

# NSERC USRA SUMMER 2018

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The Department of Chemical Engineering has a quota of five (5) NSERC USRA's to be awarded to eligible students interested in working on a research project with a faculty member in the Department of Chemical Engineering for the summer of 2018.

The award is valued at \$7,840 with an additional supplement from the research supervisor of \$1,120.00 for a total of \$8,960.00<sup>1</sup>.

The duration of the award is 16 consecutive weeks, 35 hours per week, between May 1 and August 31, 2018.

For details about the award and eligibility [http://www.nserc-crsng.gc.ca/Students-Etudiants/UG-PC/USRA-BRPC\\_eng.asp](http://www.nserc-crsng.gc.ca/Students-Etudiants/UG-PC/USRA-BRPC_eng.asp)

## ***Applications***

Interested students should first contact one or more faculty members about their willingness to supervise a student in a research project over the coming summer. Please note that students receiving a research award (USRA) must be supervised by a faculty member who holds an active NSERC research grant, either at the time of application or when the student holds the award. The majority of professors in the Department of Chemical Engineering hold active NSERC research grants and are eligible to supervise a project. For information regarding faculty members and their research interests, please check out <http://www.chemeng.queensu.ca/people/faculty/>

Upon finding a prospective research supervisor, students complete and submit online Form 202 – Part I. Supervisors complete and submit online Form 202 – Part II. A hard copy of Form 202 – Part I and Part II – are submitted to the Undergraduate Program Assistant.

The Application Form (Form 202) can be found at [http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/Index\\_eng.asp](http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/Index_eng.asp)

Instructions on how to complete Form 202, [http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/Forms-Formulaires\\_eng.asp](http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/Forms-Formulaires_eng.asp)

### **Only official transcripts are accepted for the online application.**

To order an official transcript go to <http://www.queensu.ca/registrar/currentstudents/transcripts.html>  
Students are to upload their transcript only, not the transcript legend. URS will provide NSERC with a copy of Queen's transcript legend.

Instructions on how to upload your transcript into the NSERC application system can be found at [http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/instructions/202/usra-iusra\\_eng.asp](http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/instructions/202/usra-iusra_eng.asp)

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<sup>1</sup> Includes vacation pay.

## *The Process & Important Dates*

- Step #1 Part I is completed on-line, verified and submitted by the students.
- Step #2 Part II is completed on-line, verified and submitted by the supervisor.
- Step #3 A hard copy of Form 202 - Part I and Part II – are to be submitted by 4:00pm Friday, February 16, 2018 to Liann Joannette, Undergraduate Program Assistant, Department of Chemical Engineering, Dupuis Hall Room 205.
- Step #4 Selected candidates will receive an email confirmation by the end of February 23, 2018.
- Step #5 Selected candidates will be required to respond to this email, acknowledging their commitment to the award program, by the end of February 26, 2018.



Questions should be directed to Liann Joannette via email ([liann.joannette@queensu.ca](mailto:liann.joannette@queensu.ca)) or in person at Dupuis Hall Room 205.

### *Supervisors Please Note:*

*NSERC reviews the university USRA submissions during June and July, well after the student has commenced the summer research project. Universities will be notified if any of their students are deemed ineligible to participate in the program. Faculty Project Supervisors must agree to honour the student contract of any student working under their supervision who is rejected by NSERC.*

## Summer 2017 NSERC USRA Application Completeness Checklist

- Use for each application BEFORE sending URS your Departmental Agreement and List of Applicants
- See reverse for additional details on form completion
- Submit signed Agreement and List of Submissions to Lynn Roberts [roberts@queensu.ca](mailto:roberts@queensu.ca) by March 6, 2017

### Form 202 Part 1

completed by student

- Reference #
  - cannot be blank
- PIN #
  - can be blank if not known
- Academic background
- Scholarships and other awards
- Other information
- Official and up to date transcript
  - legend not required unless student from another University

### Form 202 Part II

completed by supervisor

- Name and title
- Email
- Institution/Organization and Department
- Grant application number
  - found on supervisor's Notice of Award
- PIN #
- Location/address of tenure
- Telephone and fax
- Project Title
- Research subject code
- Proposed research project

### NSERC USRA Departmental Coordinator

- Advise student to:
  - print copy of application for their records
  - contact supervisor to ensure application is complete and submitted
  - Click 'verify' in the portal to move the application to their supervisor
- Advise Supervisor to:
  - Click 'verify' and 'submit' in the portal to send the form to URS who forwards it to NSERC
- Advise Department Head or Director to review and sign Departmental/School Agreement
- Retain hardcopy of Form 202 Parts I and II for departmental files
- Send to Lynn Roberts [roberts@queensu.ca](mailto:roberts@queensu.ca) :
  - signed Agreement
  - List of submissions

## Form 202 Completion Guidelines

### Form 202 Part I – must be completed by the student

- Reference Number - should be found in the student's 'Profile' page once they have started Part I. This cannot be blank. The student will give the supervisor his/her Reference Number in order for the supervisor to complete Part II.
- PIN # - if a student has not previously applied for an NSERC grant, they will not have a PIN. If they cannot remember their PIN, leave the field blank. REFERENCE NUMBER and PIN are NOT the same.
- Academic Background - include degree, program, department, and degree completion information.
- Scholarships and Other Awards – list up to 4, starting with the most recent. List only competitive awards based on academic or research excellence and/or leadership or communication abilities. Include NSERC USRA grants, both awarded and unsuccessful.
- Transcript - Only official, up-to-date transcripts will be accepted. Students are only responsible for uploading the transcript. URS provides NSERC with the Queen's transcript legend. Students applying from another university must upload both their transcript and transcript legend.
- How to submit Part I: When all modules are complete, the students will go back to their 'My Portfolio' page and select 'Verify' to ensure that all of the required information has been answered. Once verification is completed, they will forward the reference number to the proposed supervisor.

### Form 202 Part II – must be completed by the supervisor

- Grant Number - found on the supervisor's NSERC Notice of Award, must be included.
- Location of Tenure – full address must be included.
- PIN #- supervisor's NSERC Personal Identification Number – not the grant number.
- Proposed Research Project - describe the project for the period during which the award will be held. The project must be related to the field of natural sciences and/or engineering. This section must also briefly specify the student's role, and include a project title.
- How to submit Part II - supervisor must select both 'Verify' and 'Submit,' so that the form can then move forward to URS. URS will then forward the form to NSERC.