

Dept. of Psychology NSERC USRA Application Information for 2022

This award is to be held for 16-weeks between the dates of May 2nd and September 2nd (no provision for sick days or vacation during duration of award). The value of the award is \$6,000, with a minimum top up of 25% (\$1,500) from the supervisor.

Our department's quota for the 2022 NSERC USRA program is 5. As in past years, self-identifying Indigenous students can be supported above and beyond this quota.

Important Deadlines	
Mon. March 21, 2022	Applications due online (NSERC website) and PDFs of applications to be emailed to psy.undergrad@utoronto.ca .
Fri. April 7, 2022	Confirmation to accept award from those offered NSERC is due from student, as well as all application corrections/revisions (if needed).

All applications MUST be completed by students and their supervisors online (https://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/Index_eng.asp).

ELIGIBILITY REQUIREMENTS FOR STUDENTS:

- 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) **AT THE UNIVERSITY OF TORONTO** (no external candidates).
- Enrolled in a **PSY Program** at the St. George Campus.
- Must have obtained, over the previous years of study, **a minimum CGPGA of 3.0 ("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 (~40 hrs./week) and **not** be enrolled in summer courses (unless outside of working hours). No provision for sick leave or vacation.
- Supervisor must be on the approved list as issued by the Dept. of Psychology.
- Research conducted for award cannot simultaneously be used for course credit (ie., PSY 405/406 – Individual Projects).

IMPORTANT REMINDERS!

- Refer to the checklist while filling out all aspects of the application; please follow it carefully and check it off as you go.
- Handwritten applications will **not** be accepted, and all pages of the application should be **single-sided**.
- Grant application number (UofT Sponsor Reference Number) for supervisors is **999999**. Please do not use any other number.
- Applicants and supervisors must double-check the completeness and accuracy of the forms using both the NSERC and RSO checklists.
- Students must upload a PDF copy of the academic history report/e-transcript/official paper transcript on NSERC's online system when completing their application. The e-transcript or academic history report that students can generate directly from ACORN are acceptable forms of a transcript.
- Start dates should not begin on a weekend/holiday and not before May 2nd, dates on all forms should match. Start date should fall on a Monday (ie., May 2nd, May 9th, etc.).
- The correct way for students to indicate the month in which they will be completing their UG degree on their form is either **06** for June or **11** for November.
- All applications must be accompanied by a Student/Supervisor Certification Form and must bear the electronic signatures of the student and the supervisor.

PDF copies of the student application, Student/Supervisor Certification Form, and transcript must be emailed to the Undergraduate Administrator at psy.undergrad@utoronto.ca by **Monday March 21st, 2022**.

2022 NSERC Undergraduate Student Research Awards

Program Guidelines and Application Procedures

Purpose: To provide research experience that complements the degree program which will encourage students to consider graduate studies and pursue careers in the natural sciences and engineering.

Award Value: \$6000, plus a minimum 25% supplement (\$1,500) provided by the department

- Any supplement above this level may be set at the discretion of the department or the USRA supervisor.
- Sources of supplements: can include NSERC grants, other research funds (non-NSERC) and university sources.
- Travel allowances are **no longer granted** by under the NSERC USRA program.
- The supervisor or department must cover any additional costs related to the fieldwork (e.g. travel expenses).
- In addition, NSERC does not permit any payment for any vacation days taken during the tenure of the award.

Duration: 16 full consecutive weeks (similar to co-op terms)

- For USRA terms shorter than 16 weeks: NSERC's approval is required **prior** to the beginning of the award term. Departments must submit any short award term requests along with a justification to Research Services as soon as possible.
- **There is no provision for sick leave, vacation, or other interruptions of awards.** Should an award be terminated early, please contact the Research Services Office (RSO) immediately so that NSERC can be informed.
- NSERC does not permit USRA Awards to be deferred.

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 2nd and September 2nd of each year.

ELIGIBILITY CRITERIA FOR STUDENTS & SUPERVISORS

A. Student

<i>Eligible</i>	<i>Ineligible</i>
<ul style="list-style-type: none"> • Canadian citizens or permanent residents of Canada. • Registered either full-time or part-time (at the time of application) in a bachelor's degree program in at least one of the two terms immediately before holding the award. NSERC, however, expects that full-time students will hold most awards. <ul style="list-style-type: none"> ○ A student is still eligible if they already hold a bachelor's degree, as long as they are currently studying towards a second bachelor's degree in the natural sciences or engineering. • Must have obtained, over the previous years of study, a cumulative average of at least second class (a grade of B or B-, if applicable) • Must have completed, <u>at the time of application</u>, a minimum of <u>two academic terms/semesters</u>. • Graduating students in the term immediately following the completion of their undergraduate program requirements, as long as they have not started a program of graduate studies. • Be engaged on a full-time basis in research and development activities in the natural sciences or engineering during the award tenure. 	<ul style="list-style-type: none"> • Foreign or international students • Currently enrolled in an undergraduate professional degree program in the health sciences (e.g., MD, BScPhm, D.D.S., BScN) • Holds higher degrees in the natural sciences & engineering.

