

APPLICATION DROP-OFF CHECKLIST

NSERC UNDERGRADUATE STUDENT RESEARCH AWARDS (USRA) PROGRAM
2025-2026 Competition
(Administered by School of Science and the Environment & Grenfell Campus Research Office)

Have you included your:

- Completed and signed "RIS Approval Form for Release of Student Information"
- Completed NSERC Form 202 Part I (https://ebiz.nserc.ca/nserc_web/nserc_login_e.htm)
- CV/Resume (up to 3 pages)
- Transcript(s), including Fall 2024 grades¹
- Statement of Academic and Research Interests (up to 1 page) outlining your interests and goals
- Cover letter (up to 1 page)
- If applicable, Self-Identification as Indigenous (i.e., noted on required forms)

****Note. Please refer to the selection criteria on page 7 while preparing your documents**

Have you:

- Uploaded a copy of your transcript(s) to the NSERC online system including copy of legend on back of transcript
- Asked your supervisor to submit their letter of support to gcsse@mun.ca

Name: _____ Date: _____

Department/Unit: _____

Access to Information and Protection of Privacy - The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is used for the purposes of administering Memorial's 2025-2026 NSERC USRA program. If you have any questions about the collection and use of this information contact the Internal Grants Coordinator, Research Grant and Contract Services, at 864-8368

¹ Memorial students can submit an unofficial transcript obtained from MUN Self Service. Students from other universities must submit an official transcript. https://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/instructions/202/USRA-BRPC_eng.asp

APPROVAL FORM FOR RELEASE OF STUDENT INFORMATION (RIS)

**NSERC Undergraduate Student Research Awards (USRA) Program 2025-2026 Competition
(Administered by School of Science and the Environment & Grenfell Campus Research Office)**

CONFIDENTIAL

Original to be included in the complete NSERC USRA application package and delivered to:
 School of Science and the Environment at:
gcsse@mun.ca
By 12:00p.m. (Noon), Monday, March 17, 2025

I _____ (*print student name*), hereby apply to the 2025-2026 Natural Sciences and Engineering Research Council (NSERC) Undergraduate Student Research Awards (USRA) Program at Memorial University of Newfoundland.

I am presently in Year # _____ of my academic program with the following academic unit (Department or Faculty as appropriate): {*Check one*}

- | | |
|--|--|
| <input type="checkbox"/> Grenfell – Environment/Sustainability | <input type="checkbox"/> Computer Science |
| <input type="checkbox"/> Grenfell – Environmental Science | <input type="checkbox"/> Earth Science |
| <input type="checkbox"/> Grenfell – Engineering | <input type="checkbox"/> Engineering |
| <input type="checkbox"/> Grenfell – General Science | <input type="checkbox"/> Geography |
| <input type="checkbox"/> Grenfell – Math | <input type="checkbox"/> Human Kinetics & Recreation |
| <input type="checkbox"/> Grenfell – Physics | <input type="checkbox"/> Math & Stats |
| <input type="checkbox"/> Grenfell – Joint Math/Physics | <input type="checkbox"/> Medicine |
| <input type="checkbox"/> Grenfell – Psychology | <input type="checkbox"/> Pharmacy |
| <input type="checkbox"/> Biochemistry | <input type="checkbox"/> Physics & Physical Oceanography |
| <input type="checkbox"/> Biology | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Business Administration | <input type="checkbox"/> Ocean Sciences |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Other: _____ |

at Memorial University of Newfoundland _____ campus; OR at another Canadian University (_____).

**Note: Ensure that the official department name is provided on NSERC Form 202 – Part 1*

If granted a USRA award, I will complete the research project work term with the following academic unit (Department or Faculty as appropriate): {*Check one*}

- | | |
|--|--|
| <input type="checkbox"/> Grenfell – Environment/Sustainability | <input type="checkbox"/> Earth Science |
| <input type="checkbox"/> Grenfell – Environmental Science | <input type="checkbox"/> Engineering |
| <input type="checkbox"/> Grenfell – Engineering | <input type="checkbox"/> Geography |
| <input type="checkbox"/> Grenfell – General Science | <input type="checkbox"/> Human Kinetics & Recreation |
| <input type="checkbox"/> Grenfell – Math | <input type="checkbox"/> Math & Stats |
| <input type="checkbox"/> Grenfell – Physics | <input type="checkbox"/> Medicine |
| <input type="checkbox"/> Grenfell – Psychology | <input type="checkbox"/> Pharmacy |
| <input type="checkbox"/> Biochemistry | <input type="checkbox"/> Physics & Physical Oceanography |
| <input type="checkbox"/> Biology | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Business Administration | <input type="checkbox"/> Ocean Sciences |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Computer Science | |

