Sample of an Offer Letter from Dept/Faculty to USRA recipients

Please find below a sample of a USRA offer letter with standard wording for your use. Your specific faculty/agency information should be added or edited. If needed, please do not hesitate to contact GPS Fellowships to review your final draft. The relevant agency will send students’ official award letters to GPS Fellowships by mid-summer and we will forward these offers to students via departments.

Dear Award Recipient,

I am pleased to inform you that the Faculty of ___________ has selected you for an NSERC Undergraduate Student Research Award tenable for a four month period in the Summer 20__.

[Insert information re: Department, Supervisor, Dates, Amount of Award, Amount of supervisor's contribution if known. This information can be included in a separate letter/form from the department, if more appropriate.]

McGill University went to great lengths to ensure that you, your proposed supervisor, and the proposed research met NSERC's eligibility criteria. However, since NSERC will only confirm your award at a later date, in the unlikely event that NSERC invalidates this offer McGill University will honour its decision and offer you an equivalent award. You may thus consider this offer as firm.

NSERC does not normally allow partial awards. In order to remain eligible to receive the award, you must perform the required research during the entire period specified in the offer. Special cases, such as illness, parental leaves or circumstances beyond your control may be considered and should be brought to our attention immediately as they occur.

Please note that in order for you to be paid, it is compulsory that complete all Direct Deposit and Address information is completed on Minerva. Students who have been previously paid at McGill are instructed to verify that existing information is complete and accurate.

1. **Direct Deposit Information** (both sections) and **Address** entered on Minerva.
2. Your payment will not be disbursed if this information is not entered. [https://banweb.mcgill.ca/](https://banweb.mcgill.ca/)

3. **Undergraduate Research Trainee Registration form** submit to your Dept Coordinator (Non-McGill Students ONLY) [http://www.mcgill.ca/research/students/undergraduate-trainees](http://www.mcgill.ca/research/students/undergraduate-trainees)

[Specify your Faculty/Department procedure (and deadline) to accept/decline the award]

Congratulations on your fine performance in this competition.

Sincerely,

Rev. 31 January 2012