

APPLICATION DROP-OFF CHECKLIST

NSERC UNDERGRADUATE STUDENT RESEARCH AWARDS (USRA) PROGRAM
2019-2020 Competition
(Administered by School of Science and the Environment & Grenfell Campus Research Office)

Have you included your:

- Completed and signed "RGCS Approval Form for Release of Student Information"
- Completed NSERC Form 202 Part I (https://ebiz.nserc.ca/nserc_web/nserc_login_e.htm)
- Official** Transcript(s), including Fall 2018 grades
- If applicable, copy of documentation verifying Aboriginal Status

Have you:

- Uploaded a copy of your **official** transcript(s) to the NSERC online system including copy of legend on back of transcript

Name: _____ Date: _____

Department/Unit: _____

Access to Information and Protection of Privacy - The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is used for the purposes of administering Memorial's 2019-2020 NSERC USRA program. If you have any questions about the collection and use of this information contact the Internal Grants Coordinator, Research Grant and Contract Services, at 864-8368

APPROVAL FORM FOR RELEASE OF STUDENT INFORMATION (RGCS)

**NSERC Undergraduate Student Research Awards (USRA) Program 2019-2020 Competition
(Administered by School of Science and the Environment & Grenfell Campus Research Office)
CONFIDENTIAL**

Original to be included in the complete NSERC USRA application package and delivered to:
 School of Science and the Environment, Arts and Science Extension, Room AS3025
 Corner Brook, NL A2H 5G4
By 12:00p.m. (Noon), Monday, March 4, 2018

I _____ (*print student name*), hereby apply to the 2018-2019 Natural Sciences and Engineering Research Council (NSERC) Undergraduate Student Research Awards (USRA) Program at Memorial University of Newfoundland.

I am presently in Year # _____ of my academic program with the following academic unit (Department or Faculty as appropriate): { *Check one* }

- | | |
|--|---|
| <input type="checkbox"/> Biochemistry | <input type="checkbox"/> Human Kinetics & Recreation |
| <input type="checkbox"/> Biology | <input type="checkbox"/> Math & Stats |
| <input type="checkbox"/> Business Administration | <input type="checkbox"/> Medicine |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Pharmacy |
| <input type="checkbox"/> Computer Science | <input type="checkbox"/> Physics & Physical Oceanography |
| <input type="checkbox"/> Earth Science | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Ocean Sciences |
| <input type="checkbox"/> Geography | <input type="checkbox"/> Grenfell Campus (specify program: _____) |
| <input type="checkbox"/> Other: _____ | |

_____ at Memorial University of Newfoundland's St. John's _____ Corner Brook _____ campus;

OR

_____ at another Canadian University (_____).

**Note: Ensure that the official department name is provided on NSERC Form 202 – Part 1*

If granted a USRA award, I will complete the **mandatory 16 consecutive week (35 hours per week)** research project work term with the following academic unit (Department or Faculty as appropriate): { *Check one* }

- | | |
|--|--|
| <input type="checkbox"/> Biochemistry | <input type="checkbox"/> Human Kinetics & Recreation |
| <input type="checkbox"/> Biology | <input type="checkbox"/> Math & Stats |
| <input type="checkbox"/> Business Administration | <input type="checkbox"/> Medicine |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Pharmacy |
| <input type="checkbox"/> Computer Science | <input type="checkbox"/> Physics & Physical Oceanography |
| <input type="checkbox"/> Earth Science | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Ocean Sciences |
| <input type="checkbox"/> Geography | <input type="checkbox"/> Grenfell Campus |
| <input type="checkbox"/> Other: _____ | |

***Note: Applicants may indicate a different academic unit from their major, as long as they have sufficient core course requirements. If an award is offered, students will be placed in the academic unit indicated above.*

If there are no supervisors*** available in the academic unit I have indicated above, my second choice is _____.

****Note: Students are not required to identify a supervisor at this point in the application process. Once awardees have been selected, the academic units will assist in selecting supervisors based on research interests identified on this form.*

Preferred Research Area: _____

No Preference

(NOTE: Due to a restriction in the number of eligible supervisors, a student's placement in a preferred research area cannot be guaranteed)

Number of previous USRA awards held to date: # at Memorial _____ # at another university _____

(NOTE: A Student may hold a maximum of three USRA awards throughout his/her university career)

Briefly describe previous research experience:

Number of courses completed in my major subject area: _____ Average grade for these courses: _____

MUN Student #: _____ (used to verify student registration and to confirm academic unit program acceptance and continuing eligibility.)