***Note: Applicants may indicate a different academic unit from their major, as long as they have sufficient core course requirements. If an award is offered, students will be placed in the academic unit indicated above.*

Preferred Research Area: _____

Proposed Supervisor _____

(NOTE: The proposed supervisor must submit a letter of support directly to gcsse@mun.ca by the deadline)

Number of previous USRA awards held to date: # at Memorial _____ # at another university _____

(NOTE: A student may hold a maximum of three USRA awards throughout his/her university career)

Number of courses completed in my major subject area: _____ Average grade for these courses: _____

MUN Student #: _____ (used to verify student registration and to confirm academic unit program acceptance and continuing eligibility.)

Self-Identify as Indigenous (Yes/No): _____

Note: Any Indigenous student that meets all of the program's eligibility criteria and is recommended by an eligible Canadian university for a USRA will not be counted in that university's USRA Program quota.

Eligible students opting to apply under the Indigenous status criteria are strongly encouraged to apply.

In applying to the NSERC USRA Program at Memorial University of Newfoundland, if offered a USRA award, my signature confirms that I agree to complete the full mandatory 14-16 week (35 hours per week) research work term.

To ensure eligibility as an applicant, NSERC may follow up with successful applicants to confirm acceptance of the Terms and Conditions of Applying to the USRA program. A response is required in order for NSERC to approve the final award. My signature confirms that I agree to provide a response to NSERC if contacted.

Student Applicant Name (please print)

Signature

Date

In signing this form, the applicant agrees to release the above information to the NSERC USRA Liaison Officer, Research Grant and Contract Services; applicable Departmental/Unit for program enrolment verification and ranking; and the Adjudication/Selection Committee for the 2025-2026 USRA Competition at Memorial.

At the time of electronic submission of applications, the electronic "signature" through NSERC's On-line System represents approval of the student and replaces the traditional "physical or wet" signatures. Electronic submission of the NSERC Form 202 – Part 1 indicates the student acknowledges and accepts that NSERC reserves the right to follow-up with the applicant to validate information that is provided in the application.

Access to Information and Protection of Privacy - The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is used for the purposes of administering Memorial's 2025-2026 NSERC USRA program. If you have any questions about the collection and use of this information contact the Internal Grants Coordinator, Research Grant and Contract Services, at 709-864-8368.

It is anticipated that applicants will be notified of competition results by April 15, 2025.

For further information contact: Mr. Akseli Virratvuori, aavirratvuor@mun.ca
Ms. Destanee Hynes, dsjhynes@mun.ca

APPLICATION PROCEDURES AND DEADLINES FOR:

NSERC UNDERGRADUATE STUDENT RESEARCH AWARDS (USRA) PROGRAM 2025-2026 GRENFELL CAMPUS MEMORIAL UNIVERSITY OF NEWFOUNDLAND

Administered by School of Science and the Environment & Grenfell Campus Research Office

**Deadline for submission to School of Science and the Environment:
12:00 p.m. (Noon), March 17, 2025**

Applications must be completed using the web-based NSERC Application. **Digital copies** of the application, official transcript, CV/Resume, Statement of Research Interest, Cover letter, the RIS Approval Form for Release of Student Information, and the RIS Application Drop-off Checklist must also be delivered to School of Science and Environment (gcsse@mun.ca) by the above-noted submission deadline.

Undergraduate Students, who meet the eligibility requirements and are interested in carrying out a 14-16 week (35 hours per week) research/development work term in Natural Sciences and Engineering, under the supervision of a faculty member who is authorized by the university to independently supervise students, are invited to submit an application to the 2025-2026 NSERC Undergraduate Student Research Awards Program at Grenfell Campus. Students are limited to applying to only one department/academic unit at Memorial, but may also apply directly to competitions at other Canadian Universities. Research awards resulting from Memorial's annual internal competition may be held in the Summer 2025, Fall 2025, or Winter 2026 semester.

