

# Undergraduate Student Research Awards – Natural Sciences and Engineering Research Council

- Information session for students

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# Plan

- Program Overview
- Eligibility
- Selection process
- Application process

# Program Overview

Research internships in natural sciences and engineering

- **Objectives:**
  - Stimulate interest in research
  - Encourage to undertake grad studies
- **Award value:** a minimum of \$5625 (\$4500 from NSERC + a minimum of \$1125 from supervisor)
- **Duration:** 16 consecutive weeks, full time
- **Number of awards:** 102 for 2017-18

# Holding the award

- 16 consecutive weeks, full-time
  - Max one course with supervisor authorization
  - No vacations
- Between May 1, 2018 and April 30, 2019
- Bi-monthly installments

# Application process

**Deadline: February 9, 2018**  
**Summer 2018, fall 2018 and winter 2019**

- Application are submitted by the student-professor team
- Limit of one application per student at uOttawa
- NSERC On-line system
- Additional documents by email at [urop@uottawa.ca](mailto:urop@uottawa.ca)
- Highly competitive program: application which does not meet all the requirements will be rejected.

# Eligibility

- Canadian citizen or permanent resident of Canada
- be registered in a bachelor's degree program **in at least one of the 2 terms immediately previous to the award** (undergraduate professional degree programs in the health sciences are not admissible, e.g., MD, DDS, BScN)
- CGPA of at least 6.0
- must not hold a graduate degree in the natural sciences or engineering
- must not have previously received three USRAs
- Must not have been received an NSERC-USRA award in the same fiscal year (April 1st to March 31st)

# Eligibility

To hold an award, you must:

- have completed all the course requirements of at least the first year of university study of your bachelor's degree (24 credits)
- have been registered in the term immediately before holding the award in a bachelor's degree program
- not have started a program of graduate studies in the natural sciences or engineering
- be engaged on a full-time basis in research and development activities during the tenure of the award



## Professor's eligibility

- Must hold an active NSERC research grant, either at the time of the application or when the award is held.
  - Professors whose research grants terminated on March 31, 2017, but who received an extension to use up the remaining funds from April 1, 2017 to March 31, 2018, will be eligible to supervise a USRA student in the summer or fall of 2018 or the winter of 2019.
  - If applied for a research grant: can still apply for USRA but must notify the student.
  - If the research grant is not approved, we will find another supervisor for the student.
- A maximum of 2 applications per session per professor. Exceptions possible by contacting **Melanie Bellefeuille**.



# Selection process

- NSERC's criteria
  - academic excellence (CGPA, awards)
  - research aptitudes (resume, awards, statement of interest)
- Additional criteria:
  - Students in 2<sup>nd</sup> or 3<sup>rd</sup> year at the time of the application will be given priority.
- Aboriginal students: do not count in the uOttawa awards quota given by NSERC

# Submission

- Create an account on the NSERC On-line Services
- OR
- Use an existing account to start a new application

## On-line System Users

Select **On-line System Login** to create or access an application.

**On-line System Login**

- ▶ [First-Time User? Please Register](#)
- ▶ [Frequently Asked Questions](#)
- ▶ [Forms in PDF Format and Instructions](#)



# Create an account

Have you had previous contact with NSERC (i.e., as an applicant or referee)?

Yes  No

If known, enter your NSERC PIN  (6 chars)

Family name  (30 chars)

Mixed case (e.g., Roy)

Given name  (30 chars)

Mixed case (e.g., Paul)

Initial(s) of ALL given names  (4 chars)

Uppercase no periods or spaces (e.g., initials for Paul M. Roy would be PM)

Previous Family Name  (30 chars)

(If you have changed your name since you last applied to NSERC)

E-mail address  (100 chars)

Birth Date  Day  Month

Institution where bachelor degree was obtained  List...

Preferred language of correspondence English  French

Daytime phone number 

Country Code	Area Code	Number	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Account name (User ID)  (30 chars)

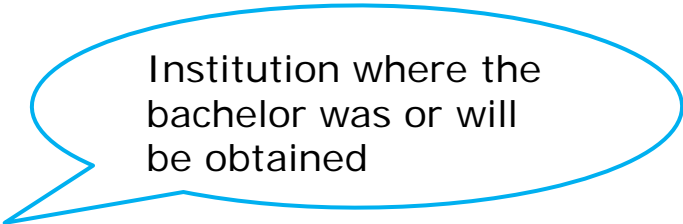
Begin with a letter, and use only letters (a-z), numbers (0-9), the underscore (\_), and no spaces.

Password  (10 chars)

Must be 8-10 characters long, must contain at least one special character (!@#\$%^&\*()+={}<> \\_ - [] / ?) and no spaces, may contain numbers (0-9), lower and upper case letters (a-z, A-Z). Please note that your password is case sensitive.

Password confirmation  (10 chars)

Authentication question  (200 chars)



# STUDENT FORM 202 PART I

# Form 202 part I

- To be completed by the student
- Attach transcript
- Will generate a reference number which has to be given to the professor
  - This is not your NIP!

# Form 202 part I

<b>Main Menu</b>
Logout
<b>Proactive Disclosure</b>
Proactive Disclosure

## eConsole

Version 5.48

### Welcome Matisse Lafrance

Users of the eSubmission system will no longer be required to periodically change their passwords. However, for their own protection, users are encouraged to change their passwords regularly. Keep your password safe and confidential; do not divulge it to anyone. NSERC will not be held liable for any loss of your data should you neglect to protect your password.

