

MEMORANDUM

To: NSERC USRA Faculty Contacts
From: Louise Kilianski, Grants Officer
Date: Nov. 20, 2020
RE: **NSERC Undergraduate Student Research Awards (USRA) - Revised**

Thank you for your assistance with the NSERC USRA program.

The following deadlines will be in place for the Summer 2021 NSERC USRAs:

Monday, Jan. 25, 2021	Form 202s must be entered by student and supervisor, and 'submitted' by the Supervisor in the NSERC On-line System (and any other documentation required provided to faculty/department)
Monday Feb. 1 2021	Earliest date that the first round of offer letters can be distributed
Friday, Mar. 26 2021	Send to Research Services*: 1. Completed Excel spreadsheet 2. Signed Offer Letters (accepted) 3. Signed Stipend Forms
Thursday, Apr. 8, 2021	Final cutoff for any reversions to Research Services
Monday, Aug. 23, 2021	Spreadsheet verifying students who completed NSERC USRA sent to researchoffice@uwo.ca

* **To be kept on record by Faculty/Department** (as determined by Faculty processes):

- ✓ Western Applicant's Academic Record
- ✓ Official Transcripts received from non-Western applicants (if applicable)
- ✓ Access to Academic Records Form of Consent (as required)

I have included the *Letter of Offer* template with this email. These letters are to be sent from the Dean's office to each student who has been awarded. They may be distributed either by standard post or email. Please note that email letters must be distributed individually, as each letter will be specific to each applicant.

A Staff Appointment Notice (SAN) memorandum is also appended.

Please read the following information carefully

A) FORMS & GUIDELINES

Please ensure that all applications (Part I and Part II of Form 202) are completed by Jan. 25, 2021 using [NSERC's On-line System](#). Instructions are available on the [NSERC website](#).

B) TRANSCRIPTS:

A Western student can upload to their part of the application: a) an **official** transcript (optional), or b) a copy of the most current '**Academic Record**', accurate to **Dec. 31, 2020**. Western students must request the Academic Record from their faculty/department; they cannot access it themselves.

Students from other universities completing a USRA here must upload official transcripts, including their university legend.

C) SUPERVISOR:

The student must be working under the supervision of a faculty member whose appointment makes them eligible to supervise students. **They no longer need to hold an NSERC grant.**

D) ELIGIBILITY:

The student must meet all the required criteria with regard to degree program registration status, eligible discipline, academic average, etc. It is the Faculty's responsibility to ensure applicants meet the required criteria. In the event an Awardee is declared ineligible by NSERC, the Faculty will be required to cover any disallowed costs and financially support the duration of the award.

NSERC requires that students be registered in a Bachelor's degree program at an eligible university in at least one of the 2 terms immediately prior to the award. Therefore, undergraduate students who wish to hold an NSERC USRA in the Summer of 2021 have to have been a registered student in either Fall of 2020, or Winter of 2021, or both.

E) DURATION OF AWARD:

NSERC expects universities to make all efforts to give USRAs to qualified students able to hold the award for 16 consecutive weeks, full-time. Exceptions to this requirement will be made only in truly exceptional cases where the situation is beyond the control of the student and where the appropriately justified request is received at NSERC before the beginning of the work term. These awards will be prorated, if allowed by NSERC. Please contact Louise Kilianski (louise.kilianski@uwo.ca) directly to discuss work term adjustments.

The student may take up to one **(1) course** concurrently to the USRA, provided they arrange with the supervisor to make up for time away from the research project.

The normal duration of an award is **16 consecutive weeks, running for one of the following periods:**

May 3 – August 20, 2021

May 10– August 27, 2021

F) STIPEND:

The total stipend provided by NSERC is **\$6,000** for 16 weeks. In addition, NSERC requires that all students receive a **minimum 25% supplement of \$1,500**, equivalent to \$90.75 per week for 16 weeks. The supplement is to be provided by the Supervisor, Department or Faculty. NSERC will not approve an award to a student who is receiving less than the minimum supplement.

We emphasize that a 25% supplement is the *minimum value* and researchers are encouraged to provide more than the minimum required. Please note that these funds are offered as awards, not salary, and this means that it is not necessary to provide benefits or vacation pay.

G) ADDITIONAL COMPENSATION:

Any compensation beyond the 16 week period is the responsibility of the supervisor, as is the cost of any research-related travel (e.g. field work). The supervisor and the student should have a clear understanding of this before work is started.

For more information, please contact Louise Kilianski at x86098 or researchoffice@uwo.ca

More links for the USRA program (N.B. NSERC has advised that updates to their online materials, as required, will not be made until January, 2021):

NSERC USRA Program Information

http://www.nserc-crsng.gc.ca/Students-Etudiants/UG-PC/USRA-BRPC_eng.asp

Form 202 Instructions

<http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/instructions/202/e.asp>

NSERC USRA Program application tutorial

http://www.nserc-crsng.gc.ca/Students-Etudiants/Videos-Videos/usra-brpct_eng.asp