Currently hold Aboriginal Status (Yes/No): _____

Note: Any Aboriginal student that meets all of the program's eligibility criteria and is recommended by an eligible Canadian university for a USRA will not be counted in that university's USRA Program quota.

Eligible students opting to apply under the Aboriginal status criteria must provide reasonable proof of Aboriginal status and are strongly encouraged to apply.

In applying to the NSERC USRA Program at Memorial University of Newfoundland, if offered a USRA award, my signature confirms that I agree to complete the full mandatory 16 week (35 hours per week)* research work term.

To ensure eligibility as an applicant, NSERC may follow up with successful applicants to confirm acceptance of the Terms and Conditions of Applying to the USRA program. A response is required in order for NSERC to approve the final award. My signature confirms that I agree to provide a response to NSERC if contacted.

Student Applicant Name (please print)

Signature

Date

In signing this form the applicant agrees to release the above information to the NSERC USRA Liaison Officer, Research Grant and Contract Services; applicable Departmental/Unit for program enrollment verification and ranking; and the Adjudication/Selection Committee for the 2017-18 USRA Competition at Memorial.

At the time of electronic submission of applications, the electronic "signature" through NSERC's On-line System represents approval of the student and replaces the traditional "physical or wet" signatures. Electronic submission of the NSERC Form 202 – Part I indicates the student acknowledges and accepts that NSERC reserves the right to follow-up with the applicant to validate information that is provided in the application.

*In the event that the student is unable to complete the full 16 week term, prior approval must be obtained from NSERC, via the NSERC USRA Liaison Officer, Research Grant and Contract Services, for the early termination of the grant. The onus is on the student and the supervisor to notify the RGCS well in advance of the termination.

Access to Information and Protection of Privacy - The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is used for the purposes of administering Memorial's 2018-2019 NSERC USRA program. If you have any questions about the collection and use of this information contact the Internal Grants Coordinator, Research Grant and Contract Services, at 709-864-8368.

It is anticipated that applicants will be notified of competition results by April 15, 2019.

For further information contact: Jennifer Butler Wight, (709) 637-7328, jbutler@grenfell.mun.ca
Sylvia Bennett, (709) 637-6215, sylviab@grenfell.mun.ca

APPLICATION PROCEDURES AND DEADLINES FOR:

NSERC UNDERGRADUATE STUDENT RESEARCH AWARDS (USRA) PROGRAM 2019-2020

GRENFELL CAMPUS

MEMORIAL UNIVERSITY OF NEWFOUNDLAND

Administered by School of Science and the Environment & Grenfell Campus Research Office

**Deadline for submission to School of Science and the Environment:
12:00 p.m. (Noon), March 4, 2019**

Applications must be completed using the web-based NSERC Application. **Printed and signed hardcopy** of the application, official transcript, the RGCS Approval Form for Release of Student Information and the RGCS Application Drop-off Checklist must also be delivered to School of Science and Environment (Arts and Science Extension, AS3025) by the above-noted submission deadline.

Undergraduate Students, who meet the eligibility requirements and are interested in carrying out a 16 week (35 hours per week) research/development work term in Natural Sciences and Engineering, under the supervision of a faculty NSERC research grant holder, are invited to submit an application to the 2019-2020 NSERC Undergraduate Student Research Awards Program at Grenfell Campus. Students are limited to applying to only one department/academic unit at Memorial, but may also apply directly to competitions at other Canadian Universities. Research awards resulting from Memorial's annual internal competition may be held in the Summer 2019, Fall 2019 or Winter 2020 semester.

