



## NSERC Undergraduate Student Research Awards (USRA) GUIDELINES & APPLICATION PROCEDURE

Before applying students must secure a faculty member to supervise them. Students should select their supervisor carefully because they will not be allowed to change supervisors once awarded the USRA. Faculty without a current NSERC grant should obtain approval from the Associate Dean before agreeing to supervise an NSERC USRA student.

Faculty members can support the applications of several students; however the department may limit the number of awards allocated to an individual faculty member. By supporting the application, the faculty member is committing to hiring the student for at least 16 weeks, and providing the additional salary.

There are **TWO** components to the application: the online application on the NSERC website, and the application package sent to [fosawards.ubco@ubc.ca](mailto:fosawards.ubco@ubc.ca) for adjudication purposes. Detailed instructions on how to apply for an NSERC USRA can be found on the next page.



## How to apply for an NSERC-USRA in the IKB Faculty of Science:

- 1) The student accesses the NSERC website, registers, and creates a login. When you log in you will open the eConsole page. Under "Forms Management" select "Forms-Student", then select "Form 202, Part 1". Complete all of the required modules.
- 2) Once complete, the system will generate a reference number for Part I of Form 202. Send a PDF version of Part I and the reference number to your supervisor.
- 3) Supervisors will input the reference number on their personal NSERC account (which will link the applications of student and supervisor), and will complete Part II of Form 202.
- 4) Students must prepare a 250-word statement describing their interest in research and how the USRA would benefit their career.
- 5) The supervisor must provide a reference letter clearly outlining the project and its goals, the role of the student in the project, and the academic and research potential of the student.
- 6) Supervisors then send the entire package to [fosawards.ubco@ubc.ca](mailto:fosawards.ubco@ubc.ca). The contents of a complete package are: Part I of Form 202, Part II of Form 202, the student's statement of intent, and the supervisor's reference letter. Unless the student is visiting from another institution, there is no need to send transcripts in this package, the Dean's Office can access transcripts on SISC.

**Due to the confidential nature of reference letters, supervisors must submit the application package NOT students.**

**The deadline for submission is:** Tuesday, January 31, 2023