

New eligibility as of 2015

APPLICATION CHECKLIST

NSERC USRA

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

Applicant Name:		McGill ID:	
Unit:		NSERC Ref #:	
		Email:	@mail.mcgill.ca

1. STUDENT

- Online application is filled out, pdf of transcripts (including one legend) are attached, the form is “Verified”, status reads as “Completed”.
- Print Part I and all attached transcripts.
- Transmit this checklist (incl. Name and NSERC Ref #) to supervisor for completion of Part II.
- Collect hard copy of Part II from supervisor then submit *full application* package in hard copy to Unit/Faculty
 - o (Include all original official transcripts) for deadline as per: <http://www.mcgill.ca/gps/funding/students-postdocs/students/nserc-usra>

Please ensure that you:

- o Order McGill transcript on Minerva **minimum two weeks prior to deadline** to ensure availability
- o Scan, save to PDF, and upload all **official** transcripts (**including legend**) to the electronic application (NSERC requires black and white scan, suggest minimum resolution for clearer scan of McGill documents)
 - o This includes **all** other university transcripts, incl. host institutions of transfer credits: order from the host school **early**.
- o Email address is a McGill student address (firstname.lastname@mail.mcgill.ca), 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 their hard-copy USRA application to the Unit where award will be held
- o Print copy of full application (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.

2. SUPERVISOR

- Receive this checklist (incl. Name and NSERC Ref #) from student, fill out Form 202 Part II as “Researcher” on NSERC Electronic Application system, “Verify” application, “Submit” application, print Part II for student to submit to Unit/Faculty as part of the full application for the deadline.

Please ensure that you:

- o Receive the family name of the student applicant and NSERC Ref # from student 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
- o Proposed Research Project section meets requirements:
 - o Project outline includes a **clear description of the student’s role** in the research, not the professor’s larger project
 - o Supervision is given by the NSERC Grant holder (rather than a Postdoc, lab tech, or other senior lab member)
 - o “Grant Application No. (proposed supervisor)” (e.g. RGPAS 12345-11) is complete
- o Personal Identification No. (PIN) of proposed supervisor is complete
- o Ensure electronic application has been **BOTH verified** (using the ‘verify’ button) **AND submitted** (using the ‘submit’ button)”
- o Print copy of Part II and remit to student for submission of full application to Unit/Faculty office

Note: “Research Subject Code” is found in the section titled “Project Profile”

RESOURCES FOR STUDENT AND SUPERVISOR

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

*Please follow-up with student/supervisor to correct erroneous applications *

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*
- Applicant will have completed all course requirements of at least the first year (two academic terms) at the time of **holding** the award (NB (***new**): 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

Student Application Forms

- Form 202 Part I and Part II are complete and transcripts are included
 - Project outline includes a **clear description of the student's role** in the research, not the professor's larger project
 - Transcripts** appear to be scanned from original and official copy (no unofficial copies/faxes accepted) incl. separate transcripts from host institutions of **transfer credits**
 - 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)
- Recorded payment information spreadsheet.

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, then please ensure that sufficient supervision is appropriately planned.