NSERC USRA Program Information - http://www.nserc-crsng.gc.ca/Students-Etudiants/UG-PC/USRA-BRPC_eng.asp

FULL NSERC USRA APPLICATION PACKAGE INCLUDES:

- NSERC Form 202 Part I – Completed using NSERC's online system
 - NSERC Instructions for Completing the On-Line Form 202 – Part 1 application for USRA – http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/Index_eng.asp
 - Register (as a First-Time User) - https://ebiz.nserc.ca/nserc_web/nserc_register_e.htm
 - Previous applicants should log on to NSERC's On-Line System and edit the previous year's form - https://ebiz.nserc.ca/nserc_web/nserc_login_e.htm
 - Upload a PDF copy of your Official University Transcript(s) (including **one copy of the legend** located on the back side of the transcript) and attach it to the Form 202 Part I. For multiple transcripts, they must be uploaded as one PDF
- RGCS Approval Form for Release of Student Information AND Application Drop-Off Checklist - https://grenfell.mun.ca/academics-and-research/Documents/research/USRA_package.pdf
- Official Transcript(s) including Fall 2018 grades. Applicants are advised to submit an advance request to the Registrar's Office to ensure that their official transcript includes grades from the noted period. Official Transcripts must be received by the School of Science and the Environment by the submission deadline on **March 4, 2019**.
- If applicable, copy of documentation verifying Aboriginal Status

NOTE: A signed hard copy of the above-noted complete application package must be delivered to the School of Science and the Environment by the submission deadline (March 4, 2019, by 12:00 pm). Forms that are handwritten or typed from the PDF template form will not be accepted.

VALUE OF THE AWARD

\$4,500 (from NSERC) **plus** the supervisors' minimum mandatory top-up of \$2,150 – for minimum award of \$6,650. A travel allowance may also be granted if you take up the award at a university other than the one at which you are currently registered.

DURATION OF THE AWARD

Mandatory 16 consecutive weeks (35-hour work week) – Note that **there is one competition at Memorial**, but the research project work term can commence in the Summer 2019, Fall 2019, or Winter 2020 semester.

GRENFELL CAMPUS CONTACT

Jennifer Butler Wight, Research Office – (709) 637-7328, jbutler@grenfell.mun.ca
Sylvia Bennett, School of Science and the Environment – (709) 637-6215, sylviab@grenfell.mun.ca

AM I ELIGIBLE TO APPLY?

To be eligible to apply for a NSERC USRA award, the undergraduate student must:

- be a Canadian citizen or permanent resident of Canada;
- be registered (**at the time of application – Winter 2019**) in a bachelor's degree program in the natural sciences or engineering at an eligible university; **or** be registered in a bachelor's degree program in fields other than the natural sciences or engineering, but be eligible to be engaged in research and development activities in the natural sciences or engineering fields for the 16-week work term;
- have obtained, over the previous years of study, a cumulative average of at least second class (a grade of "B") as defined by the university, as of the end of the Fall 2018 semester (i.e. students would be in the 2nd year of their academic program at the time of application);

NOTE: Undergraduate students holding aboriginal status are encouraged to apply. Awards to indigenous students are in addition to the university quota from NSERC. Students must meet all the program's eligibility criteria.

In addition:

- if the student already holds a bachelor's degree and is studying towards a second bachelor's degree in the natural sciences or engineering, he/she may still apply;
- a student may hold only **one** USRA per fiscal year (April 1 to March 31);
- a student may hold a maximum of **three** USRAs throughout his/her university career;
- a student may hold a USRA at any Canadian university, not only the one at which they are registered, but they must apply to the other institution where they would like to hold an award.

To **hold** an award, a student must:

- have completed all the course requirements of at least the first year of university study (or two academic terms) of his/her bachelor's degree;
- have been registered in the term immediately before holding the award in a bachelor's degree program at an eligible university;
- **not** have started a program of graduate studies in the natural sciences or engineering; and
- be engaged on a full-time basis in research and development activities in the natural sciences or engineering during tenure of the award (mandatory 16 consecutive weeks).

A student **is not** considered eligible for an undergraduate student research award if they are currently enrolled in an undergraduate professional degree program in the health sciences (e.g., M.D., D.D.S., B.Sc.N.); or holds higher degrees in the natural sciences or engineering. Although applicants may be 'eligible' to apply to the USRA program, the university selection Committee reserves the right to recommend awards.

HOW DO I APPLY?

