

# NSERC Undergraduate Student Research Awards (USRA) – 2017/18

## Information for Potential Project Supervisors

### ELIGIBILITY

#### Project Supervisors must:

- Be faculty members who **hold an eligible active NSERC research grant** at the time of application or when the student holds the award.
- Be either the principal investigator or co-investigator of the grant.

The research project must be in natural sciences or engineering and is therefore supported by NSERC. Details and general guidelines for the eligibility of subject matter can be found at [Selecting a Federal Granting Agency](#). Non-NSERC CRC or CERC grant holders are encouraged to send in their research proposal to our office ahead of time (prior to March 24, 2017) so it can be reviewed by NSERC to ensure the research is eligible under NSERC's mandate. Please forward your proposal to the NSERC USRA Liaison Officer [nserc.usra@ubc.ca](mailto:nserc.usra@ubc.ca).

### Student Eligibility Criteria

NSERC encourages the participation of female students in the USRA program. To encourage aboriginal students to pursue graduate studies and research careers in the natural sciences and engineering, awards to aboriginal students are considered in addition to UBC's quota.

The USRA research is a **full time activity**. **Students should not receive academic credits for the work done during the term of the USRA**. Award holders may take a maximum of one course in addition to their USRA with the agreement of their supervisor. If the course is during normal working hours, special arrangements with the supervisor must be made for the student to make up the time spent on the course. In particular, USRA holders are **not** permitted to do thesis research during the term of the award. In addition, the USRA program makes no provision for sick leave or other interruptions of awards. Please inform the Liaison Officer immediately should a work term be interrupted or terminated early for any reason.

### APPLICATION PROCEDURES

1. The NSERC USRA program is administered and coordinated through the Faculty/School USRA Coordinators. Each faculty establishes procedures for identifying and ranking applicants and setting deadlines.
2. To apply, both project supervisors and students must complete and submit an [online NSERC USRA application Form 202](#) part I (student) and Part II (supervisor) by clicking on "System Login" or, if you are a first time user, "Register".
  - [Instructions](#) on how to complete the forms can be found on the [NSERC USRA website](#).
  - If you already have an eligible student that you would like to work with, you will need to include their **reference number** on your application.
  - Students also need to upload, with their application form, a copy of their official transcripts including one copy of the back page legend.
  - **Once completed online, a copy of the forms (Part I and Part II, as well as the student's transcripts) have to be submitted to your Department/Faculty/School USRA Coordinator for review.**
  - **NSERC will not accept hardcopy forms so the official application must be completed and submitted electronically.** The copies sent to the USRA Coordinator are only necessary for the internal review process.

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3. There are a limited number of awards allocated to UBC, so USRA Coordinators have been asked to rank the eligible applications they receive. They will also create a contingency list of projects (B-list) in case higher ranked applications are withdrawn or ineligible. Deadlines for submission of all application forms are set by the USRA Coordinators.
4. The Liaison Officer will review and confirm all applications in April.
5. Supervisors to submit an [ePAF in HRMS](#). Please refer to the ‘NSERC USRA Appointing Students 17-18’ info sheet for detailed instructions.

**Note:** It’s usually the case that students will start work on their USRA before awards are actually confirmed by NSERC. Supervisors must start payments to students to whom they have offered positions without waiting for approval of the awards from NSERC. Supervisors must also continue to employ any students whose applications are rejected by NSERC for the remainder of the work term. Award letters for the summer term will be issued in July.

#### IMPORTANT DATES – 2017/18 USRA COMPETITION

NSERC USRA Application Period	Students and supervisors must register or log onto the <a href="#">NSERC on-line system</a> to complete Form 202 Part 1 (student application) and Form 202 Part II (supervisor application) <b>starting January 2017</b> . Faculty/Department sets own internal deadlines.
A&B List - Recommended Applicants	Faculty/Department to e-mail list of students wishing to hold an award in either Summer 2017, Fall 2017, or Winter 2018 to the Liaison Officer by <b>Friday, March 24, 2017</b> .
USRA Placements	Summer Term – May – August 2017 *(May 11, 2017) Fall Term – September – December 2017 *(September 5, 2017) Winter Term – January – April 2018 *(January 8, 2018) *latest a student can start working on their award
Student Appointment Forms	Faculty/Department to submit an <a href="#">ePAF in HRMS</a> for their NSERC USRA candidate(s) by <b>Friday, April 14, 2017</b> . Payroll will no longer be accepting paper hardcopy SAFs (student appointment forms). Please contact your <a href="#">payroll rep</a> should you have any questions about submitting ePAFs in HRMS.
Travel Claim Forms (visiting students)	Faculty/Department to forward copies of travel receipts, <a href="#">travel requisition form</a> , and proof of reimbursement to the student to the CSI&C Office (1036 Brock Hall, Attn: NSERC USRA Liaison Officer) by <b>Monday, September 11, 2017</b> .
Reimbursements	The CSI&C office will reimburse department accounts in the amount of \$4,500 for each USRA and for any eligible travel claims. <ul style="list-style-type: none"> <li>• Summer term – October/November</li> <li>• Fall term – February/March</li> <li>• Winter term – June/July</li> </ul>

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#### QUESTIONS?

You are encouraged to contact your Faculty/School USRA Coordinator in case you have any further questions. As a second resource you can also contact:

**NSERC USRA Liaison Officer** / UBC Centre for Student Involvement & Careers / [nserc.usra@ubc.ca](mailto:nserc.usra@ubc.ca)

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### Appointing Students - Information for Project Supervisors

All appointments must be submitted as an [ePAF in HRMS](#). Payroll will no longer be accepting paper hardcopy SAFs (student appointment forms). Please contact your [payroll rep](#) should you have any questions about submitting ePAFs in HRMS.

#### Job Code

- UBC-Vancouver: NSERC USRA (**400408**) / UBC-Okanagan: NSERC USRA (**400425**)

#### Funding

- **START DATE / END DATE:** Please ensure that the appointment is for a period of **at least 16 consecutive weeks** and that the dates of employment are accurate as reimbursements may be affected if the student's actual dates of employment are different from what is stated on the ePAF. The latest a student can start working to meet the 16-week minimum requirement is Thursday, May 11, 2017.
- The student is expected to be working full-time hours (35 paid hours/week plus a 1-hour unpaid lunch break).
- **EARNING CODE:** Select "**RSG**".
- The reimbursement will be sent to the same account as indicated in this section. Please ensure that the Speedchart, Account, Fund, Dept. ID and Project Grant are indicated correctly in order to facilitate the reimbursement.
- **AMOUNT:** Students must be appointed on a "**Per Period**" basis (check the appropriate box). Please ensure that the wage is **at minimum \$6,076.00** for 16 weeks. If the student is appointed for a period of more than 16 weeks, this should be reflected in the total wage with an increase of at least \$379.75 for each additional week.

[eForms](#) will automatically be routed to our approval queue once submitted in the HRMS system. *\*(UBC-Okanagan: The CSI&C office only requires a PDF copy of the student's ePAF.)*

**Deadline: Friday, April 7, 2017**

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