UNIVERSITY OF
TORONTO

OFFICE OF THE VICE PRESIDENT, RESEARCH AND INNOVATION

2024 NSERC UNDERGRADUATE STUDENT RESEARCH AWARDS

I. Program Guidelines

Program Overview	To provide research experience that complements the degree program
Student Eligibility	Kindly check the Eligibility section of https://www.nserc-crsng.gc.ca/students-etudiants/ug-pc/usra-brpc_eng.asp Applicants must have completed a minimum of two terms at the time of submission of the application and their GPA must be B- at the time of taking up the USRA award. First year students are not normally in a position to have their GPA confirmed by the start date of a USRA (May 1st). While emphasis is placed on students in their 2nd, 3rd or 4th year for USRA candidacy, please contact Research Services if you have any questions. Also, please contact Research Services about any GPA requirement questions you may have.
Supervisor Eligibility	Those who meet NSERC's Eligibility Criteria for Faculty, and be able to independently supervise students as per their appointment with their university (at U of T Supervisor must hold an appointment that allows them to hold research funding) Allocations are not transferrable between units. Therefore, researchers should supervise students at the unit where they hold their primary appointment and/or where their grants are held.
Subject matter eligibility	Research projects must fall within the mandate of NSERC and focus on activities in Natural Sciences and Engineering

Award Value	$6000, plus a minimum 25% supplement ($1,500) provided by the unit Any supplement above this level may be set at the discretion of the unit or the USRA supervisor. Sources of supplements: can include NSERC grants, other research funds (non-NSERC) other funds the unit may have at its discretion. The supervisor or unit must cover any additional costs related to fieldwork (e.g. travel expenses). In addition, NSERC does not permit payment for any vacation days taken during the tenure of the award.
Duration	16 full consecutive weeks (similar to co-op terms)
Tenure at Another Location	The USRA Award holder and their supervisor must both be at the same university where the student holds the USRA. USRA allocations are not transferable from one university to another. Students may apply at any eligible university.
USRA term at UofT	The University of Toronto administers this program in the summer term only, between *May 1st and September 1st* of each year.
Unit Allocations and Deadlines	Students and supervisors should contact the respective unit Undergraduate Coordinators. Units should determine their internal deadlines
<u>**University Deadline** for</u> <u>**Unit Approved MRAs:**</u>	**April 17 2024**

II. Application Procedures

For Students	• The student must complete the latest version of the application form (Form 202, Part I) online, follow the instructions and adhere to NSERC's General Presentation Guideline. NSERC refuses handwritten applications. Refer to the [Instructions for completing an Undergraduate Student Research Awards (USRA) application – form 202](#) • If the student self-identifies as Indigenous or Black, make sure you select the appropriate field in form 202-Part I. • Student e-transcripts or most recent academic history report from ACORN is sufficient for NSERC's requirements. • For more information, you can review the NSERC's video how to apply: https://www.youtube.com/watch?v=kkATi95z1Fw
For Supervisors	• Important step: Once the student has completed Form 202 – Part I online, they must provide the Supervisor with the **reference number** generated by the system. • Refer to the **Completing and submitting the application – Part II (to be completed by the proposed research supervisor)** from [Instructions for completing an Undergraduate Student Research Awards (USRA) application – form 202](#) • Supervisor needs to log on to the Online System using the same account they use when applying for NSERC grants and complete Part II of Form 202. • Once all the modules of Form 202 have been completed, Supervisor must go back to the 'My Portfolio' page and select Verify. When verification is complete, the status of the application will change to "Completed". • For the final step the Supervisor must submit the form to the USRA Liaison Officer, by selecting Submit to LO. Completed online applications will then be submitted to NSERC by Research Services. • MRA Submission: Successful supervisors must complete an [MRA](#) and attach only Form 202 Part I and Part II (note that the transcript is not required to be submitted in the MRA only on the NSERC on-line system. Include the name of the student and start and end dates on the first page of the MRA. The MRA must be received by RSO no later than April 17th, 2024

For Units	Submit the electronic copies of the following to Research Services by **April 17, 2024:**
	▪ Approved MRA only for nominated Supervisor/students that will be receiving a USRA award from the unit's allocation
	▪ For Indigenous and Black student awards, prior to approving an MRA please send an email with the "2024 NSERC USRA Summer Indigenous and Black student awards table" to Keti Dzamova at keti.dzamova@utoronto.ca we ask this to be send no later than _April 15, 2024_
	▪ Once RSO has confirmed receipt please approve respective MRA(s) for Indigenous and Black student awards
	1. It is important that you have the original documents in your files should NSERC ever request them.
	2. Ensure all sections/boxes of the application form (Form 202) have been completed, using the checklists provided.
	3. Verify that start dates are not earlier than May 1st or on a day that falls on a weekend. These dates should match the dates on the first page of the MRA.
	4. The applications from the approved MRAs will be forwarded to NSERC by Research Services as they are received. By submitting your MRAs, the unit is confirming that all applications have been verified for completeness and accuracy and that supervisors and students meet the NSERC USRA program eligibility requirements.
	5. Note that if NSERC determines that an application is ineligible, NSERC will rescind the USRA award. When NSERC rescinds an award, it requires that, "Units must be prepared to continue to engage any student(s) who may be rejected by NSERC."
	6. Units must be prepared to continue to engage any student(s) who may be rejected by NSERC and cover the stipend cost associated with this award.
	7. Hold all MRAs for Indigenous and Black student awards until you have submitted your table of names for these awards. RSO will then increase your unit's allocation to accommodate these awards. Once you have received notification that your allocation has been increased, please proceed with the approval process.