official transcripts with their application, including the legend on the back.
 - Once both parts of Form 202 are completed online, the applicants will need to save and submit a copy of the forms to you for review. You can choose to receive the copies either by hardcopy or softcopy.
2. Determine how the awards will be allocated within your Faculty/School/Department based on the quota distribution. You will probably receive more NSERC USRA applications than quota spaces.
 - If this is the case, you must rank the eligible applications and create a priority list (A-list) and contingency list (B-list) of applications. In past years, a number of A-list students and/or faculty supervisors withdrew their applications and were replaced by B-list applications.

Applications should be assessed on the basis of the following:

- Student's academic record
- Student's research aptitude
- Expected quality of the training to be received (*NOTE: New criterion for NSERC USRA 2020 – 2021 competition cycle*)



- In the Form 202 Part II application, faculty supervisors must include this under “Outline of the Student’s Role”
- **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

Supplementary Quota – NSERC may release a small number of supplementary quotas if finances permit, for each of the Fall and Winter terms. These awards will be in addition to our regular quota spaces UBC has received for fiscal year 2020 - 2021 and can be used only in the fall or winter term. NSERC will inform us if there are additional funds available for the Fall term in mid-August, and in December for the Winter term.

As such, please kindly indicate which candidates on your ‘B’ list are also eligible and willing to hold a NSERC USRA in the Fall (September – December 2019) or Winter (January – April 2020) terms.

Note: The Careers job posting site ([CareersOnline](#)) is a great resource for posting employment opportunities and recruiting qualified students. Please contact the UBC Liaison Officer at nserc.usra@ubc.ca for more information.

3. Ensure that both students and supervisors **meet all eligibility criteria and that all the forms are completed correctly and submitted electronically. NSERC will NOT accept hardcopy forms, so the official application must be completed and submitted electronically.**
 - See *NSERC USRA 2020-21 Form 202 Common Errors* for more information on form completion.

Note: It is usually the case that students will start work on their USRA before awards are actually confirmed by NSERC. If eligibility criteria are not met and the student starts his/her award tenure, the student would still be expected to finish their award and be paid the full amount, although a reimbursement will not be issued and the supervisor will be responsible for the students’ full wages. Award letters for the summer term will be issued in July.

4. Submit the A-list and B-list of candidates to the UBC Liaison Officer (nserc.usra@ubc.ca): A template will be provided by the UBC Liaison Officer.
 - Clearly indicate which applicants are A-List and which are on the B-List (for ALL terms – Summer 2020/Fall 2020/Winter 2021), and which B-List candidates are able to hold the award in the Fall/Winter term should NSERC release any supplementary quotas.



- UBC holds one annual competition a year - applications for ALL terms should be considered during this period.
5. The UBC 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 UBC Liaison Officer will **RETURN** the application to the supervisor to allow the student and/or supervisor make changes.
 - If a student and/or supervisor are found to be ineligible for the NSERC USRA competition, the UBC Liaison Officer will contact the Faculty Coordinator
 - 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
 - See *NSERC USRA 2020-21 Form 202 Common Errors* for more information on form completion
 6. Supervisors must submit an [ePAF in HRMS](#). Please refer to the *NSERC USRA Appointing Students 20-21* information sheet for detailed instructions to submit NSERC USRA ePAFs.
 7. The CSI&C office will arrange to reimburse supervisor accounts (grant indicated in the ePAF) in the amount of \$4,500 per student at the end of the work placement.

Travel Reimbursements

As of the 2020 - 2021 competition cycle, NSERC will not be providing travel allowance for visiting students.

Questions?

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



Important Dates – 2020/21 USRA Competition

	Deadline
<p>List of A&B Recommended Applicants</p> <ul style="list-style-type: none"> • A template will be provided by the UBC Liasion Officer • Clearly indicate which applicants are A-List and which are on the B-List • UBC holds one annual competition a year for ALL terms (Summer 2020/Fall 2020/Winter 2021); applications for all terms should be considered during this period 	Friday, March 20, 2020
<p>Student Appointments 2020-21 Information Sheet for Appointing Students</p> <ul style="list-style-type: none"> • All appointments must be sumibteed 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 dates on the appointment. The lateset a student can start working on their award to meet the minimum 16-week requirement: <p>Summer 2020 (May 1 – August 31) – May 12, 2020 Fall 2020 (Sept 1 – Dec 31) – Sept 4, 2020 Winter 2021 (Jan 1 – April 30) – Jan 11, 2021</p>	<p><u>Summer 2020:</u> April 14, 2020</p> <p><u>Fall 2020:</u> August 13, 2020</p> <p><u>Winter 2021:</u> December 11, 2020</p>