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|  | **Committee on Research and Publications** |

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| DOC # | CRP.SOP.011 |
| Title | **NSERC Undergraduate Student Research Awards** |
| Document Type | Standard Operating Procedures |
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| Next Review | 2025 |

## Deadlines for Submission:

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| Summer USRAs | **January 15th – 4pm** |
| Fall Semester\* | **July 15th – 4pm** |
| Winter Semester\* | **December 1st – 4pm** |

Student applicants for Fall or Winter competitions are required to contact the Financial Aid Coordinator, Registrar's Office in order to confirm what financial impact this award may have (e.g., loans, bursaries, scholarships) prior to applying for this award.

## Value of Award (based on 16 weeks, 35 hrs/wk):

NSERC Contribution: $6,000

Researcher: $3,408.00 (minimum)

**Total Value: $9408.00 (based on $15.00/hour plus 12% benefits)**

Please note that students working less than 16 weeks will have their award prorated to reflect the actual time worked.

**Project Eligibility**

The proposed project must fall under NSERC’s mandate to support postsecondary-based research and training in the natural sciences and engineering. Complete guidelines on selecting the appropriate federal granting agency can be found [here](http://www.science.gc.ca/eic/site/063.nsf/eng/h_FEE7261A.html?OpenDocument). If you are unsure about the eligibility of a project, please contact research@msvu.ca.

**Faculty Eligibility**

NSERC no longer requires professors to hold an active NSERC grant when applying to supervise a USRA student. MSVU faculty supervisors must meet the following criterion to be eligible to supervise a USRA student:

 - The faculty member must be able to contribute the minimum amount to match NSERC’s USRA contribution;

and, either of the following criteria:

 - The faculty member must currently hold a New Scholar’s Grant;

 Or

 - The faculty member must hold external research funding.

**Letter of Support**

The faculty member must confirm his or her eligibility in an electronically submitted letter of support, including a statement that he or she will provide the minimum salary contribution of $3,408.00. Please note that in the event that a faculty member is associated with more than one student, the faculty member must rank order each of their candidates in the letter of support. Please submit letters of support to research@msvu.ca by the USRA deadline.

## Student Eligibility

Student applicants must meet the following eligibility criteria:

* Be a Canadian citizen or permanent resident of Canada;
* Be registered, at the time of application, in a bachelor's degree program at MSVU; and
* obtained, over the previous years of study, a cumulative average of at least second class (a grade of "B" or "B-," if applicable).

In order 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 a 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 MSVU;
* **not** have started a program of graduate studies in the natural sciences or engineering at any time;
* be engaged on a full-time basis in research and development activities in the natural sciences or engineering during the tenure of the award.

Students may hold this award only once per fiscal year, and no more than three USRAs throughout their undergraduate university career.

For more information, please review the NSERC USRA website [here](http://www.nserc-crsng.gc.ca/Students-Etudiants/UG-PC/USRA-BRPC_eng.asp).

**Procedure**

Please note the following application procedure for students wishing to apply for a NSERC USRA position:

1. Students are to complete Part 1 of the USRA application (Form 202), found at [NSERC Online](http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/Index_eng.asp).
2. Faculty supervisors are to complete Part 2 of the USRA application (Form 202). Once complete, please upload/submit the application to NSERC. This will enable the Research Office to access these applications for adjudication.

**Instructions for the USRA Application (Form 202) can be found** [**here**](https://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/instructions/202/USRA-BRPC_eng.asp)**.**

**Adjudication**

The Committee on Research and Publications reminds faculty and students that they must adhere to the NSREC rules and regulations for USRA candidates. The CRP will endeavor to ensure an even disbursement between senior and junior faculty applicants.

Any CRP member who has applied for USRA positions for their student(s) shall be absent for the adjudication of this competition.

Applications will be adjudicated and scored out of a possible 15 points. Weighted scores are as follows:

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| Academic Record **5 pts** | Research Aptitude **5 pts** | Expected Quality of Training **5 pts** |

**The University will ensure that a minimum of 50% of candidates chosen will be female.**

Applications will be classified as follows:

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| A | Successful | Application will be submitted to NSERC. |
| B | Waitlisted | Application is meritorious and will be considered if NSERC USRA allocation is increased. |
| C | Unsuccessful | Application is unsuccessful. Application will be returned to researchers. |

Successful candidates will be notified via a formal letter from the AVP (Research).