THE UNIVERSITY OF BRITISH COLUMBIA

UBC Career Centre

Undergraduate Student Research Awards (NSERC, CIHR, SSHRC) 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
(Review NSERC's official guidelines on how to complete Form 202 Part I)

☐ Form 202 Part I submitted online (with a reference number)

☐ *For students who self-identify as Black Students:* Selecting the agency – NSERC, SSHRC or CIHR whose mandate best aligns with your field of research. Kindly note that, at present, SSHRC and CIHR USRA are available only to Black student researchers.

☐ Self-identification statement: If you wish to self-identify as Indigenous or Black students, please select as applicable.

☐ 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 <u>and</u> month of expected degree completion

☐ Academic background: Includes <u>ALL</u> post-secondary institutions attended, including year <u>and</u> month of course completion OR year <u>and</u> month student left the program

☐ Previous USRA held in the past: Select 'Yes' if you have ever held a NSERC/ CIHR/ SSHRC USRA and list down the Name, Location and Period of the award under the 'Awards' section.

☐ If the student is a PR, they must include a date of landing

☐ If current address is temporary, a leaving date is required: UBC HR Guidelines state that students are required to be living in BC when holding the award, kindly check FAQ Question 11.

- ☐ Student's email address
- ☐ <u>Official, up to date transcripts</u> 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.
    - Please note that award holders may take a maximum of **two courses** during their award term. For exceptions, kindly check <u>FAQ</u> Question 6.

Form 202 Part II: Supervisor Information
(Review <u>NSERC's official guidelines</u> on how to complete Form 202 Part II)

- ☐ Correct term (i.e. Summer (May – August), Fall (September – December), Winter (January - April))
- ☐ Includes student's reference number – **must** match exactly
- ☐ Department name accurate
- ☐ Personal identification number
- ☐ <u>Proposed</u> start date of award (no later than the latest start date of a given term)
- ☐ <u>Research subject code</u>
- ☐ **Outline of proposed research project**: Please include a description of the research project that the student will be working on
- ☐ **Outline of the student's role:** Please include a specific and detailed description of the student's role in the project (i.e. specific tasks/roles/responsibilities for the student)
- ☐ **Expected quality of the training to be received:** Please include a description of the expected quality of the training the student will receive as part of their USRA; As demonstrated by the proposed supervisor's plan for the student described in Form 202 Part II:
    - o Exposure to research team
    - o Training in research techniques, skills
    - o Expected contributions to research output
    - o Proposed supervisor's past supervisory experience
    - o Etc.

- ☐ Form 202 Part II submitted online (supervisor clicked "Submit to LO" button)

Last Updated: December 6, 2024

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 <u>two</u> e-mails:

- A generic e-mail notification from NSERC informing them that their application has been returned
- An e-mail from the 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

Questions?

UBC NSERC USRA Liaison Officer | UBC Career Centre: nserc.usra@ubc.ca