



NSERC Undergraduate Student Research Awards 2024 - 2025

Information for Potential Faculty Supervisors

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.
 - 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 supported by the Federal Granting Agency you are applying to. 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.
 - **General Guidelines for the Eligibility of Subject Matter at NSERC-**
 - The program of research must be primarily in the natural sciences and engineering, other than the health sciences (i.e., aligned with NSERC's function legislated in the [NSERC Act](#)); and
 - The intended objective(s) of the research must primarily be to advance knowledge in one or more of the natural science or engineering disciplines.
 - **General Guidelines for the Eligibility of Subject Matter at SSHRC -**
 - The program of research must be primarily in the social sciences and humanities (i.e., aligned with the SSHRC [legislated mandate](#))
 - **General Guidelines for Eligibility of Subject Matter at CIHR -**
 - The intended outcomes of the research must, as stated in CIHR's mandate, primarily improve or have an impact on health and/or produce



more effective health services and products and/or strengthen the Canadian health care system.

- **At the present time, SSHRC and CIHR USRAs are exclusively for Black student researchers.**
- 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 2024/25 with supervision expected on a frequent basis.
- Shortened award term (less than 14 weeks) will have to obtain exception approval from NSERC prior to submission. Exceptions will be made for shortened work terms only in exceptional cases where the situation is beyond the control of the award recipient, and where the appropriately justified request is received before the beginning of the work term.
- The full value (\$6,000) of the USRA award will be honored once the application is approved by NSERC.
 - Please note that the program makes no provision for sick or vacation leave, or for other types of interruptions. In the case of early termination of your student who is holding an approved USRA award, the supervisor may be required to pay the student the full value of the award.
 - The [USRA Supervisor Guide](#) is helpful in finding resources as you engage a student employee in the workplace.

Eligibility for Students

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

- 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.**

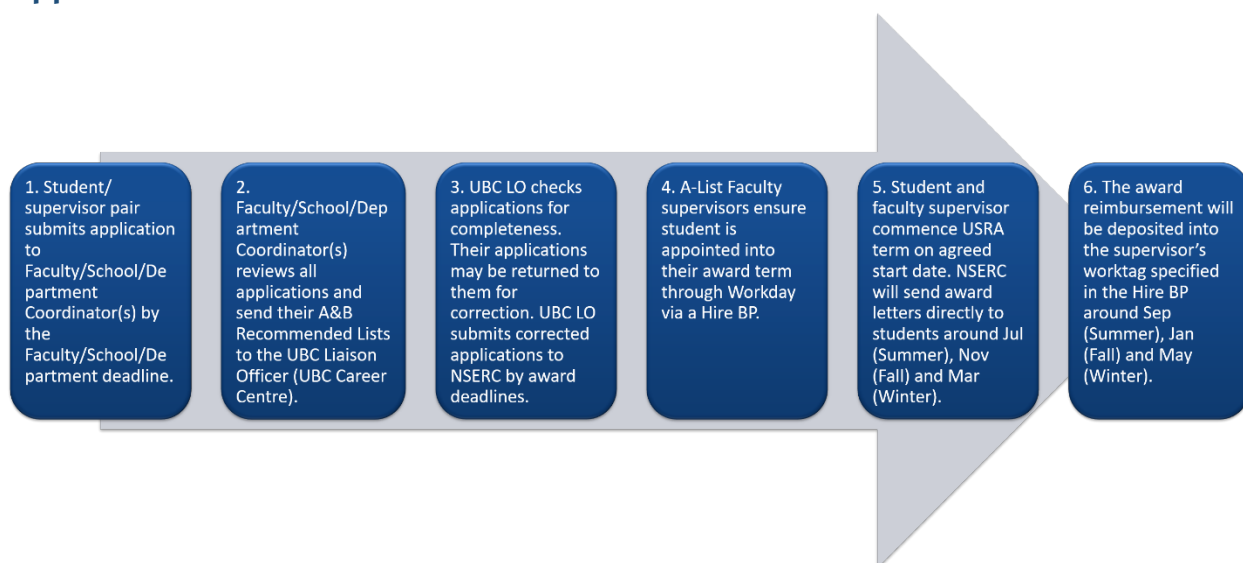


- If the course(s) is during normal working hours, special arrangements with the supervisor must be made for the student to make up the time spent on the course.
- Award holders are permitted to take only one course in each summer term. Students wishing to take more than two courses must first discuss the matter with their supervisor and obtain approval. The supervisor then makes a formal request to nserc.usra@ubc.ca, outlining the reasons they require an exception, and including links to the courses, if possible. UBC Career Centre will then forward the request to NSERC for approval.
- 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.** Kindly refer to the [USRA Supervisor Guide](#) for useful resources as you engage your student in the workplace.
- 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 USRA provided they are registered in courses in **Winter Term 2 (Jan - Apr 2024) and meet all the other eligibility requirements stated at our USRA [website](#)**. For students graduating this May, they can hold the award in Summer (May 1 to Aug 31) or Fall (Sep 1 to Dec 31) 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.
- In accordance to [UBC HR hybrid work guidelines](#), USRA students are required to work in British Columbia, Canada. Remote and on-campus work are subject to the same regulatory and statutory obligations.
- First year students are eligible to apply for the USRA provided they meet the eligibility requirements stated at UBC's [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.



