

ALL APPLICATION MUST BE SUBMITTED ONLINE BY MARCH 22, 2024  
[www.uleth.ca/artsci/HYRSapply](http://www.uleth.ca/artsci/HYRSapply)

**BEFORE** you start your application

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- Review ALL sections of the HYRS website [www.uleth.ca/artsci/HYRS](http://www.uleth.ca/artsci/HYRS)
- Obtain permission from your two (2) Teacher references for the application
  - 2 science teachers OR 1 science teacher & 1 math teacher
- Obtain permission from your Community Reference for the application (an example of a non-academic reference could be a coach, private music teacher, employer, etc...)
- Review the eligibility criteria for HYRS

**STARTING** your application

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- Read the entire online application form before completing any form fields.
- Create a Word document to type your written responses for the application in a format you can save for your records.
- Carefully complete each section of the application (See STEP 7 for more details on each section)
- Review your application before submitting
- Follow-up with your references!

**ALL APPLICATION STEPS**

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STEP 1: Review all sections of the Alberta Innovates HYRS webpage and FAQs	2
STEP 2: Reach out to your two (2) Teacher References	2
STEP 3: Reach out to your Community/Non-Academic Reference	2
STEP 4: Review the Eligibility Criteria for HYRS	3
STEP 5: Review the HYRS Application form in its entirety	4
STEP 6: Create a word doc to save your work	4
STEP 7: Completing the application	4
STEP 8: Review your application before submitting	7
STEP 9: Submit your application	7
STEP 10: Follow up with your references	7
STEP 11: Await the HYRS decision email	7

## APPLICATION STEPS

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### STEP 1: Review all sections of the Alberta Innovates HYRS webpage and FAQs

Visit [www.uleth.ca/artsci/HYRS](http://www.uleth.ca/artsci/HYRS) to read the FAQs, How to Apply, and What is Alberta Innovates? If your question does not appear online, contact [HYRS@uleth.ca](mailto:HYRS@uleth.ca).

### STEP 2: Reach out to your two (2) Teacher References

Each HYRS applicant is required to include the names and contact information of two (2) teachers to provide a reference for their application.

Applicants may select:

- Two (2) Science teachers, OR
- One (1) Science teacher and one (1) Math teacher.

When reaching out to your teacher it is recommended that you:

- Provide them with a brief background on the HYRS Program (what the program is and why you want to apply.
- Confirm they are willing to support your application and complete the online reference form: [www.uleth.ca/artsci/HYRSteacher](http://www.uleth.ca/artsci/HYRSteacher)
- Provide them an estimated timeline of when **you** will be submitting your portion of the application.
- Advise them of the final deadline for reference March 29, 2024.
  - ***without these references your application will be marked incomplete and will not be forwarded for adjudication***

### STEP 3: Reach out to your Community/Non-Academic Reference

Each HYRS applicant is required to include the names and contact information of one (1) additional reference to support their application to HYRS. This reference must be an adult (at least 18 years of age), who is not related to you, and is from outside your academic schoolwork.

Examples of a good Community reference include:

- Work supervisors
- Volunteer coordinators
- Sport or music coaches/teachers (outside of school)
- Youth Group leaders
- Mentors
- Previous Lab/research supervisors

This reference will be asked to comment on a variety of your skills based on their observations of your activities within their organization. For this reason, we encourage students to contact their proposed Community reference before starting the application to discuss if that individual feels they can adequately comment on your 1) roles & responsibilities with the organization and your skills & strengths when working with the public or taking initiative on assigned/unassigned tasks.

Remember to advise them of the final deadline for reference March 29, 2024. Without these references your application will be marked incomplete and will not be forwarded for adjudication

Non-Academic/Community Reference Form can be reviewed here:

[www.uleth.ca/artsci/HYRSreference](http://www.uleth.ca/artsci/HYRSreference)

#### **STEP 4: Review the Eligibility Criteria for HYRS**

To be eligible for the HYRS Program at the University of Lethbridge you must meet the following eligibility criteria:

- Have achieved a minimum of 85% standing in each of
  - Math 20-1 or Math 20 – 2
  - Biology 20, and
  - One other grade 11 science
- Transcripts and/or interim reports are required and must be signed and/or stamped by your High School office, scanned, and uploaded to your application to verify your grades in the above listed courses.
- It is the applicant's responsibility to ensure uploaded transcripts include all of the necessary grades to confirm you meet the minimum eligibility criteria for HYRS.
  - In the event your upload does not include all necessary grades (ie. Bio 20, Math 20-1 or 20-1 and Chemistry 20 **or** Physics 20) your application will be marked incomplete and will not be forwarded for adjudication.
- Be currently registered in Grade 11 at an Alberta High School within the geographical location assigned to the U of L (a high school located in or south of Claresholm).
  - Students North of Claresholm and in or south of Red Deer should apply to HYRS at the University of Calgary.
  - Students North of Red Deer should apply to HYRS at the University of Alberta.

## **STEP 5: Review the HYRS Application form in its entirety**

Once HYRS applications are opened, students will be able to access the form via the link on the HYRS website ([www.uleth.ca/artsci/HYRSapply](http://www.uleth.ca/artsci/HYRSapply)). As the application cannot be saved as a draft, it is recommended that students access the application to review the information required for each application section before beginning.

Please review the information required for each section carefully and work in Word (see STEP 6 below) to complete the written components of the application to save your progress.

## **STEP 6: Create a word doc to save your work**

As mentioned above in STEP 5, we recommend that applicants work outside of the application form in another document (word, google docs) to save their progress (as the HYRS application portal does not allow you to save drafts of the application). Titles and brief descriptions of each section are outlined in STEP 7 of the application guidelines, using these titles as headers in your document may help you organize your work and save in a format that can be used for future reference.

