



Irving K. Barber Faculty of Science & the International Student Initiative
Undergraduate Research Awards Guidelines and
Application Procedure

The Undergraduate Research Awards (URA) program was established in 2006 by the Irving K. Barber Endowment Fund Advisory Committee to provide exceptional learning experiences for undergraduate students at UBC's Okanagan campus. The purpose of the program is to encourage undergraduate students enrolled in the Irving K. Barber Faculty of Science to pursue innovative and original research as part of their learning experience while at UBC's Okanagan campus. Similarly, the International Undergraduate Research Award (IURA) is funded by the International Student Initiative and supports research projects for international undergraduates enrolled in the Irving K. Barber Faculty of Science.

The URA/IURA program sponsors awards for students engaged in summer research projects. Proposals are adjudicated on the merit, strength, and feasibility of the proposed research project as well as the abilities of the student.

Students are required to participate in the URA Summer Program, which involves attend bi-weekly lunch meetings with other URA/ IURA recipients and faculty to discuss their research projects, listen to guest speakers, learn about communicating with a non-specialist audience, poster design, and receive feedback on their poster prior to the poster symposium. Absences from meetings are permitted if necessary for the project (e.g. field work, extended travel). All URA/IURA students will present their research findings at a public poster symposium in September.

Value of the Awards

URA- \$11,000 salary (inclusive of benefits)

IURA – TBD, but at least minimum wage (inclusive of benefits; check with fosawards.ubco@ubc.ca in January for an updated salary amount), and up to \$1500 for research expenses required to support the summer research (e.g. materials, lab supplies, field expenses, but NOT publication fees)

To be eligible for an award, you must:

- be returning to full-time studies at UBC Okanagan in T1 of 2024W and taking a minimum of 9 credits.
- be registered full-time (9 credits per term) at UBC Okanagan in a Bachelor of Science degree program in the Irving K. Barber Faculty of Science at the time of application (January 2024) (note that BA students in Math and Computer Science should apply to FOS, BSc students in Psychology and Economics should apply to [FASS](#));
- be a Canadian citizen, a permanent resident of Canada, or an international student with a valid study permit for the summer (May 1 to August 31, 2024);
- have successfully completed a minimum of 75 credits toward your degree by May 1, 2024;
- devote yourself to a full-time research project for 16 weeks. Students may not take courses during this period or have employment that detracts from full-time engagement in the project.

Students supported by other summer research awards (e.g. NSERC USRA, Mitacs) are not eligible to hold an Irving K. Barber Faculty of Science URA/IURA; however, supervisors may provide additional funding to increase the amount of the stipend. Students can only hold one Irving K. Barber Faculty of Science URA/IURA during their tenure at UBC's Okanagan campus.

Application Procedure

Student applicants must identify a faculty member in the Irving K. Barber Faculty of Science as their primary supervisor, but faculty members both within and outside the Irving K. Barber Faculty of Science may serve as co-supervisors for collaborative or interdisciplinary research projects. A faculty member may not support more than two URA/IURA applications as a primary supervisor. Often, the proposed research will contribute to a supervisor's ongoing research program, but original research projects of the student's own conception are also welcome for consideration. ***While the subject of the research proposal is expected to be developed through a process of repeated consultation with the supervisor(s), the proposal must be written by the student.*** Students are encouraged to consult the URA Program Advisor, and to seek assistance from the [Centre for Scholarly Communication](#).

All applicants must complete [TCPS 2: CORE-2022 \(Course on Research Ethics\)](#). Applicants can send their certificate of completion at any time prior to **January 31, 2024** to fosawards.ubco@ubc.ca.

If a student research project requires ethics approval and the supervisor does not currently have approval on this project, the student and supervisor are required to provide an alternate research proposal. Once ethics approval is granted, submit a copy of this certification to fosawards.ubco@ubc.ca no later than **May 15, 2024**. If certification is not granted before this date, students must shift their research to the alternate research proposal. If ethics approval is not granted by May 15, and no alternate research proposal has been provided, funding will cease.

Submission Instructions

Applicants:

1. Check that you are completing the correct form; we do not accept submissions using the FASS forms.
2. Complete Form A and the "student information" section on Form B. Send these forms to your supervisor.
3. Send [TCPS 2: CORE-2022 \(Course on Research Ethics\)](#) certification to fosawards.ubco@ubc.ca
4. Send transcripts from all post-secondary institutions that you have attended to fosawards.ubco@ubc.ca **AND** to your supervisor (these do not need to be official transcripts, but please be aware that we do compare them against your records)

Supervisors:

1. Check for deadlines and ensure that you are not submitting last-minute. Check that the student has provided you with the correct forms (**we do not accept submissions using the FASS forms**).
2. Complete Form B and send it to the generic email for the department for the Head's signature.
3. The department forwards Form A, Form B, and any additional attachments the student provided to you (e.g. list of awards received, figures) to fosawards.ubco@ubc.ca

All parts of the application are due to fosawards.ubco@ubc.ca by **4 PM January 31, 2024**.

Form A: Student Application

The applicant completes all sections of Form A, as well as the "student information" section on Form B. The applicant then sends these documents to their supervisor at least one week prior to the deadline.

