

# USRA (2024)

## HSS Information & Submission Procedures for Applicants

Faculty of Humanities and Social Sciences (HSS)  
Memorial University

**Deadline: March 4, 2024 5pm NLT**

Contact: Matthew Milner, Grants Facilitator, Faculty of Humanities and Social Sciences,  
[HSSresearchgrants@mun.ca](mailto:HSSresearchgrants@mun.ca)

Webpage: <https://www.mun.ca/hss/research/usra/>

### A Full Application Includes

**Completing the following items:**

*These are required; **without them your application cannot be processed.***

1. Secured a potential supervisor for the NSERC 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.
3. Ensured your supervisor has completed Form 202 Part 2 (Supervisor) in the NSERC Online System Portal. **NOTE: the supervisor should NOT SUBMIT at this time.**
4. Arranged for a faculty member to submit a Reference Letter discussing your research aptitude to [hssresearchgrants@mun.ca](mailto:hssresearchgrants@mun.ca) by **March 4, 2024**. **NOTE: this does not have come from the supervisor**

**Emailing copies of the following to [hssresearchgrants@mun.ca](mailto: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. A completed and signed HSS USRA Form & Checklist (<http://tinyurl.com/ebr35ebs>).

### About the USRA

Please consult NSERC's website for the USRA: [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)

## How Do I Apply?

- 1) Approach your department head or potential supervisors to inquire who a) has available funding for USRA (\$2,900) and b) is willing to supervise an USRA project during the semester you wish to hold it.
  - a. For NSERC eligible areas of research see [https://www.nserc-crsng.gc.ca/NSERC-CRSNG/Eligibility-Admissibilite/students-etudiants\\_eng.asp](https://www.nserc-crsng.gc.ca/NSERC-CRSNG/Eligibility-Admissibilite/students-etudiants_eng.asp)
  - b. Full-time faculty / ASMs and Adjuncts with funding from university sources or a Tri-Agency research grant where the USRA supplement is an eligible expense, are eligible to supervise USRA awards.
  - c. For self-identifying Black students **only**, USRA will also fund projects falling within CIHR or SSHRC research areas, including humanities and social science disciplines.
- 2) Ensured your official transcript includes grades from the noted period for the application. If they're missing, applicants should submit a request to the Registrar's Office to have grades included asap.
- 3) Once you have secured a supervisor, discuss a potential project for your USRA.
  - a. This should include working on a draft text which will be used in supervisor's portion of application "Outline of Proposed Research Project".
- 4) Log on to NSERC's On-Line system at [http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/Index\\_eng.asp](http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/Index_eng.asp)
  - a. If you are a new user, you must register first at [https://ebiz.nserc.ca/nserc\\_web/nserc\\_register\\_e.htm](https://ebiz.nserc.ca/nserc_web/nserc_register_e.htm)
  - b. Ensure that you have completed your profile.
- 5) Complete the online Application for an Undergraduate Student Research Award - Form 202 - Part 1 (Student Personal Data).
- 6) 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.
- 7) 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. Note the reference ID number from your Form 202 – Part 1 for later.
- 8) Arrange to have a faculty member submit a reference letter (in Word or PDF format) discussing your **research aptitude** directly to [hssresearchgrants@mun.ca](mailto:hssresearchgrants@mun.ca) by **March 4, 2024**. The letter can be from someone other than the supervisor of your USRA.
- 9) Have your supervisor complete Form 202 – Part 2 (Supervisor) by March 4, 2024. Provide them with the reference ID from your completed Form 202 – Part 1. Advise them that sections "Outline of Proposed Research Project", and "Outline of the Student's Role" are required for review by the adjudication committee, and must explain the type of training and skills you will receive. **NOTE: they SHOULD NOT submit their form at this stage.**
- 10) Complete a one-page cover letter addressed to the "Faculty of Humanities and Social Sciences USRA Adjudication Committee". This letter should describe your project, academic background and research experience, and the research training and other benefits you hope to receive from the USRA program.
- 11) Submit **only** the HSS USRA Form and Checklist along with your Cover Letter to [hssresearchgrants@mun.ca](mailto:hssresearchgrants@mun.ca) by the competition deadline of 5pm on **March 4, 2024**. **NOTE: there is no need to submit your NSERC Form 202 as the Dean's Office has access to the NSERC Portal.**

## What Happens After?

- Once verified for completeness and eligibility, applications are forwarded to the adjudication committee for the Faculty of Humanities and Social Sciences, which is a subcommittee of the Planning and Research Committee of Faculty Council. The HSS Dean's Office will forward their ranking decisions to Research Grant and Contract Services. The Committee will meet in March or April to adjudicate the applications.
- NSERC is continuing with its initiative to encourage Indigenous students to pursue university studies in the natural sciences and engineering. Any Indigenous student that meets all of the program's eligibility criteria is strongly encouraged to apply. Awards to Indigenous students are in addition to the university quota from NSERC.
- For students identifying as Black, awards are in addition to the university quota. Additionally, such students are eligible to apply for awards in research areas covered by CIHR and / or SSHRC.
- Subsequently, each student recommended by the Committee to receive an award will be sent an award letter and will be asked to confirm their acceptance in writing by a specified date. In the event that a student declines an award offer, another student on an alternate ranking waitlist will be offered an award. When all awards from Memorial's 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 in April, 2024**
- If selected you will be asked to complete the "RIS Approval Form for Release of Student Information"
- Supervisors will submit their completed Form 202 - Part 2 sections once notified of a successful award.