



NSERC Undergraduate Student Research Awards (USRA)

GUIDELINES & EVALUATION PROCEDURE

Role of the Associate Dean

The Associate Dean will determine the number of awards that will be allocated to each academic unit. The allocation will be based on the number of faculty that have secured NSERC grants from within each Unit. The Associate Dean will also ensure that all applicants meet NSERC's criteria prior to applications being forwarded to the Units for ranking. The Associate Dean approves the list of final rankings.

Role of Coordinator (in the I.K. Barber Faculty of Science, Dean's Office)

The Coordinator will receive the applications, check that the application packages are complete, make appropriate numbers of scans and send them electronically to each Department.

In order that students who have transferred to UBC's Okanagan campus are not disadvantaged, the Coordinator will work with the registrar's office to convert marks from other institutions to percentage marks. The Coordinator will inform students and their supervisors, by email, of the outcome of the evaluation of their applications.

Evaluation procedure

Applications will be screened initially and ranked by each I.K. Barber Department Committee according to their established procedure. Each Department Committee will apply the two selection criteria: academic record and research aptitude. Rankings must be based solely on materials in the application package; committee members must not provide or consider additional information on applicants because this would disadvantage any applicants who are not known by the Department committee members. Preference will be given to upper level students, but outstanding 2nd year students will be considered. Once distributed, all application packages will be considered confidential. Any discussion of individual applications is confidential. The Associate Dean will confirm the list of Aboriginal applicants/awardees.

Announcement of results

Results will be announced in March. The Coordinator will contact all students and supervisors by email with the results of the competition. Except under exceptional circumstances, students awarded a USRA will not be allowed to change supervisors from the one listed on their application. If any student chooses to not accept a USRA, then the next student in the ranking will be offered the award. Students may not hold both a USRA and a Irving K. Barber Undergraduate Research Award at the same time. If a student is awarded both, s/he will be allowed to choose between them without penalty once the results of both competitions are announced.

If a supervisor who was not funded at the time of the competition was not successful in receiving an NSERC Grant, then the back-up supervisor and the student will be informed that the back-up supervisor will supervise the student.

Procedure approved by Faculty Council Feb 19, 2007; Revisions December 2009; Revisions December 2010; December 2011; Updates November 2012; Updates January 2013; Revision February 2013, Revision August 2013; Revision December 2013; **December 2017**