International students should check the IURA box at the top of the form.

Part I: Personal Data

Complete all sections. Make sure you provide the email listed on your SSC. Check this email regularly.

Part II: Proposed Research Project

- **Keywords:** The five keywords should describe your proposed research clearly to a non-specialist. Assume the person reading your application does not have background knowledge of the topic.
- **Faculty Supervisor:** Your primary research supervisor must be a faculty member in the Irving K. Barber Faculty of Science. List their name and department.
- **Collaborators:** If more than one faculty member is involved in the project, include their name, Faculty and department.
- **Ethics Certification:** necessary ethics, animal care, or biohazardous application proposals should be written and saved on the RISE website before the URA/IURA results are announced. Once a student is offered a URA/IURA the application should be submitted for approval

Research Description:

- Your research proposal must be written by you. Your supervisor will act as a mentor and consultant throughout your writing process. You can also obtain assistance from the URA Program Advisor, or from the [Centre for Scholarly Communication](#).
- Write your proposal using language that is accessible to educated reviewers with non-scientific backgrounds. Use the following structure in your research proposal:
 - **Introduction and Background:** Why is your research important? What is your research question? Provide the necessary background information and summarize relevant findings in existing literature to provide meaningful context.
 - **Research Question and Objectives:** What will you learn through your research project? What do you hope your research will achieve?
 - **Methodology:** Provide the plan for your project and explain how your research activities will answer your research question. Describe the methods and techniques you will use, and identify any specific resources or instrumentation. What data, information, or results will your research generate, and how will you interpret them? Is your methodology descriptive, observational, or experimental? Qualitative, quantitative, or mixed? If your proposed research methodologies are in some way innovative or non-traditional in your discipline, explain and justify their use.
 - **Significance and Impact:** Describe the impact of your expected results. Results may contribute to

advancement of knowledge in your specific discipline, or may be impactful outside of your field or the academic community. If your results impact or interest a specific external community, identify this community and explain why your results are relevant to them.

Qualifications and Personal Impact Statement:

- Describe how your prior coursework, training, and experience have provided you with the necessary skills to complete this research project. Explain why you decided to conduct research. What excites you about this research project? How do you expect this research experience to influence your career path?

Role of Primary Supervisor: Describe how your supervisor’s expertise and interests are relevant to your proposed research. Why did you choose this supervisor? What will you learn by working with this person? How do you expect your future coursework and career path will benefit from this person’s mentorship during this research project?

Role of Collaborator(s): If this is a collaborative research project, consult with your co-supervisors/collaborators and ask them to articulate clearly what their roles will be and how they will supervise and support you. What complementary expertise or perspective do they offer? What additional resources or instrumentation do they make available? To what extent will they be involved in your training or supervision?

Part III: Program Planning

- Complete all sections. If you attended other post-secondary institutions, ensure transcripts are attached (these do not need to be official transcripts). You do not need to attach a UBC transcript.

Plan B Research Description

- If your research project requires ethics approval, prepare an alternate research proposal with your supervisor. You must demonstrate that you have a detailed plan in place in the event that you do not receive ethics approval and/or are unable to forward a copy of ethics certification to fosawards.ubco@ubc.ca by **May 15, 2024**.
- If you do not provide an alternate research proposal and you do not provide ethics certification before May 15, 2024, your URA funding will be withdrawn.

Form B: Supervisor Recommendation

The faculty member completes Form B and submits it to the generic department email for signature by the Department Head. Once signed by the head, the department will send the entire package to the Dean’s office. The signature of the supervising faculty member confirms that they will be available during the summer months to mentor the student. Each department is responsible for ensuring that the application is complete, checking that all forms are signed, and forwarding the entire application package to the Dean's Office by the application deadline, which is **January 31, 2024**. **Late applications are not accepted.**

Adjudication:

- Applications are assessed and ranked by department committees, and the final recommendations are sent to the Associate Dean, Academic & Awards. Competition results are announced in early March.
- Once the URA/IURA is awarded, changes to the successful proposal are not permitted.

Criteria

To evaluate applications, the selection committee will consider the following criteria equally:

1. Quality of proposed research
 - Merit of research and potential impact on the field
 - Strength of research design and overall feasibility of proposed research
 - Interdisciplinary elements (not mandatory, but encouraged)
 - Clarity, presentation, and logic of proposal, in language accessible by a multidisciplinary audience
2. Researcher's abilities, qualifications, and potential for growth
 - Personal initiative
 - Ability to think critically and analytically
 - Ability to apply skills and knowledge
 - Determination and ability to complete projects in a timely fashion
 - Communication skills and ability
 - Past academic achievement
 - Relevant academic training and experience
 - Other relevant experiences and accomplishments

Final Report

All awardees must submit a Final Report about their research to fosawards.ubco@ubc.ca by September 30, 2024. Faculty supervisors must sign the report. The report template is available on the Irving K. Barber Faculty of Science URA/IURA website.

For further information on this program, contact:

Program Advisor TBD

For any other questions, contact:

fosawards.ubco@ubc.ca