

CHECKLIST  
NSERC USRA COMPETITION

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

1. APPLICANT	
<p>Applicant Name: _____</p> <p>Academic Unit: _____ NSERC Ref. # _____</p>	<p>McGill ID: _____</p> <p>McGill email: _____</p>
<p><input type="checkbox"/> (OPTIONAL) If you have self identified as Indigenous and comfortable sharing with your Faculty/Department</p> <p><input type="checkbox"/> Have NOT held 3 USRAs in my lifetime.</p> <p><input type="checkbox"/> Online application is completed</p> <p><input type="checkbox"/> single pdf file of all transcripts is attached and any Non-McGill transcripts must include legend/key</p> <p><input type="checkbox"/> form is "Verified", status reads as "Completed".</p> <p><input type="checkbox"/> Print Part I and all attached transcripts.</p> <p><input type="checkbox"/> Transmit this checklist (incl. Name and NSERC Ref #) to supervisor for completion of Part II.</p> <p><input type="checkbox"/> Collect hard copy of Part II from supervisor</p> <p><input type="checkbox"/> Submit <b>full application package</b> to Unit/Faculty</p> <ul style="list-style-type: none"> <li>○ (Include all <b>official</b> transcripts) for deadline as per: <a href="http://www.mcgill.ca/gps/funding/students-postdocs/students/nserc-usra">http://www.mcgill.ca/gps/funding/students-postdocs/students/nserc-usra</a></li> </ul> <p><b>ENSURE that you:</b></p> <ul style="list-style-type: none"> <li>○ Order McGill transcript on Minerva minimum two weeks prior to deadline to ensure availability. <b>Official e-transcripts are admissible</b> [<i>*exceptionally* without legend may be permitted</i>].</li> <li>○ Scan, 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               <ul style="list-style-type: none"> <li>- This includes <b>all</b> other university transcripts, incl. host institutions of <b>transfer credits</b>: order from the host institution <b>early</b>.</li> </ul> </li> <li>○ Email address is a McGill student address (<a href="mailto:firstname.lastname@mail.mcgill.ca">firstname.lastname@mail.mcgill.ca</a>), unless not registered at McGill</li> <li>○ Submit this Checklist to your Supervisor along with your <b>NSERC Reference #</b></li> <li>○ <b>If Applicable:</b> Non-McGill students have submitted a completed <b>Undergraduate Research Trainee Registration</b> form along with their hard-copy USRA application to the Unit where award will be held</li> <li>○ 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 (<i>not where student is registered, if different</i>)</li> </ul> <p><i>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 <b>NSERC Reference #</b></i></p>	
2. SUPERVISOR	
<p><input type="checkbox"/> Receive this checklist (including Name and NSERC Ref #) from student, fill out Form 202 Part II as "Researcher" on NSERC Electronic Application system,</p> <p><b>Please ENSURE that you:</b></p> <ul style="list-style-type: none"> <li>○ Receive the <b>family name</b> of the student applicant and <b>NSERC Ref #</b> from applicant</li> <li>○ Start date of award is 01 May or later for fifteen to sixteen (15-16) consecutive weeks and to end before start of Fall classes.</li> <li><input type="checkbox"/> Complete all fields, including "Research Subject Code"</li> <li>○ <b>Proposed Research Project</b> section meets requirements:               <ul style="list-style-type: none"> <li>- Project outline - include a clear description of the student's role in the research, not professor's larger project=</li> </ul> </li> <li>○ <b>Expected quality of the training to be received by the student</b> <ul style="list-style-type: none"> <li>- Please explicitly describe the "expected quality of the training to be received".</li> <li>- Confirm that overall supervision will be by the named supervisor. (NOT a Postdoc, lab tech, other senior lab member)</li> </ul> </li> <li><input type="checkbox"/> <b>Electronic application has been BOTH verified (using the 'verify' button) AND submitted (using the 'submit' button)"</b></li> <li><input type="checkbox"/> <b>Save Part II as pdf file for student to submit to Unit/Faculty as part of the full application for the deadline.</b></li> </ul>	

## Resources for Student and Supervisor

Online Forms: [https://ebiz.nserc.ca/nserc\\_web/nserc\\_login\\_e.htm](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](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](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](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.
  - 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