



## NSERC Undergraduate Student Research Awards 2022 - 2023 Information for Students

### Eligibility

#### FOR SUPERVISORS

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.
  - Please check with your Faculty/School/Department Coordinator if you have queries on the process in your faculty/school/department for non-NSERC grant holders.
- 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.
- Institutions are required to supplement the award and should comply with their provincial employment standards ([BC Employment Standards Act](#)).
  - The institution will be responsible for supplements to the weekly value and fringe benefits (if applicable).
- Remote work will continue to be acceptable going into 2022/23 with supervision expected on a frequent basis.
- The full value (\$6,000) of the USRA award will be honored once the application is approved by NSERC.

#### FOR STUDENTS

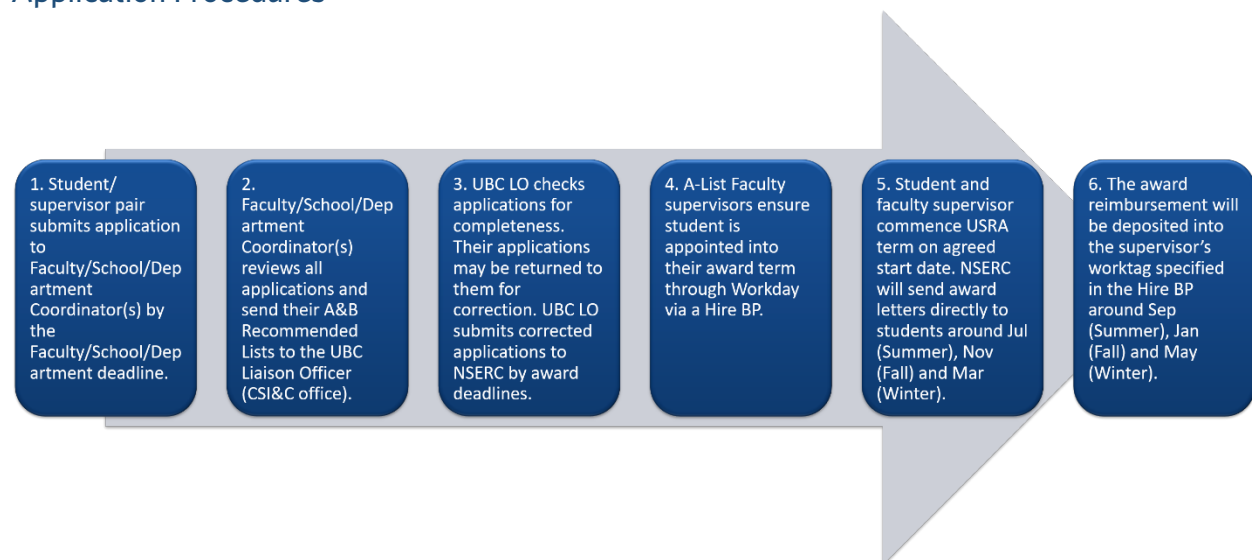
Detailed student eligibility is outlined on the [Student NSERC USRA website](#) and the [FAQ](#).

- The USRA research is a **full-time activity**. Students should not receive academic credits for the work done during the term of the USRA.
- For the duration of the award, USRA recipients will be employees of the host institution and **employed full time in eligible research and development activities in the natural sciences and/or engineering**.
  - The activities will be governed by the terms and conditions of employment of employees engaged in similar work.



