

**University of Lethbridge**  
**NSERC Undergraduate Student Research Awards (USRA)**  
**Winter Term 2017**

OVERVIEW	
Value	\$4,500 NSERC funding plus a minimum \$1,125 supervisor supplement
Duration	16 consecutive weeks (January through April)
Application deadline	December 12, 2016 at 4:00pm
Anticipated Notice of Decision date	December 16, 2016
Start date	January 1, 2017
ORIS Contact	Gillian Laird (403-329-2101 or gillian.laird@uleth.ca)

## Description

The **NSERC Undergraduate Student Research Awards (USRA)** aim to stimulate the interests of students in the research fields of natural sciences and engineering and encourage students to pursue graduate studies as well as a research career in these fields. These awards target students interested in gaining practical work experience in their chosen areas of academic studies. Qualified Aboriginal students are encouraged to apply.

The NSERC USRA provides a nontaxable stipend of \$4,500 for a full 16-week period. Supervisors are required to supplement the amount of the award by a minimum of 25 percent of the award value from their NSERC grants. The supervisor should consider offering additional support in order to increase the market competitiveness of the award, to adhere to [Alberta's minimum wage](#), and to increase retention of students.

## Eligibility

**At the time of application, the student must:**

- Be a Canadian citizen or a permanent resident;
- Be registered in a Bachelor's program at an eligible university;
- Have been registered in at least one of the two terms immediately before the winter term (ie, either summer or fall term 2016). If the student held a co-op placement during the summer that is part of their program and will show on their transcript, that would qualify them for a winter award.
- Have obtained a cumulative average of at least second class (a grade of "B" or "B-"; GPA 2.7 or higher);
  - Note: Students with transfer credit from another institution must check eligibility with the Registrar's Office. The cumulative GPA shown on their Bridge account does not include transfer credit and thus, is not accurate for application purposes.
- Not have held more than two (2) previous USRA awards, as a student may hold a maximum of three USRAs throughout their undergraduate university career; and
- Hold only one USRA per fiscal year (April 1 to March 31).

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

- Have completed all the course requirements of at least the first year of university study (or two academic terms) of their bachelor's degree;
- Have been registered in at least one of the two terms 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 at any time; and
- Be engaged on a full-time basis in research and development activities in the natural sciences or engineering during the tenure of the award.
- Not take courses during the work hours of the USRA (the student may take up to 1 course if special arrangements are made). For the purposes of the USRA program, the credits assigned to co-op placements are not considered academic credits.
- Not work on thesis research during the term of the award.

**A student is not eligible for a USRA if they:**

- Are currently enrolled in an undergraduate professional degree program in the health sciences (e.g., MD, DDS, BScN); or
- Hold higher degrees in the natural sciences or engineering.

**Supervisor eligibility:**

- Normally, the proposed supervisor must hold an active research grant from NSERC (as principal investigator or co-investigator).
- A Faculty member can be the proposed Supervisor for more than one applicant. However, a maximum of three USRA recipients will be eligible to be supervised by one Faculty member per term.

**Timeline**

- December 12, 2016 at 4:00pm: Application deadline
- December 16, 2016: Notice of Decisions distributed to applicants
- January 1 – April 30, 2017: Term of the award

**How to Apply****General Guidelines**

The student must link with a faculty member who has an ongoing research program. The student should discuss the application thoroughly with the faculty member prior to applying. It is the student's responsibility to ensure that the complete application is submitted prior to the application deadline. Late submissions will not be accepted and incomplete applications may be deemed ineligible.

Complete applications require the following components:

1. **NSERC's Form 202 Part I and Form 202 Part II, *Application for an Undergraduate Student Research Award.***

These forms are found on the [NSERC On-line website](#) and must be submitted through NSERC's On-line system.

- Form 202 Part I is completed by the student. The student must initiate Form 202 Part I and provide the reference number to the supervisor so that he/she may complete Part II;
- Form 202 Part II is completed by the proposed supervisor.

## 2. Official Transcript(s)

The student must provide up-to-date official transcript(s) of their entire academic record (including transfer credit). Official transcripts for the University of Lethbridge can be requested through the online BRIDGE system and forwarded from the Registrar's Office to Alison Conroy, Office of Research & Innovation Services (ORIS), via campus mail. Transcripts from other institutions should be sent to the attention of Alison Conroy, Office of Research & Innovation Services, University of Lethbridge, 4401 University Drive West, Lethbridge, AB T1K 3M4.

Important note: Form 202 Part 1 (see #1, above) requires a PDF copy of the student's transcript to be uploaded. Official transcripts received in ORIS will be scanned and a PDF copy will be emailed to the student for uploading to Form 202 Part I. **Given the tight deadlines of the Fall and Winter term USRA competitions, unofficial transcripts will be accepted at the time of initial application.**

## 3. Student Letter

The student must submit a detailed letter describing (1-page maximum):

- Why you want to do this research project;
- How this research project relates to your plans following the completion of your undergraduate degree;
- Your qualifications (e.g. education, experience, leadership roles, etc.) for this research award;
- Your previous awards and scholarships, if applicable;
- Your publications and presentations (i.e., talks, posters), if applicable;
- Your research experience to date, if applicable;
- An *additional page* should be used to describe the following, if applicable:
  - An explanation for any course withdrawals and/or lower transfer credits and/or semesters of study with less than 5 courses, if applicable; and
  - If you have taken a full course load (5 courses/semester) and would like to explain exceptional circumstances that may have negatively impacted your GPA, you may do so.

