

NSERC Undergraduate Student Research Awards (USRA) – 2016/17

Checklist for Common Errors

The following are common errors/omissions made on USRA applications. These errors make it difficult for us to process the applications and it delays our ability to submit the applications to NSERC for approval. As USRA Coordinators, kindly check all applications for these errors prior to submitting the names of Recommended Applicants to the 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
- Department name accurate
- Year and month of expected degree completion
- If a 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](#) (with one copy of legend back page) 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 II: SUPERVISOR INFORMATION

- Form 202 Part II submitted online (supervisor clicked 'submit to LO' button)
- Correct term (ie. Summer (May – Aug), Fall (Sep – Dec), Winter (Jan - Apr))
- Includes student's reference number
- Department name accurate
- NSERC grant application number for supervisor (eg. RGPIN number – can be found on all correspondence NSERC has with the supervisor. It appears in the top right hand corner of all official letters.)
- Personal identification number (different from research grant application number)
- Address of location of tenure is required
- Proposed start date of award
- [Research subject code](#)
- Specific, detailed** research proposal including student's role in project (NSERC is looking for a detailed description of what the student will be working on).

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NOTE:

If there are any errors/omissions or the application is incomplete, the Liaison Officer will **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 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 on-line

QUESTIONS?

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