Psychology
UNIVERSITY OF TORONTO

NSERC USRA Application Information for 2023

This award is to be held for 16 weeks between the dates of May 1st and September 1st (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 2023 NSERC USRA program is **5**. Self-identifying Black and Indigenous students can be supported above and beyond this quota.

Important Deadlines	
Mon. Mar. 20, 2023	Applications due online (NSERC website) and PDFs of applications to be emailed to psy.undergrad@utoronto.ca.
Wed. April 12, 2023	Confirmation to accept award from those offered NSERC is due from student, as well as all application corrections/revisions (if needed).
Wed. April 19, 2023	Deadline for Supervisors to complete and submit an MRA (more details will be provided to successful applicants.

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

DEPT. OF PSYCHOLOGY 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 application 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 1st, dates on all forms should match. Start date should fall on a Monday (ie., May 1st, May 8th, 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.

PDF copies of the student application and transcript must be emailed to the Undergraduate Administrator at psy.undergrad@utoronto.ca by **Monday March 20th, 2023.**

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 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)

- **There is no provision for sick leave, vacation, or other interruptions of awards.**
- 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 1st and September 1st of each year.

Departmental Allocations and Deadlines: We have been given an allocation of 5 NSERC URSAs. Self-identifying Black and Indigenous students will be granted a USRA above this allocation. The deadline to submit the application is *==Monday, March 20th, 2023.==*

University Deadline for Departmental Approved MRAs: ==*April 19, 2023*==

ELIGIBILITY CRITERIA FOR STUDENTS & SUPERVISORS

A. Student

Eligible	*Ineligible*
- 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. - 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 (by April 19, 2023</u>, a minimum of <u>two</u> academic terms/semesters. - 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.	- 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 internal deadline of April 19, 2023
- 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 continue to meet all other NSERC USRA 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 a maximum of 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 federal government fiscal year (April 1st to March 31st).
- A student may hold a maximum of three (3) USRAs throughout their university career.

B. Supervisor

Eligible	Ineligible
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.	- 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.
- Allocations 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.

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), after it has been opened and reviewed by the Undergraduate Office.
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 you self-identity as Indigenous or Black, make sure you select the appropriate field in form 202-Part I.
7. 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.
8. 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 via email in a PDF format to the Undergraduate Administrator (psy.undergrad@utoronto.ca).
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.
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. If you and your student have officially been offered a USRA (as notified by Psychology), 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. **Please do not do this unless you know that you have been selected to receive this award.**

7. 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 19th, 2023***.

If either student or supervisor have any questions at all about this process, please do not hesitate to contact Tamara Ferguson, Undergraduate Administrator, at psy.undergrad@utoronto.ca.

Please see below for the application checklist

University of Toronto
2023 NSERC USRA Application Checklist

FORM 202 PART I – TO BE COMPLETED BY <u>STUDENT</u>		
Reference Number	☐	The number generated when the form is completed online. This number must be forwarded to the proposed supervisor(s) to complete Part 2.
Department	☐	Student should indicate the department where currently registered.
PIN	☐	If a student is a **previous** USRA awardee, they have been assigned a PIN by NSERC. This can be found in NSERC's award letter to the student from the previous year. **If first-time applicant or unable to provide, leave blank.**
Full-time or Part-time	☐	Please indicate your current status.
Previously USRA Recipient	☐	Check either Yes or No.
Transcripts	☐	A hard /e-copy of your transcript or the most recent academic history report from ACORN will be needed to be submitted to your Department Undergraduate Coordinator. You will also need to link the transcript or he most recent academic history report from ACORN to your form 202 part I.
Citizenship	☐	Check ONE box only, not both. If a permanent resident, provide **date of landing**.
Signature	☐	<u>Original signature</u> required on Student/Supervisor
FORM 202 PART 2 – TO BE COMPLETED BY <u>SUPERVISOR</u>		
Type of award	☐	Check "University" box.
Proposed starting date of award	☐	<u>Indicate the day, month and year.</u> If this is blank or incomplete, NSERC will use the first Monday (or Tuesday, if Monday is a holiday) of the first month of the work term.
Reference no.	☐	**A reference number will be generated once the student completes and submits Part 1 online**. This should be forwarded to the proposed supervisor to be entered in this box. **This is not a PIN number.**
Address at location of tenure	☐	Provide complete address of the supervisor.
Telephone, fax and e-mail	☐	These should be the **supervisor's** contact information, not the student's.
Title of research	☐	This must be provided.
Outline of proposed research project	☐	**Provide a project description, including objectives, outputs and/or deliverables (if applicable). This should <u>be more than one sentence in length.</u>**
Outline of student's role	☐	Specify student's roles/tasks/responsibilities in the project.
Grant application no. **(UofT Sponsor Reference Number)**	☐	*Enter 999999 or any six-digit number*
Research subject code	☐	Use the research subject code for fellowships and scholarships found in http://www.nserc-crsng.gc.ca/Help-Aide/ScholarshipCodes-CodesPourBourses_Eng.asp. **DO NOT USE THE RESEARCH CODES INTENDED FOR PROFESSORS ONLY.**
PIN	☐	NSERC PIN of the supervisor.