At the initial application stage, students must:

- 1) Log on to NSERC's On-Line system (new applicants must register as a first-time user) - http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/Index_eng.asp
- 2) Complete the *web-based* NSERC Application for an Undergraduate Student Research Award - **Form 202 - Part 1** (Student Personal Data). Forms that are hand-written or typed from the PDF template form will not be accepted;
- 3) Upload a PDF copy of your Official University Transcript(s) (including **one copy of the legend** located on the back side of the transcript) and attach it to the Form 202 Part I. For multiple transcripts, they must be uploaded as one PDF. Applicants are advised to submit an advance request to the Registrar's Office to ensure that their official transcript includes grades from the noted period. Official Transcripts must be received by School of Science and the Environment by the submission deadline on **March 4, 2019**;
- 4) Once all modules have been completed, go to the *My Portfolio* page and select **Verify**. If the Verification Report indicates the verification was successful, please proceed to the next step. If the Verification Report indicates the verification was unsuccessful, follow the instructions to complete the application and select **Verify** again to check for completeness. Repeat until verification is successful;
- 5) Print the completed web-based form (**Form 202 – Part 1**);
- 6) Complete the '**RGCS Approval Form for Release of Student Information**' (available electronically or at SSE)
- 7) Complete the '**RGCS Application Drop-off Checklist**' (available electronically or at SSE);
- 8) A hard copy of all required information noted-above (1-7) is to be received by **School of Science and the Environment, AS3025**, by the competition deadline of **12:00 p.m. (noon) on March 4, 2019**. A complete application package includes:
 - a. RGCS application drop-off checklist
 - b. RGCS Approval for Release of Student Information
 - c. NSERC Form 202-Part 1
 - d. Official Transcript(s)
 - e. If applicable, copy of documentation verifying Aboriginal Status

[Note: Students are not required to identify a supervisor at this point in the application process. Once awardees have been selected, the academic units will assist in selecting supervisors based on research interests identified on the '*Approval Form for Release of Student Information*'. However, *students applying to departments/academic units at Memorial are encouraged to meet with department/academic unit heads and/or faculty where possible to discuss the types of research programs that can be supported.*]

WHAT HAPPENS TO MY APPLICATION ONCE SUBMITTED?

Once verified for completeness and eligibility by School of Science and the Environment, applications will be forwarded to an Evaluation Committee who will review and rank them. It is anticipated that the Committee will meet in March to adjudicate the applications. Grenfell Campus's quota this year is 2 awards. In past years, competitive awards have been based on: student merit; ranking; year of program; and Committee consensus.

NSERC is continuing with its initiative to encourage indigenous students to pursue university studies in the natural sciences and engineering. Any indigenous student that meets all of the program's eligibility criteria is strongly encouraged to apply. Eligible students opting to apply under the Aboriginal status criteria must provide reasonable proof of Aboriginal status. Awards to indigenous students are in addition to the university quota from NSERC.

When awardees are selected, School of Science and the Environment will notify Research Grant and Contract Services. For those students offered an award, the Department/Unit will assist with identifying an eligible research supervisor (current NSERC holder) for each student, who will meet with the awardees to discuss a suitable research project, and determine the term period and potential start date. Eligible supervisors will be asked to complete the on-line NSERC Form 202 - Part II (inputting the student's reference number), provide their NSERC's grant award application number (from their award notification), and confirm the student supplement amount from their research grant account.

Subsequently, each student recommended by the Committee to receive an award will be sent an award letter and will be asked to confirm their acceptance in writing by a specified date. In the event that a student declines an award offer,

the next student on Memorial's alternate global ranking waitlist will be offered an award. When all awards from Memorial's quota have been offered and confirmed, the remaining students will be notified in writing of the final competition results. Successful applicants will also receive additional instructions on how to complete the NSERC Form 202-Part 2 (Supervisor Form) and completed journal voucher for the supervisor supplement amount.

Applicants will be notified of competition results by April 15, 2019.

CAN I APPLY TO OTHER UNIVERSITIES BESIDES MEMORIAL?

Eligible students enrolled at Memorial may also apply to and, if offered an award, hold an award at any Canadian University but they **must apply separately to another university within that university's deadline date and comply with that university's internal policies for the USRA Program.** Students registered at Memorial who successfully apply for a USRA at another Canadian university, are eligible to receive a travel allowance to have their economy return air fare expense reimbursed. Students interested in applying to other universities should contact the other universities directly to inquire about competition closing dates, and information about the internal process for applying to the USRA program at that university.

CAN I APPLY TO MEMORIAL EVEN THOUGH I ATTEND ANOTHER UNIVERSITY?

Yes, the same application process would be followed as described above in "How Do I Apply?"