



Psychology UNIVERSITY OF TORONTO

NSERC USRAs 2019

Award Value: \$4,500 plus a minimum 25% supplement (\$1,125) provided by the department.

Duration: 16-full consecutive weeks, 40-hours a week ***No provision for sick leave, vacation or other interruptions of awards***

USRA Work Term at UofT: The University of Toronto administers this program in the **summer term** only, between May 1st and September 30th of each year. *This year, the work term will ideally begin **May 6, 2019**, which is a Monday.*

Departmental Deadline: Applications are due no later than **Monday February 25th, 2019** to the Psychology Undergraduate Administrator in Sidney Smith Hall, room 4014. Please email the Undergraduate Administrator (undergrad@psych.utoronto.ca) to arrange a day and time to bring in your application where it will be verified for completion, correctness, and eligibility.

Department Quota: The Dept. of Psychology has been given a quota of **6** awards (awards given to Aboriginal students will be extra and not part of the quota).

NSERC Eligibility:

- Canadian citizen or permanent resident of Canada
- Registered either full-time or part-time (at the time of application) in a bachelor's degree program in the term immediately before holding the award (NSERC, however, expects that most awards will be held by full-time students)
- Must have obtained, over the previous years of study, a minimum grade of "B-" or "B"
- Must have completed, at the time of application, a minimum of two academic terms/semesters (first year students are not permitted to apply)
- Must be able to complete the full 16-week term

Dept. of Psychology Eligibility:

- Enrolled at the University of Toronto
- Enrolled in a **PSY Program** at the St. George Campus
- Must have a cGPA of at least 3.0 ("B") at the time of application ***PLEASE DO NOT APPLY IF YOU DON'T HAVE THE MINIMUM CGPA***
- Research conducted for award cannot simultaneously be used for course credit (ie., PSY 405/406 – Individual Projects)

Application Instructions for Students:

1. Approach an eligible NSERC supervisor and request to apply to this award with him/her (a list of supervisors is available at <http://home.psych.utoronto.ca/undergraduate/awards.htm>). Supervisors may have several students doing the same and may hold interviews or ask for your CV and Academic History to determine who the best candidate is. Please give yourself and the supervisor you are interested in plenty of time to go through all of these procedures.
2. Print a copy of the **application checklist** (available at <http://home.psych.utoronto.ca/undergraduate/awards.htm>) to use as a guide while filling out your application. Check off the list as you go.
3. Once you've **secured your supervisor**, order an official **SEALED** copy of your UofT transcript and either have it sent to the Undergraduate Administrator in Sidney Smith Hall, room 4014 or submit it in person (in a stamped and sealed envelope). Do **NOT** order your transcript until an NSERC eligible supervisor has fully agreed to apply with you. Please make sure you meet all of the eligibility requirements too before ordering it. Please note that if you attended any other universities in addition to UofT, you will need to order transcripts from those schools as well.
4. Complete the latest version of the application (Form 202, Part I) online at https://ebiz.nserc.ca/nserc_web/nserc_login_e.htm. Follow the instructions carefully and adhere to NSERC's General Presentation Guideline (<http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/instructions/202/e.asp>) ***HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED***
5. Contact the Undergraduate Administrator (undergrad@psych.utoronto.ca) for a PDF copy of your transcript to be emailed to you after you have ordered it. **Please allow several business days for this to happen** (receiving of transcript and scanning into PDF). Once your PDF copy has been received, upload it to your online application.
6. Upon completing Part I of Form 202 online and uploading your transcript, click on **VERIFY**. Next, provide your supervisor with the reference number given to you by the system (supervisors will not be able to complete Part II of Form 202 if they have not received the reference number). Once your supervisor has completed the application, he/she must also click on **VERIFY**, **but SHOULD NOT click on SUBMIT yet** (your supervisor will be instructed to do this at a later date by the Undergraduate Administrator ONLY if your application is successful).
7. Print Part I of your completed application and obtain the completed Part II from your supervisor. Submit Parts I and II along with the completed Student/Supervisor Certification form (note that it must bear your and your supervisor's original signatures – no scanned copies), checklist, and a printed copy of your PDF transcript by the due date. Please make sure that every part of the application is printed **single-sided only** and that there are **no staples!**
8. You will be advised of the status of your application no later than **Wednesday March 6th**. Please do not contact the Undergraduate Administrator for results before this date.

Notes to Students: You must commit to working approximately 40 hours a week, each week of the 16-week term. As a result, you will not be able to enrol into summer classes unless they are scheduled outside of the time you are expected to be in the lab (ie., classes scheduled in the evening from 5-8 or 6-9 p.m. would be acceptable). Make sure the start date for the project is listed as beginning on a Monday (**May 6, 2019** for example). Graduation dates should have **6** as the month for June convocation, and **11** as the month for November convocation.

Application Instructions for Supervisors:

1. Print a copy of the **application checklist** (available at <http://home.psych.utoronto.ca/undergraduate/awards.htm>) to use as a guide while filling out your application. **Please follow it carefully.**
2. After your student fills out Part I of Form 202 online, obtain from them the reference number provided to the student by NSERC.
3. Log onto NSERC On-line Services using the same account you use when applying for NSERC grants. Complete Part II of Form 202. Make sure the start date for the project is listed as beginning on a Monday (**May 6, 2019** for example). Graduation dates should have **6** as the month for June convocation, and **11** as the month for November convocation. Also make sure that the Sponsor Reference Number given to you by NSERC when you received your grant is accurate. If in doubt, please ask the Undergraduate Administrator.
4. Once you have completed the application, you must go back to the “My Portfolio” page and select **VERIFY** to ensure all required information has been entered. Once verification is complete, the status of the application will be changed to **COMPLETED**. No changes should be made to the form once it is complete. Please **DO NOT** click on **SUBMIT** yet. You will be instructed to do this **ONLY IF** your student is selected for the award.
5. Complete the Student/Supervisor Certification form. It must bear your and your students’ original signatures.
6. Give the Student/Supervisor Certification form and a printed copy of Form 202, Part II to your student for submission to the Undergraduate Administrator. The due date is **Monday February 25th, 2019**.
7. You and your student will be advised of the status of the application no later than **Wednesday March 6th**.

What needs to be handed in?

- Official University of Toronto transcript (ahead of time and not with application)
- Printout of PDF copy of transcript
- Form 202, Part I
- Form 202, Part II
- Completed Student/Supervisor Certification (with signatures)
- Application checklist

Questions? Please contact Tamara Ferguson, Undergraduate Administrator, at undergrad@psych.utoronto.ca or 416-978-3407.

NSERC On-line Services Helpdesk (For Technical Assistance & Inquiries)
Tel.: 613-995-4273 / E-mail: webapp@nserc-crsng.gc.ca