HSS Form and Checklist
Undergraduate Student Research Awards (USRA)

When to use this form:
- To submit an application to Memorial University's Faculty of Humanities and Social Sciences (HSS) for the Undergraduate Student Research Awards (USRA) program.

Who completes this form:
- Undergraduate students wishing to hold an USRA in the Faculty of Humanities and Social Sciences.
- Note that you do not need to be a Memorial student or a student registered in a Memorial HSS program to apply to work under the supervision of faculty members in the Faculty of Humanities and Social Sciences.

Submission procedure for this form:
- Ensure you have signed the form below and completed the checklist.
- Completed and signed forms should be scanned or electronically signed and emailed to the Grants Facilitator responsible for USRA (Matthew Milner, hssresearchgrants@mun.ca). Note, emailing this form acts as your official submission for this competition.

Additional guidelines:
- Applicants should consult with department heads and potential supervisors prior to submitting their application.
- Official Transcript(s) should include the last Fall Semester's grades. Contact the Registrar's office for assistance if your grades are not appearing on the transcript.
- Further information regarding the USRA competition, eligibility requirements, and the submission procedure can be found on HSS's Research Support Services website here: https://www.mun.ca/hss/research/usra/

Name: **Email:**

When do you plan to pursue your project?   Summer 2024   Fall 2024   Winter 2025

You have completed the following items:

*Please check off, but <u>do no not email or submit</u>, the items in this checklist you've completed. These are required; <u>**without them your application cannot be processed**</u>.*

1. Secured an eligible supervisor for the USRA project who has available funding, and is willing and able to supervise your project in the semester in which you wish to hold it.
2. Completed and Verified USRA Form 202 – Part 1 (Student Personal Data) in the NSERC Online System Portal. This includes:
   a. Filling in the entire form
   b. Attaching a PDF copy of your transcript(s) (including the legend on the back) to your online application form (multiple PDFs must be collated into 1 file).
   c. Clicking 'verify' in the portal
3. Your supervisor has completed Form 202 Part 2 (Supervisor) in the NSERC Online System Portal. **NOTE: the supervisor should NOT SUBMIT at this time.** This includes:
   a. Completing the Outlines of Proposed Research and the Student's Role sections
4. Arranged for a faculty member to submit a Reference Letter discussing your research aptitude to hssresearchgrants@mun.ca by **March 4, 2024**. **NOTE: this does not have come from the supervisor**

You have emailed copies of the following to hssresearchgrants@mun.ca:

1. Cover Letter describing your project, academic background and research experience, and the research training and other benefits you hope to receive from the USRA program.
2. Signed this form & completed checklist.

Signature: **Date:**