

DBMS Guidelines for the NSERC USRA Application and Adjudication Processes - 2017

Each year DBMS receives an allotment of NSERC Undergraduate Summer Research Awards (USRA) from the Office of Research Services based on the number of NSERC Discovery Grants held by DBMS core faculty. **This year, we have been allocated 9 USRAs.**

To maintain an efficient, fair, transparent, and equitable process to both the applicants and the sponsoring principal investigators, the following guidelines are provided:

Eligibility

Students applying for a NSERC USRA must meet the eligibility requirements outlined by NSERC (http://www.nserc-crsng.gc.ca/Students-Etudiants/UG-PC/USRA-BRPC_eng.asp).

Application Process

1. Eligible students are first required to find a principal investigator who will sponsor their NSERC USRA application.
2. Eligible principal investigators (i.e. DBMS faculty currently holding a NSERC Discovery grant) can only sponsor one student applicant/year.
3. The application package includes the following information (*see also attached Summer 2017 NSERC USRA Checklist* WORD document for details):

Students:

- i) Complete NSERC Form 202 – Part I (http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/Forms-Formulaire_eng.asp), print a hardcopy, and submit on-line.
- ii) Generate a hardcopy of an up-to-date **unofficial** transcript (if you are a Queen's student).
- iii) Briefly describe laboratory/research experience and future research-based goals (1-page maximum including 1 inch margins and 12 point font).

Sponsoring Principal Investigator:

- i) Complete NSERC Form 202 – Part II (http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/Forms-Formulaire_eng.asp), print a hardcopy, and submit on-line.
- ii) For the Description of the Project in Part II, please be sure to write for non-experts, clearly define abbreviations, limit jargon, and clearly state a scientific rationale and hypothesis.
- iii) Provide details of all current **operating** funding for the host lab (i.e. title, agency, amount/year; 1-page maximum with 1 inch margins and 12 point font). Details of non-operating grants (e.g. NSERC RTI or CFI) are not required.

4. The deadline for submitting a hardcopy of the full application package to Anne Tobin (Department of Biomedical and Molecular Sciences, Rm 553 Botterell Hall) is **3:00pm on 10 February 2017.**

Evaluation Criteria

The following criteria will be considered when evaluating and ranking the applications:

1. Academic excellence of the student applicant.
2. Home institution of student applicant (ie. Queen's or external)
3. Laboratory/research-related experience and career goals of student applicant.
4. Proposed Project.
5. Currently held funding by host lab (i.e. NSERC funding relative to other sources of research-based operating funds).

*Incomplete applications or those for which guidelines have not been followed will not be considered.

Review Committee

The review committee will be comprised of three DBMS members who will review and rank the applications, one of which will chair the review committee.