To encourage Indigenous students and Black students to pursue graduate studies and research careers in the natural sciences and engineering, awards to Indigenous students and Black students are considered *in addition to* UBC's quota. Applicants who identify as Indigenous or Black student researchers are required to follow the steps given in this document to self-identify on Form 202 Part I.

Application Procedures



The 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 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](#).
 - Please also review the [NSERC USRA Form 202 Common Errors](#) for guidance on form completion.
 - If you already have an eligible student that you would like to work with, you will need to include their **reference number** on your application.
 - 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 refer your student to the [Enrolment Services Ordering a Transcript webpage](#) for details on how to order their 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 USRA offers a [video tutorial](#) for completing the application forms
 - Guidance for supervisors on completing Form 202 Part II starts at 05:22.
 - Applicants who identify as Indigenous or Black student researchers are required to follow the steps given in this [document](#) to self-identify on Form 202 Part I.
 - **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.



- There are a limited number of awards allocated to UBC. USRA Coordinators have been asked to rank the eligible applications they receive. They will also create a contingency list of projects (B-list) in case higher ranked applications are withdrawn or ineligible. All application forms have to be submitted by the [deadline](#) set by the Faculty/School/Department. *It is the **Faculty Supervisor's responsibility to ensure that the Form 202 are submitted by the deadline.***
- 3. The UBC Liaison Officer checks the supervisor and student USRA application forms before they are submitted to NSERC. 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 may **RETURN** the application to the supervisor to allow the student and/or supervisor to make changes to it. 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 UBC Career Centre office with details about the error or missing information, steps on how to make edits to their application and how to re-submit online.
- 4. The UBC Liaison Officer will notify the supervisor that their application has been successfully submitted, and they will need to submit the appropriate hire BP through Workday in order to appoint the student. Please connect with an administrator in your department or your Faculty/School/Department Coordinator to submit a student appointment. Refer to the *NSERC USRA Appointing Students 2024-25* for instructions – **these appointment sheets will be updated in March 2024.**
- 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. Supervisors must start payments to students without waiting for approval of the awards from NSERC. Supervisors must also continue to employ any students whose applications are rejected by NSERC for the remainder of the work term.*
 - *Award letters for the summer term will be issued to students in July. Award letters will be issued directly to students one month after the university term starts in Fall and Winter. For NSERC and SSHRC award holders, the award letters will be available*



on NSERC's SharePoint whereas CIHR award holders will receive their award letters by email. (Please note that emails from NSERC may go to the junk email folder.)

Questions?

You are encouraged to contact 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 Career Centre: nserc.usra@ubc.ca

Important Dates - 2024/25 USRA Competition

NSERC USRA Application Period	Students and supervisors must register or log onto the NSERC online system to complete Form 202 Part 1 (student application) and Form 202 Part II (supervisor application) starting January 2024 . Faculties/Schools/departments set their own internal deadlines . *UBC holds one annual competition a year for the Summer 2024, Fall 2024 and Winter 2025 terms. Applications for <u>ALL</u> terms must be submitted during this period.						
USRA Award Terms	Summer 2024 (May 1 – August 31) - *May 13, 2024 Fall 2024 (September 1 – December 31) - *September 4, 2024 Winter 2025 (January 1 – April 30) - *January 9, 2025 *latest a student can start working on their award						
Student Appointments	All appointments must be submitted via Workday. Please contact your payroll rep or UBC IRP should you have any questions. The student's official start/end dates should match the start/end dates on the appointment. Deadlines to submit student appointments: <table border="1"> <tr> <td>Summer 2024</td><td>May 10, 2024</td></tr> <tr> <td>Fall 2024</td><td>September 13, 2024</td></tr> <tr> <td>Winter 2025</td><td>December 6, 2024</td></tr> </table>	Summer 2024	May 10, 2024	Fall 2024	September 13, 2024	Winter 2025	December 6, 2024
Summer 2024	May 10, 2024						
Fall 2024	September 13, 2024						
Winter 2025	December 6, 2024						
Award Reimbursements	The Career Centre office will arrange to reimburse supervisor accounts (grant) in the amount of \$6,000 per student. These						



	funds will be transferred to the Worktag that is used to pay the student's salary in Workday.
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