

CHECKLIST
NSERC USRA COMPETITION

To be completed by Applicant, Supervisor & Academic unit/Faculty

1. APPLICANT

Applicant Name: _____

McGill ID: _____

Academic Unit: _____ NSERC Ref. # _____

McGill

email: _____

- Online application is filled out, https://www.nserc-crsng.gc.ca/Students-Etudiants/UG-PC/USRA-BRPC_eng.asp
- single pdf file of transcripts (including one legend) is attached,
- form is "Verified", status reads as "Completed".
- Save Part I and all attached transcripts as a pdf file.
- Transmit this checklist (incl. Name and NSERC Ref #) to supervisor for completion of Part II.
- Collect pdf file of Part II from supervisor
- Submit **full application package** to Unit/Faculty; [See FACULTY / Unit webpages](#) for specific instructions
 - o (Include all **official** transcripts) for deadline as per: <http://www.mcgill.ca/gps/funding/students-postdocs/students/nserc-usra>

ENSURE that you: [visit your FACULTY / Unit web pages](#) for specific instructions and:

- o Order McGill transcript on Minerva minimum two weeks prior to deadline to ensure availability. **Official e-transcripts are admissible**
- o Scan any hard copies, save to PDF, and upload all official transcripts (including legend) to the electronic application (NSERC requires black and white scan, suggests minimum resolution for clearer scan of McGill documents) water marks are OK
 - This includes **all** other university transcripts, incl. host institutions of **transfer credits**: order from the host institution **early**.
- o Email address is a McGill student address unless not registered at McGill
- o Submit this Checklist to your Supervisor along with your NSERC Reference #
- o **If Applicable:** Non-McGill students have submitted a completed **Undergraduate Research Trainee Registration** form along with a PDF-copy of their USRA application to the Unit where award will be held
- o Save a copy of full application as pdf file (Part I, all attachments), append your Supervisor's Part II, and submit to the Unit where award will be held (*not where student is registered, if different*)

*NB: The NSERC Electronic application system will not allow students to create more than one Form 202. If you are applying with more than supervisor, or at more than one university, use the same **NSERC Reference #***

2. SUPERVISOR

- Receive this checklist (including Name and NSERC Ref #) from student, fill out Form 202 Part II as "Researcher" on NSERC Electronic Application system,

"Consult your Faculty's webpage or contact them for COVID-specific directions, e.g. guidelines or requirements for remote projects."

Please ENSURE that you:

- o Receive the **family name** of the student applicant and **NSERC Ref #** from applicant
- o Start date of award is 01 May or later for sixteen (16) consecutive weeks and to end before start of Fall classes.
- o Address is complete
- Complete all fields, including "Research Subject Code"
- o **Proposed Research Project** section meets requirements:
 - Project outline - include a clear description of the student's role in the research, not professor's larger project=
- o ****new** Expected quality of the training to be received by the student**
 - Please explicitly describe the "expected quality of the training to be received".
 - Confirm that supervision will be by the named supervisor. (NOT a Postdoc, lab tech, other senior lab member)
- "Grant Application No. (proposed supervisor)" **PLEASE enter "123456" if you do not currently hold an NSERC grant**
- Electronic application has been BOTH verified (using the 'verify' button) AND submitted (using the 'submit' button)"**
- Save Part II as pdf file for student to submit to Unit/Faculty as part of the full application for the deadline.**

Resources for Student and Supervisor

Online Forms: https://ebiz.nserc.ca/nserc_web/nserc_login_e.htm

Form 202 Instructions: https://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/instructions/202/USRA-BRPC_eng.asp

NSERC On-line Services FAQ: http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/FAQ-FAQ_eng.asp

NSERC On-line Services Helpdesk: (613) 995-4273

On-line Services Support Request: http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/SupportRequest-DemandeDeSoutien_eng.asp

3. DEPARTMENT / FACULTY

ELIGIBILITY

- Applicant is a Canadian citizen or permanent resident of Canada at the time of recommendation to GPS
- At the time of applying (Current Winter term), applicant is registered in a bachelor's degree program at an eligible university
- Applicant has obtained, over all university-level study, a CGPA "B" (3.00/4.00); a B- may be accepted only under compelling circumstances. – Justification provided
- Applicant will have completed all course requirements of at least the first year (two academic terms) at the time of holding the award (NB : applicants may hold the award in the 1ST or 2ND term immediately following the final term of their program. For example: if degree is completed 30 May 2000, student may hold award in Summer 2000 or Fall 2000 as long as student has not begun Graduate studies)
- Non-McGill students have submitted a completed Undergraduate Research Trainee Registration form

APPLICATION FORM

- Form 202 Part I and Part II are complete and transcripts are included
- Outline of proposed research** provides a description of research project for the period during which the award will be held. The proposed research must be related to a field in the natural sciences and/or engineering. Briefly specify the student's role. The inclusion of sex, gender and diversity considerations in research design makes research more ethically sound, rigorous and useful. Describe how these aspects will be addressed in the research design, if applicable.
 - o Student's role in the research contains a clear description of the student role, not the professor's larger project
- Expected quality of the training to be received** contains a clear description of the training environment to be provided to the student.
- Transcripts** appear to be e-transcripts, or scans of original and official copy (**no unofficial copies/faxes accepted**). Include transcripts from other universities, such as host institutions of **transfer credits** or **previous universities attended**.
- If Applicable* **Non-McGill** students have submitted a completed Undergraduate Research Trainee Registration form (NB: Dept/Faculty is responsible for facilitating registration of visiting students)

4. NOTES

IMPORTANT

Will the applicant be travelling or doing external (to McGill) field work?

-- If yes, contact the Faculty or Departmental representative.

If student project involves travel and or field work outside McGill, you must ensure sufficient supervision is appropriately planned