Please remember:

- First-year students are excluded from the competition. Applicants must have completed a minimum of two terms at the time of submission of the application. Results from at least two terms must be available on a student's transcript by the deadline
- Students who will graduate at the end of the term before the USRA begins (that is, who will graduate after the term in which they apply) are eligible, as long as they do not begin graduate studies while holding the USRA and meet the other eligibility requirements.
- The USRA program is intended to be over and above the academic credits needed for a degree. Award holders should not receive academic credits for research done during the USRA term
- USRA award holders are permitted to take up to maximum two courses during the award term.
- Thesis research during award term is not permitted.
- A USRA may be held concurrently with a co-op placement.
- A student may hold only one USRA per fiscal year.
- A student may hold a maximum of three (3) USRAs throughout their university career.

B. Supervisor

<i>Eligible</i>	<i>Ineligible</i>
NSERC considers eligible supervisors to be those who meet NSERC's Eligibility Criteria for Faculty , and be able to independently supervise students as per their appointment with their university.	<ul style="list-style-type: none">• Those who do not meet NSERC's eligibility criteria

Please remember:

- Supervision of two NSERC grantees at the same time is allowed as long as they are engaged on a “genuine” research project. However, NSERC does not permit students to move between laboratories on different projects over the 16-week period since the Agency believes that this would dilute the value of the USRA experience.
- The supervisor must ensure proper supervision of the USRA Awardee at all times, especially during fieldwork. One NSERC grantee has to be designated as the student's official supervisor.
- Postdoctoral fellows, graduate or Ph.D. students are **NOT** eligible supervisors.
- Quotas are not transferrable between departments. Therefore, researchers should supervise students at the department where they hold their primary appointment and/or where their grants are held.

Application Instructions

FOR STUDENTS

1. You can apply through more than one department but can only hold one USRA.
2. 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.**
3. Attach a PDF copy of your transcripts (or the university e-transcripts or the most recent academic history report from ACORN to the application form (Part I)
4. Once Form 202–Part I has been completed, provide your prospective supervisor with the reference number generated by the system so that they may complete Part II of the form.
5. Once both parts of the form have been completed and verified the supervisor can submit the USRA application.
6. If any additional changes are made by either party—you or your prospective supervisor—will require the other party's verification and confirmation in the online system in order to re-submit the edited application
7. In addition, your department requires a copy of your application and your e-transcripts or most recent academic history report from ACORN, which you will submit to the department Undergraduate Coordinator.
8. Complete the Student/Supervisor Certification form. It must bear both your and your supervisor's signatures. Once signed, kindly **create a PDF** and submit it to the Undergraduate Administrator
9. Research Services can only accept the application that has been endorsed by the department.

FOR SUPERVISORS

1. Please be sure to follow the application checklist carefully.
2. Once the student has completed Form 202 – Part I online, they must provide you with the **reference number** generated by the system. You will not be able to complete Part II of Form 202 online without the **reference number**.
3. Log on to the Online System using the same account you use when applying for NSERC grants. Complete Part II of Form 202.
*NOTE: The research grant application number is no longer used by NSERC. Enter 999999 or any six-digit number.
4. Once all the modules of Form 202 have been completed, you must go back to the 'My Portfolio' page and select **Verify**, which will assess whether all required information has been entered. Once verification is complete, the status of the application will change to "**Completed**".
5. No changes should be made to the form after it has been "Completed." If you need to update any information, contact the NSERC On-Line Services Helpdesk. Once both parts of the form have been completed and verified, any additional changes made by either party—you or the student—will require the other party's verification and confirmation in the online system.
6. You must submit the form to the USRA Liaison Officer, who is a designated member by Research Services, by selecting **Submit to LO**. Completed online applications will then be submitted to NSERC by Research Services.
7. Follow the application checklist carefully.
8. A Student/Supervisor Certification form must be completed and must bear your and your students' signatures.