#### Account Management

- [Change Password](#)
- [Maintain User Profile](#)

#### Forms Management

- [Forms - Researcher](#)
- [Forms - Student](#) ←
- [Forms - Reviewer](#)
- [Forms - Partners](#)
- [Forms - Department Head](#)

## Form 202 part I – cont.

Select form to be created  ←

- Select form to be created
- Form 200 - IPS, IRDF, VF
- CGS - Michael Smith Foreign Study Supplements
- Form 201 - (PGS D & PDF)

Once you have created your application, the system will assign it a reference number. Once Part I is complete, you must forward this number to your proposed supervisor to enable him or her to complete Part II. If you intend to apply a second time using your Form 202, do not forget to update it. ↘

Reference Number	Status	Last Updated	Edit Form	Verify Completeness	Preview/ Print
289740	In Progress	2014/01/28	<input type="button" value="Edit"/>	<input type="button" value="Verify"/>	<input type="button" value="Preview"/>

## Form 202 - USRA (Part I)

Once you have created your application, the system will assign it a reference number. Once Part I is complete, you must forward this number to your proposed supervisor to enable him or her to complete Part II. If you intend to apply a second time using your Form 202, do not forget to update it. ↘

Reference Number	Status	Last Updated	Edit Form	Verify Completeness	Preview/ Print
289740	Completed	2014/01/29	<input type="button" value="Edit"/>	<input type="button" value="Verify"/>	<input type="button" value="Preview"/>



## Form 202 part I – Personal Profile

### Form

Application Profile

Personal Profile

Addresses

Academic  
Background

Awards

Transcripts

### Proactive Disclosure

Proactive Disclosure

Optional Information (Refer to The access to Information Act and The Privacy Act)

Gender: Male  Female

Designated group: **Aboriginal**  Visible Minority  Disabled

What languages do you:

Read English  French

Write English  French

Speak English  French

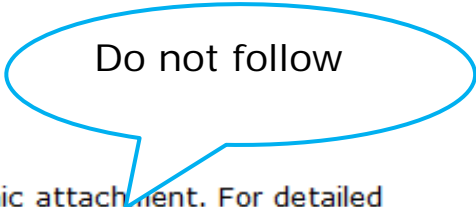
## Form 202 part I – Awards

- Include only competitive awards
  - Based on academic or research excellence
  - Do not include admission scholarship
  - May include declined awards

## Form 202 part I – Transcripts

### Form 202 Part I - Transcripts

Select "Instructions" from the common menu bar for details concerning this electronic attachment. For detailed instructions on the attachment process and attachment presentation, consult the [Electronic Attachment Instructions](#).



**Your electronic file attachment must meet the following specifications:**

- PDF format
- Maximum file size is 3 Mb
- 8 ½" x 11" (216mm x 279mm)

Must follow

A yellow rectangular box with a green border. Inside, the text "Your electronic file attachment must meet the following specifications:" is followed by a bulleted list of three items: "PDF format", "Maximum file size is 3 Mb", and "8 ½" x 11" (216mm x 279mm)". A blue speech bubble with a white background and a blue border points to the list from the right, containing the text "Must follow".

## Form 202 part I – Transcripts

- combined into a single file;
- **Studies at uOttawa** : unofficial transcript taken from uOzone in PDF format is accepted.
  - Wait for fall grades to be official.
- **Studies at another institution:** official transcripts are required, in a single document, including the legend found on the back.

# PROFESSOR FORM 202 PART II

## Form 202 part II

- Completed by the professor
- NSERC On-line Systems
  - Existing account

### - Form 202 Part II - Create a New Application

Proposed work term  Year  ←

Will the award be held: at a university?  in industry or not for profit organization?

If you select "university", the form will be placed in the Researcher's Portfolio. If you select "in industry or not for profit organization," the form will be placed in the Partner's Portfolio.

Family name of student  (30 chars) ←

Reference number  (Generated for the Student by the system only if Part I was completed on-line) ←

Title of proposed research project  (100 chars)

Institution that will administer the award  List...

Department

# Final Submission – by the prof

## Form 202 - USRA (Part II)

1. Select **Verify** to ensure your application is complete (status will appear as Completed).
2. **Submit** your application to your institution for approval (status will appear as Submitted). This action is the equivalent of you signing the application. Refer to [Electronic Submission of Applications](#).
3. Your institution submits your application to NSERC for consideration (status will appear as **Approved**).

Student Name	Term	Status	Last Updated	Edit Form	Verify Completeness	Preview/ Print	Submit to LO
Lafrance,Matisse	Fall	In Progress	2014/01/29	<input type="button" value="Edit"/>	<input type="button" value="Verify"/>	<input type="button" value="Preview"/>	<input type="button" value="Submit"/>

# Other documents

Send by email to [urop@uottawa.ca](mailto:urop@uottawa.ca)

- Resume
  - include a section on education, awards and research experience.
  - Maximum length: 2 pages.
- Student's Statement of interest:
  - student must explain why he or she wants to participate in the proposed research project and the link between this and his or her professional goals.  
Maximum length: 250 words.



## Useful links

- Program details NSERC: [http://www.nserc-crsng.gc.ca/students-etudiants/ug-pc/usra-brpc\\_eng.asp](http://www.nserc-crsng.gc.ca/students-etudiants/ug-pc/usra-brpc_eng.asp)
- Program details uOttawa: <http://research.uottawa.ca/urop/internships-awards/usra-nserc>
- On-line Systems: [http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/Index\\_eng.asp](http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/Index_eng.asp)

# QUESTIONS ?



# Office of Undergraduate Research

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