

**MEMORANDUM**

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**To:** USRA Faculty Contacts  
**From:** Louise Kilianski, Grants Officer  
**Date:** Nov. 20, 2020  
**RE:** SAN Instructions for NSERC Undergraduate Student Research Awards (USRA) – Summer 2021

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Please complete a SAN (Staff Appointment Notice) for each individual student who was awarded a USRA for Summer 2021 and return it to your Dean's office. Please contact your Dean's office if you have questions regarding which students accepted awards for your department.

**SAN Requirements:**

- ✓ **The job code required for the SAN is X0301 (Undergraduate Fellowship).**
- ✓ The SAN information should be **completed for the entire summer term**. The Western HR system is based on monthly employment and pay will be prorated if the student's HR appointment ends early.

**The following information needs to be collected for each SAN:**

- ✓ ALL EMPLOYEE/ STUDENT INFORMATION
- ✓ RATE TYPE = Monthly [(NSERC \$6,000 + stipend supplement)/ divided by 4]
- ✓ ACCOUNT CODE: Full account information to cover the full award (\$6,000 + stipend supplement)
- ✓ The stipend supplement as defined in the Offer Letter must be included in this calculation and must be a minimum of \$1,500 for the award period (i.e. \$375/month).

**Note:** Supervisors are encouraged to provide more than the *minimum* stipend supplement amount.

The award amount (NSERC + stipend supplement) must be charged to the researcher's grant account in full. The NSERC portion of the award(s) will be reimbursed to this account at the conclusion of the award period. Journal entries will be completed by Research Finance and any questions about this step can be directed to Svetlana Berdnik x85458 ([sberdnik@uwo.ca](mailto:sberdnik@uwo.ca)).

The NSERC regulations state that the students must be employed full-time in research and development activities in the natural sciences or engineering during the tenure of the NSERC USRA. These funds are **awards** rather than salary which means CPP, EI and income tax will not be deducted from the student's award. Also, since there is no employer-employee relationship, vacation compensation does not apply.

**Travel Allowance**

As of the summer 2020 award term, NSERC has **discontinued** the travel allowance.