## 4. Letter of Recommendation

The student must ensure that a Letter of Recommendation is provided directly to ORIS ([alison.conroy@uleth.ca](mailto:alison.conroy@uleth.ca) with the subject line: NSERC USRA) from a faculty member. This may be the supervising faculty, other University of Lethbridge faculty, or a faculty member from another post-secondary institution that is known to the student. The letter of recommendation should

clearly outline the member's assessment of the student's relevant experience, research potential, and academic record. Please see the *Conflict of Interest Guidelines* below for guidance on requesting a letter of recommendation.

## Application submission instructions

All application components must be submitted by 4:00pm on December 12, 2016.

- NSERC On-line Form 202 (Parts I and II) should be submitted online.
- All other supplemental material must be emailed to [alison.conroy@uleth.ca](mailto:alison.conroy@uleth.ca) with the subject line: NSERC USRA. Late applications will not be accepted. An email will be sent to applicants and their proposed supervisors confirming receipt of the application.

## Conditions of the Award

1. **Value:** The NSERC USRA stipend pays \$4,500 and supervisors are required to supplement the amount of the award by a minimum of 25 percent of the award value (a minimum of \$1,125). Payment will be disbursed to the successful applicant once a month on the last business day of each month of the term. Supplemental funds provided by the supervisor should be submitted to Payroll Services directly by the supervisor before the payroll cutoff for monthly Payroll Authorization Forms. These supplemental funds should be submitted to Payroll using the [Payroll Authorization Form \(PAF\) – Research](#).
2. **Term:** The term of the award is for sixteen (16) consecutive weeks between January 1 and April 30, 2017. It is expected that the student work full-time equivalent hours (approximately 37.5 hours) for each week over the term. The exact hours and scheduling should be made in cooperation with the supervisor and student. No payment will be approved for holidays during the tenure of the award.
3. **Reports:** Normally, there are no reporting requirements for this award from the student or supervisor. Successful recipients will be posted on the [ORIS Competition Results](#) webpage.
4. **Personnel:** Personnel employed with grant funds are not regular University employees and are not covered by the provisions of the collective agreement(s) with support staff.

## Evaluation Criteria and Process

The following evaluation criteria apply to all applicants:

- **ACADEMIC EXCELLENCE (50%)** – i.e., duration of previous studies; scholarships and other awards (competitiveness, amount, duration and prestige); and academic record.
- **RESEARCH ABILITY AND POTENTIAL (30%)** – i.e., academic training and relevant work experience (co-op included); contribution to research and development (publications, patents, reports, posters); research proposal (feasibility, merit and significance); justification for location of tenure; critical thinking, application of knowledge, judgment, originality, initiative, autonomy, enthusiasm for research; and ability to complete projects within an appropriate time period.
- **WRITTEN AND ORAL COMMUNICATION SKILLS (10%)** – quality of presentation of application; awards for papers, reports, posters or oral presentations; and participation in publication writing (e.g., statement of contribution).
- **INTERPERSONAL AND LEADERSHIP ABILITIES (10%)** – professional and extracurricular interactions and collaborations with supervisors, colleagues and peers (e.g., teaching,

mentoring, supervising, project managing, chairing committees, organizing conferences/meetings, and elected positions and industrial work experience held).

Following the application deadline, applications are sent to members of the NSERC Scholarship Selection Committee who are asked to rank the application packages relative to the criteria described above.

Once the applications have been placed in rank order, the awards will be offered\* based on the NSERC USRA quota for that term. It is expected that the number of fundable applications will exceed the number of available awards for each competition.

\*A Faculty member can be the proposed Supervisor for more than one applicant. However, a maximum of three USRA recipients will be eligible to be supervised by one Faculty member per term.

### **Incentive for Aboriginal students:**

Any qualified Aboriginal student who meets the program's eligibility criteria and is recommended for a USRA will not be counted in the University of Lethbridge's NSERC USRA quota. Students who wish to identify themselves as Aboriginal when applying for a USRA are asked to do so on Form 202 Part I and should be able to provide proof, if necessary.

Please also note that through the *Aboriginal Ambassadors in the Natural Sciences and Engineering Supplement* Program, Aboriginal students may receive up to \$5,000 towards the expenses involved in visiting Canadian Aboriginal communities to share their university experiences in a natural science or engineering program. [http://www.nserc-crsng.gc.ca/Students-Etudiants/Aboriginal-Autochtones\\_eng.asp](http://www.nserc-crsng.gc.ca/Students-Etudiants/Aboriginal-Autochtones_eng.asp)

### **Conflict of Interest Guidelines** (Adapted from [the Government of Canada](#) website)

A **conflict of interest** is a conflict between a person's duties and responsibilities with regard to the review process, and that person's private, professional, business or public interests. There may be a real, perceived or potential conflict of interest when the review committee member, external reviewer or observer:

- May receive professional/personal benefit resulting from the funding opportunity or application being reviewed;
- Has a professional/personal relationship with an applicant or the applicant's institution; or
- Has a direct/indirect financial interest in a funding opportunity or application being reviewed.

A **conflict of interest may exist** when review committee members, external reviewers or observers:

- Are a relative or close friend or have a personal relationship with the applicant(s);
- Have had long-standing scientific or personal differences with the applicant(s); or
- Feel for any reason unable to provide an impartial review of the application.

If an applicant is, has been, or will be under the direct supervision of a committee member, or if there is a personal link (e.g. family member), the member must leave the room and withdraw from the discussion and voting and or ranking of the applicant. The member may not act as reviewer for such applications.

The ORIS reserves the right to resolve areas of uncertainty and to determine if a conflict exists.