- Award holders may take a **maximum of two (2) courses during the tenure of award.**
  - If the course(s) 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.**
- Students need to be registered (i.e. registered in courses) as of the deadline date for applications at the university in a bachelor's degree program to be eligible to apply. UBC's deadline for applications is in Winter Term 2 (Jan - Apr). Therefore, students **need to be registered in courses in Winter Term 2** in order to be eligible to apply.
- Students graduating this May are eligible to apply for the NSERC USRA provided they are registered in courses in **Winter Term 2 (Jan - Apr 2022) and meet all the other eligibility requirements stated at our NSERC USRA [website](#).** For students graduating this May, they can hold the award in Summer (May 1 to Aug 31, 2022) or Fall (Sep 1 to Dec 31, 2022) terms, as long as they have not started a graduate studies program.
- Students studying at a foreign institution who are a Canadian citizen or a permanent resident of Canada may be eligible for USRA provided they meet all other eligibility requirements.
- First year students are eligible to apply for the NSERC USRA provided they meet the eligibility requirements stated at UBC's [NSERC USRA website](#). NSERC requires first year students to have completed all the course requirements of at least the first year of university study (or two academic terms) of your bachelor's degree before they can hold the award. For this requirement, first year students will need to include the registered courses in Winter Term 2 under their transcript when they submit their application in order to be eligible.
  - First year students who are successful in the competition will be asked to provide updated transcripts that show they have successfully completed one year, or two academic terms, of study.

## Application Procedures





The NSERC USRA is administered and coordinated through the Faculty/School/department USRA Coordinators. Each Faculty/School/department establishes procedures for identifying and ranking applicants and setting deadlines. For resources on the NSERC USRA application process at UBC, please visit our [webpage](#). The following [Selection criteria and indicators for USRA applications](#) contains suggestions for evaluating the three selection criteria when reviewing supervisor/student applicants:

- **Academic excellence** - As demonstrated by past academic results, transcripts, awards and distinctions:
  - Academic record
  - Scholarships and awards held
  - Duration of previous/current studies
  - Type of program and courses pursued
  - Course load
  - Relative standing in program (if available)
- **Research potential** - As demonstrated by the applicant's research history, and their interest in discovery.
- **Expected quality of the training and mentorship to be received** - As demonstrated by the proposed supervisor's plan for the student described in Form 202 Part II:
  - Exposure to research team
  - Training in research techniques, skills
  - Expected contributions to research output
  - Proposed supervisor's past supervisory experience
  - Etc.

As per NSERC's recommendations, institutions are encouraged to consider the above evaluation methods when determining A-List/B-List candidates.

1. To apply, both the faculty supervisor and student 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](#). You can also refer to an [NSERC USRA Video Tutorial](#) for how to submit your application.
    - Please also review the [NSERC USRA Form 202 2022-23 Common Errors](#) for guidance on form completion.
  - If you already have a faculty member you would like to work with, please share with them your **reference number** in order to link your applications together
  - Students also need to upload, with their application form, a copy of their official, up to date transcripts from ALL post-secondary institutions attended (including transcript legend(s)). Please go to the [Enrolment Services Ordering a Transcript webpage](#) for details on how to order your official UBC transcript.
    - These need to be attached in a **single** PDF.
    - ALL post-secondary institutions attended must be cited in the student's Academic Background.



- **NSERC will not accept hardcopy forms so the official application must be completed and submitted electronically.**
2. Once completed online, a copy of the forms (Part I and Part II, as well as the student's transcripts) have to be submitted to your Faculty/School/department USRA Coordinator for review.
  3. The UBC Liaison Officer checks the supervisor and student USRA application forms before they are submitted to NSERC USRA. The 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 Liaison Officer will **RETURN** the application and send an email with details about the error or missing information, steps on how to make edits to their application and how to re-submit online.
  4. Your faculty supervisor will be notified by the UBC Liaison Officer that their application has been submitted to NSERC, and the faculty supervisor must submit an appointment to Workday by the deadline. Students must give all applicable documentation to the supervisor.
  5. Students and supervisors will begin their USRA term as per the agreed start date.
    - **Note:** It's usually the case that students will start work on their USRA before awards are actually confirmed by NSERC.
    - Award letters for the summer term will be issued directly to students in July. Award letters will be issued directly to students one month after the university term starts in the Fall and Winter.

## Questions?

You are encouraged to contact your faculty supervisor and/or your [Faculty/School/department USRA Coordinator](#) in case you have any further questions. As a second resource you can also contact:

**UBC NSERC USRA Liaison Officer** | UBC Centre for Student Involvement & Careers:  
[nserc.usra@ubc.ca](mailto:nserc.usra@ubc.ca)