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

FULL NSERC USRA APPLICATION PACKAGE INCLUDES:

- NSERC Form 202 Part I – Completed using NSERC's online system
 - NSERC Instructions for Completing the On-Line Form 202 – Part 1 application for USRA – http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/Index_eng.asp
 - Register (as a First-Time User) - https://ebiz.nserc.ca/nserc_web/nserc_register_e.htm
 - Previous applicants should log on to NSERC's On-Line System and edit the previous year's form - https://ebiz.nserc.ca/nserc_web/nserc_login_e.htm
 - Upload a PDF copy of your university transcripts (including **one copy of the legend** located on the back side of the transcript) and attach it to the Form 202 Part I. For multiple transcripts, they must be uploaded as one PDF. Unofficial transcripts are acceptable.
- RIS Approval Form for Release of Student Information AND Application Drop-Off Checklist
- CV/Resume (up to 3 pages) highlighting any achievements (e.g., scholarships, awards, research experience, publications, conference papers, etc.) that may be appropriate. The CV will complement transcript information for a more holistic evaluation.
- Transcript(s) including Fall 2024 grades. Memorial students may submit an unofficial transcript obtained from MUN Self Service; students from other universities must provide official transcripts. Transcripts must be received by the School of Science and the Environment by the submission deadline on **March 17, 2025**.
- Statement of Academic and Research Interests (up to 1 page) outlining your academic and/or research interests and goals.
- Cover letter (up to 1 page) in which further details can be provided regarding academic and research experience.

- If applicable, self-identification as Indigenous (i.e., noted on required forms)

NOTE: a **letter of support** from the proposed supervisor is also required, however it must be **submitted directly to gcsse@mun.ca** rather than by the student. This letter should speak to the potential of the applicant and the quality of the training and mentorship. It should also outline how the proposed project would benefit the student.

Please refer to the ‘What Is the Evaluation Committee Looking For?’ section for more information on what criteria the review committee evaluating.

VALUE OF THE AWARD

\$6,000 (from NSERC) **plus** the supervisors’ minimum mandatory top-up of \$3,500 – for minimum award of \$9,500.

DURATION OF THE AWARD

Normally 14-16 consecutive weeks (35-hour work week) – Note that **there is one competition at Memorial**, but the research project work term can commence in the Summer 2025, Fall 2025, or Winter 2026 semester.

GRENFELL CAMPUS CONTACT

Mr. Akseli Virratvuori, Research Office, aavirratvuor@mun.ca
Ms. Destanee Hynes, School of Science and the Environment, dsjhynes@mun.ca

AM I ELIGIBLE TO APPLY?

To be eligible to apply for a NSERC USRA award, the undergraduate student must:

- be a Canadian citizen or permanent resident of Canada, or a Protected Person under subsection 95(2) of the *Immigration and Refugee Protection Act* (Canada), as of the deadline date for the applications at the institution
- you must be registered, as of the deadline date for applications (Winter 2025) at the institution, in a bachelor’s degree program at an eligible institution
- you must have obtained, over the previous years of study, a satisfactory cumulative average (normally at least B; check with your institution)
- you cannot be currently enrolled in an undergraduate professional degree program in the health sciences (e.g., MD, DDS, BScN) (does not apply for CIHR USRAs)
- you cannot be currently registered or have been previously registered, at any time, in a graduate program in the same field of study
- you cannot have completed all your degree requirements

In addition

- if you already hold a bachelor’s degree and are studying toward a second bachelor’s degree, you may still apply for this award
- you may hold only **one** USRA per fiscal year (April 1 to March 31)
- you may hold a maximum of **three USRAs** throughout your undergraduate career (regardless of the granting agency)

To hold an award

- you must have completed all the course requirements of at least the first year of study (or two academic terms) of your bachelor’s degree
- you must have been registered in a bachelor’s degree program at the time of application and in at least one of the two terms immediately before holding the award
- you must be employed full time in eligible research and development activities in your proposed field of research during tenure of the award
- you cannot be registered in a graduate program

Notes:

- You may hold an award at any time during the year as permitted by your academic program.
- Tenure may start on a date acceptable to both you and your host institution.

A student **is not** considered eligible for an undergraduate student research award if they are currently enrolled in an undergraduate professional degree program in the health sciences (e.g., M.D., D.D.S., B.Sc.N.); or holds higher degrees in the natural sciences or engineering. Although applicants may be 'eligible' to apply to the USRA program, the university selection Committee reserves the right to recommend awards.

HOW DO I APPLY?

