

# MEMORIAL UNIVERSITY OF NEWFOUNDLAND

## NSERC UNDERGRADUATE STUDENT RESEARCH AWARDS (USRA) PROGRAM

### and Application Procedures

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 member, are invited to apply to the NSERC Undergraduate Student Research Awards Program. Students may also apply directly to competitions at other Canadian Universities.

**NSERC USRA Program Information** - [http://www.nserc-crsng.gc.ca/Students-Etudiants/UG-PC/USRA-BRPC\\_eng.asp](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](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](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](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.
- FEAS Approval Form for Release of Student Information – <https://www.mun.ca/engineering/research/media/production/memorial/academic/faculty-of-engineering/engineering-research/media-library/funding/ApprovalFormReleaseStudent.pdf>
- Official Transcript(s) including grades for the preceding semester (i.e. fall grades for the summer competition, winter grades for the fall competition, summer grades for the winter competition). 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.

**NOTE: The complete application package must be sent to the ERO via email by the submission deadline.**

#### VALUE OF THE AWARD

\$6,000 (from NSERC) **plus** the supervisors’ minimum mandatory top-up of \$2,900 – for minimum award of \$8,900. Please note: Current MUN FEAS students who will be taking up this award during a work term will be paid standard work term rates.

#### DURATION OF THE AWARD

**Mandatory 16 consecutive weeks (35 hour work week)** – Note that the research project work term can commence in the Summer, Fall, or Winter semester (apply to the appropriate competition within FEAS).

#### 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**) 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;

**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 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; 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 he/she is 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 FEAS 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](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.
- 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**);  
Complete the **'FEAS Approval Form for Release of Student Information'** (available at the ERO and online at <https://www.mun.ca/engineering/research/media/production/memorial/academic/faculty-of-engineering/engineering-research/media-library/funding/ApprovalFormReleaseStudent.pdf>);

- 6) **An electronic copy** of the application package must also be sent to the ERO via email (ziaa[AT]mun.ca) by the above-noted submission deadline. A complete application package includes:
- a. FEAS Approval for Release of Student Information
  - b. NSERC Form 202-Part 1
  - c. Official Transcript(s)

[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 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, eligibility, and confirmation of admission by the ERO, applications will be ranked within FEAS. At this time, Memorial's annual NSERC quota is not known. Based upon last year's award numbers for Memorial, it is anticipated that FEAS will have a quota of 6 awards.

NSERC encourages students who self-identify as Indigenous to pursue university studies in the natural sciences and engineering. Any students who self-identify as Indigenous and meet all of the program's eligibility criteria are strongly encouraged to apply. Awards to students who self-identify as Indigenous are in addition to the university quota from NSERC and will be automatically awarded.

NSERC encourages students who self-identify as black to pursue university studies in the natural sciences and engineering. Any students who self-identify as black and meet all of the program's eligibility criteria are strongly encouraged to apply. Awards to students who self-identify as black are in addition to the university quota from NSERC and will be automatically awarded.

When awardees are selected, the ERO will notify applicable Departments of the results of the applications. For those students offered an award, the ERO and Department 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 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 to receive an award will be notified by the ERO 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 the FEAS waitlist will be offered an award. When all awards from the FEAS quota have been offered and confirmed, the remaining students will be notified in writing of the final competition results.

It is anticipated that applicants will be notified of competition results three weeks after the competition deadline.

#### **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 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?”

***ERO CONTACTS***

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