



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

The NSERC-USRA is available to Canadian citizens and permanent residents of Canada.

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 considered or allocated to an individual faculty member. By supporting the application, the faculty member is committing to hiring the student for at least 14 weeks, and paying the student at least minimum wage, 35 hours a week, plus 4% vacation pay. The minimum wage in British Columbia (BC) is \$17.40 per hour and is expected to remain at that rate until June 1, 2025. NSERC will reimburse \$6000 to supervisors after the student completes their work term.

There are **THREE** components to the application: the online application on the NSERC website, TCPS 2 certification, and the application package sent to [fosawards.ubco@ubc.ca](mailto:fosawards.ubco@ubc.ca) for adjudication purposes.

If a student self-identifies as Black or Indigenous, their application does not count toward UBC's quota and therefore does not require adjudication. All three components to the application are still required.

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) Students access the NSERC website, register, and create 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 complete the [TCPS 2: CORE-2022 \(Course on Research Ethics\)](#) and submit their certification to [fosawards.ubco@ubc.ca](mailto:fosawards.ubco@ubc.ca) by January 31, 2025 (this is not required by NSERC, but is required by the UBCO IKB Faculty of Science).
- 5) Students must prepare a 250-word statement describing their interest in research and how the USRA would benefit their career.
- 6) 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.
- 7) Supervisors then send the entire package (except the TCPS 2 certification) to [fosawards.ubco@ubc.ca](mailto:fosawards.ubco@ubc.ca). The complete package includes:
  - Part I of Form 202; Part II of Form 202
  - The student's statement of intent
  - 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 Workday.

**Due to the confidential nature of reference letters, supervisors must submit the application package NOT students. If a student self-identifies as Black or Indigenous, please indicate this at time of submission.**

**The deadline for submission is:** Friday January 31, 2025

**Deadline for students who self-identify as Black or Indigenous:** March 11, 2025