## **STEP 7: Completing the application**

### **1. Personal Information**

This section of the application collects your basic contact information and allows us to create your application file and contact you if we have any questions or notice anything missing.

Note: This is the only place we receive your contact information. Please double check that your email address, phone number and information are entered correctly!!

### **2. School Details**

This section of the application collects your school's information. We collect this information for the following reasons:

- The name and address of your school helps us confirm you are in the University of Lethbridge geographic area for HYRS at UofL
- Each school can receive a maximum of four (4) HYRS awards. To be sure we don't award more than 4 students to any particular High School we collect this information.

### 3. References

This section of the application collects the information on your three (3) references. Review STEP 2 & 3 to review the process for reaching out to the references.

Reminder that your application will be marked incomplete and will not be forwarded for adjudication should the references not be submitted.

### 4. Academic Background

This section of the application will identify the courses you have completed (at the time of application) and those in which you are currently enrolled. The courses listed in this section will help us confirm you have met the minimum eligibility requirements.

- For courses you have completed: copies of official transcripts - stamped by your school office - showing your final mark in that course
- **For courses you are currently enrolled in:** copies of interim report cards showing your current standing in the course to-date. We can also accept letters from the teacher of that course outlining your current grade.

#### ***Helpful tip:***

Plan to arrange for your transcripts before you start your application. Transcripts and interim reports should be stamped or signed by your school office and uploaded to your application as a **single PDF file**. Please ensure that your transcripts and interim reports include all necessary grades to determine you meet the minimum eligibility criteria (ie. Bio 20, Math 20-1/20-2, and Chemistry or Physics 20). In the event your application does not include all necessary transcripts, it may be marked as incomplete and not forwarded for adjudication.

We are interested in your current hobbies, activities, and abilities as we want to see your personality shine! Tell us about yourself and highlight what is unique about you.

Describe the community and/or school groups you are regularly involved in. Tell us how you have maintained (if possible) these connections during COVID. Tell us what role you take/impact you have. Estimate the number of hours per month you spend with each group.

### 5. Your Interest in Science and Research

This section of the application collects information about your career goals and interests. This information may be used to help place you with a specific lab if you are selected for HYRS.

This section includes 3 questions about your current interest in science and research, and how those interests may relate to some of your academic and career goals.

- Description of your current career goal(s)
- Briefly describe why this career interests you
- Description of your academic goals, including programs of study you are currently interested in

## 6. Essay

As with the other sections of the application, the student essay helps our selection committee understand more about you. We want to know about a specific area of health research you find intriguing and why. We also want to know more about why you want to be part of the HYRS program.

- An understanding of a specific area of health research you find interesting
- A description of why you find this interesting
- Your thoughts on why you would like to be a part of the HYRS program

### ***Helpful Tips & Tricks:***

#### **Be concise:**

Because the essay is very short (min. 350 words – max. 400 words) you will need to do some advance planning to make sure you have enough space to address all parts of the essay topic within the word limit. The most successful students are very succinct in their essays and **fully address all parts of the question**.

**Remember, the selection committee will *not* receive any essay content that exceeds the 400-word limit. i.e. anything after that will be deleted and your work will seem unfinished.**

#### **Research your topic:**

You may need to do some advance research on an area of health research that you find interesting to write your essay; we recommend you start the brainstorming and research for this section of the application as early as possible to give you enough time to write the essay and make any edits or refinements you may need.

#### **Be genuine:**

Tell us about an area of health research that you truly find fascinating, not just an area that you may know the most about. When you are excited about your essay topic, it makes a HUGE difference in the quality of your essay – your passion will show through in your writing! Our team often reviews the essays for students selected for HYRS to help us identify what you find most exciting about research so be as genuine as possible about what interests you!

## 7. Additional Information

This final section includes 5 acknowledgements we require students to make before submitting the application. Some acknowledgements will help us determine suitable

labs if you are selected, and some are used to help us ensure we reach out to you for further information if needed.

- Know if you are willing to work in a research lab that uses animals in research
- Know if you can commit to the HYRS ambassadorship role after completion of the program
- Advise if you have up-to-date immunizations
- (For applicants outside of Lethbridge only) Identify you are prepared to make your own living arrangements
- Confirm if you are willing to make the 6 week, full-time, commitment to HYRS

### ***Helpful Tips & Tricks:***

Many students are unsure what “full-time” commitment means for HYRS. HYRS students are expected to join their mentors, or our team, on campus from Monday – Friday each week, for 6 weeks during the summer. Working hours may vary depending on your lab, however students can expect to spend no more than 8 hours/day (including 1 hour lunch) working with their labs or participating in HYRS activities.

### **STEP 8: Review your application before submitting**

Once you are satisfied with the content of your application and have uploaded all necessary documents review one more time. The application will highlight any mandatory fields you have missed in the application.

### **STEP 9: Submit your application**

Please ensure your application is completed and submitted prior to the posted date.

### **STEP 10: Follow up with your references**

Once you have submitted your application, we recommend following up with your references to let them know you have submitted your application.

It is the applicant’s responsibility to ensure their references submit their portion of the application. In the event your reference has any issues please have them contact Steph Elder at [HYRS@uleth.ca](mailto:HYRS@uleth.ca) to let us know.

### **STEP 11: Await the HYRS decision email**

Applicants are notified in May of the outcomes of their application. Applicants selected for the award will be contacted via email at the address provided in their application. Once all awards are distributed, unsuccessful applicants will be notified via email