At the initial application stage, students must:

- 1) Log on to NSERC's On-Line system (new applicants must register as a first-time user) - http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/Index_eng.asp.
- 2) Complete the *web-based* NSERC Application for an Undergraduate Student Research Award - **Form 202 - Part 1** (Student Personal Data). Forms that are hand-written or typed from the PDF template form will not be accepted.
- 3) Upload a PDF copy of your University Transcript(s) (including **one copy of the legend** located on the back side of the transcript) and attach it to the Form 202 Part I. For multiple transcripts, they must be uploaded as one PDF. *Memorial students may submit an unofficial transcript obtained from MUN Self Service; students from other universities must provide official transcripts.* Transcripts must be received by School of Science and the Environment by the submission deadline on **March 17, 2025**.
- 4) Once all modules have been completed, go to the *My Portfolio* page and select **Verify**. If the Verification Report indicates the verification was successful, please proceed to the next step. If the Verification Report indicates the verification was unsuccessful, follow the instructions to complete the application and select **Verify** again to check for completeness. Repeat until verification is successful.
- 5) Print the completed web-based form (**Form 202 – Part 1**).
- 6) Complete the **RIS Approval Form for Release of Student Information**.
- 7) Include your CV/Resume (max. 3 pages) highlighting academic achievements; Statement of Academic/Research Interests (up to 1 page) outlining your research interests and goals; and cover letter (up to 1 page).
- 8) Complete the **RIS Application Drop-off Checklist**.
- 9) A complete application including all required information noted-above (1-7) is to be received by **School of Science and the Environment**, gcsse@mun.ca by the competition deadline of **12:00 p.m. (noon) on March 17, 2025**. A complete application package includes:
 - a. RIS application drop-off checklist
 - b. RIS Approval for Release of Student Information
 - c. Student CV (max. 3 pages)
 - d. Statement of Academic/Research Interests (max. 1 page)
 - e. Cover letter (max. 1 page)
 - f. NSERC Form 202-Part 1
 - g. Transcript(s)
 - h. If applicable, self-indentification as Indigenous
 - i. Letter of Support from proposed supervisor, submitted directly to gcsse@mun.ca (not by applicant).

[Note: *Students are encouraged to meet with faculty members to discuss the types of research programs that can be supported.*]

WHAT HAPPENS TO MY APPLICATION ONCE SUBMITTED?

Once verified for completeness and eligibility by School of Science and the Environment, applications will be forwarded to an Evaluation Committee who will review and rank them. It is anticipated that the Committee will meet in March to adjudicate the applications. Grenfell Campus's quota this year is 3 awards. In past years, competitive awards have been based on: student merit; ranking; year of program; and committee consensus.

NSERC is continuing with its initiative to encourage Indigenous students to pursue university studies in the natural sciences and engineering. Any Indigenous student that meets all of the program's eligibility criteria is strongly encouraged to apply. Awards to Indigenous students are in addition to the university quota from NSERC.

Each student recommended by the Committee to receive an award will be sent an award letter and will be asked to confirm their acceptance in writing by a specified date. In the event that a student declines an award offer, the next student on Grenfell's waitlist will be offered an award.

For those students offered an award, the research supervisor will meet with the awardee to discuss a suitable research project, and determine the term period and potential start date. Eligible supervisors will be asked to complete the on-line NSERC Form 202 - Part II, and confirm the student supplement amount from their research grant account (journal voucher). To complete Form 202-II, the supervisor must log in to the On-line System, select *Forms - Researcher* from the list under Forms Management, select *Form 202, Part II*, enter the student's reference number and complete the required modules.

Applicants will likely be notified of competition results by **April 15, 2025**.

WHAT IS THE EVALUATION COMMITTEE LOOKING FOR?

Criteria considered by the Evaluation Committee include:

Academic Excellence; indicators include

- academic record
- scholarships and awards held
- duration of previous/current studies
- type of program and courses pursued
- course load
- relative standing in program (if available)

Research Potential; indicators include

- academic training
- previous research/work experience (can include co-op terms) (e.g., previous USRAs held)
- relevance of work experience and academic training to field of proposed research
- judgment and ability to think critically
- ability to apply skills and knowledge
- enthusiasm for research, relevant community involvement, and outreach
- initiative and autonomy
- research experience and achievements

Expected Quality of the Training and Mentorship to be Received as demonstrated by the proposed supervisor's letter of support.

CAN I APPLY TO OTHER UNIVERSITIES BESIDES MEMORIAL?

Eligible students enrolled at Memorial may also apply to and, if offered an award, hold an award at any Canadian University but they **must apply separately to another university within that university's deadline date and comply with that university's internal policies for the USRA Program.** Students interested in applying to other universities should contact the other universities directly to inquire about competition closing dates, and information about the internal process for applying to the USRA program at that university.

CAN I APPLY TO MEMORIAL EVEN THOUGH I ATTEND ANOTHER UNIVERSITY?

Yes, the same application process would be followed as described above in "How Do I Apply?"