

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

Information Sheet for Faculty Coordinators

COORDINATORS' ROLES

- Act as the main liaison between your faculty's project supervisors, students, and the Centre for Student Involvement & Careers (CSI&C) office.
- Promote this program within your Faculty/School and ensure that all project supervisors and students who apply meet the [program eligibility criteria](#).
- Determine how the awards will be distributed within your Faculty/School within the quota distribution.
- Ensure that student/supervisor pairs complete the electronic [NSERC USRA application](#) and determine the A&B list of recommended applicants (A list applicants are forwarded to NSERC by the 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).
- Process travel requisition forms for visiting students.
- Forward your A&B List of Recommended Applicants, student appointment forms, and copies of travel claims to the CSI&C office by deadline dates provided.

NEW FOR 2016/17

Students may spend a portion of their USRA period 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 eligible for \$2000 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 a [UBC Exchange Partner University](#). There are over 175 partners in 40 countries including UK, France, China, Australia, Germany, Mexico and many others.
- International component must be a minimum of 4 weeks in length and a maximum of 8 weeks
- UBC 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 of (\$5,852.00). For example, they may be covered through a combination of the Go Global award (\$2000) and additional funding from the supervisor, department of faculty.
- Students must have a 70% average and not have failed a course in the previous academic session in order to be eligible for the Go Global Award
- Students will be asked to pay the standard Go Global Fee of \$399.25 that is charged for all international programs with the UBC exchange partner network. Grant-holders may opt to cover this fee for the student.

Questions about integrating an international component into the USRA?

Contact **Mathew Lyle, Go Global Advisor, Research Abroad** at mathew.lyle@ubc.ca.

If you are considering integrating an international component into the USRA, we recommend contacting Go Global before **February 15, 2016** to begin working on the details of the arrangement.

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

Information Sheet for Faculty Coordinators

ELIGIBILITY

Project Supervisors must:

- Be faculty members who **hold an eligible active NSERC research grant** at the time of application or when the student holds the award.
- Be either the principal investigator or co-investigator of the grant.

The research project must be in natural sciences or engineering and is therefore supported by NSERC. Details and general guidelines for the eligibility of subject matter can be found at [Selecting a Federal Granting Agency](#).

[Student Eligibility Criteria](#)

NSERC encourages the participation of female students in the USRA program. To encourage aboriginal students to pursue graduate studies and research careers in the natural sciences and engineering, awards to aboriginal students are considered in addition to UBC's quota.

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. In particular, 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 Liaison Officer immediately should a work term be interrupted or terminated early for any reason.

PROCEDURES

1. Promote the program within your faculty, 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 part 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 within the quota distribution. Applications should be assessed on the basis of the student’s academic record and research aptitude. 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 project supervisors withdrew their applications and were replaced by B-list applications.

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

Information Sheet for Faculty Coordinators

Supplementary Quota – NSERC may release a small number of supplementary quota spots 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 2016-17 and can be used only in fall or winter. NSERC will inform us if there are funds available to us to use 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 (Sep – Dec 2016) or winter (Jan – Apr 2017) terms.

Note: The Careers job posting site ([CareersOnline](#)) is a great (free for UBC employers) resource for posting employment opportunities and recruiting qualified students.

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.**

Note: It’s 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 to Liaison Officer:

	Deadline
List of A&B Recommended Applicants A template will be provided by the Liaison Officer. Clearly indicate which applicants are A-List and which are on the B-List, and which B-List candidates are able to hold the award in the fall/winter term.	Thursday, March 24
Student Appointment Forms Faculty/Department to submit an eForm or Student Appointment Form (SAF) for their NSERC USRA candidate(s) to the CSI&C office (1036 Brock Hall, Attn: NSERC USRA Liaison Officer). Please do not send appointment forms directly to Financial Services. The student’s official start/end dates should match the start/end dates on the appointment form. The latest a student can start working on their ward to meet the minimum 16-week requirements is <u>May 12th, 2016</u> .	Friday, April 15
Travel Requisition Documents (copies) Faculty/Department to forward copies of travel receipts, travel requisition form , and proof of reimbursement to the student to the CSI&C Office (1036 Brock Hall, Attn: NSERC USRA Liaison Officer).	Monday, September 12

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

Information Sheet for Faculty Coordinators

5. The Liaison Officer will review and confirm all applications via NSERC's on-line portal for Summer USRAs in April. 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
6. Supervisors, using a [Student Appointment Form](#) or [eForm](#) ([ePAF training manual](#); [see SAF sample](#), will appoint students). Please refer to the '*NSERC USRA Appointing Students 16-17*' info sheet for detailed instructions.
7. The CSI&C office will arrange to reimburse supervisor accounts in the amount of \$4,500 per student, and for any eligible travel claims at the end of the work placement (October/November).

TRAVEL REIMBURSEMENTS

Since students from other universities are eligible to travel to UBC and hold a USRA here, NSERC will reimburse the eligible travel expenses these students incur. The maximum allowance is an amount equivalent to economy airfare between the cities where the universities are located. [See travel reimbursement eligibility](#).

- The faculty/department collects all eligible travel receipts from the student and reimburses the student first by completing a travel requisition form.
- All copies of the travel receipts, a copy of the travel requisition form, and proof of reimbursement to the student (ie. copy of your FMS ledger) should be forwarded to the Liaison Officer at the Centre for Student Involvement & Careers office by the deadline date provided.
- The Liaison Officer will claim these expenses from NSERC and, in turn, reimburse the faculties/departments (allow a few months of processing time).