



**2020**  
**UNDERGRADUATE**  
**RESEARCH AWARDS**

*Information Sessions*  
*November 26 & 27 2019*

*Updated January 15*

# UNDERGRADUATE RESEARCH AWARDS

- Overview of Available Awards
- Eligibility Criteria
- How to apply

DEADLINE: Thursday, January 23, 2020 by 4 p.m.

# UNDERGRADUATE RESEARCH AWARDS

- There is [one application process](#) for all Ontario Tech centrally administered awards (two different awards).
  1. [Ontario Tech STAR Award](#)
  2. [NSERC USRA](#)
- Undergraduate Research Award recipients will work on a summer research project with an Ontario Tech faculty member for 12-16 weeks starting in May 2020.



OntarioTech UNIVERSITY **STAR AWARD**

- Intended to stimulate student interest in **research** and encourage students to undertake **graduate studies**
- Seven **STAR awards** will be awarded (1 per Faculty)
- Open to all undergraduate students registered **at Ontario Tech including international students**
- Supports a research project for **12 - 16 weeks**
- A **\$4,500** award minimum, possibly up to \$7,000



**NSERC  
CRSNG**

# NSERC USRA

- Intended to stimulate interest in [natural sciences and engineering](#) research and encourage students to undertake [graduate studies](#) or pursue a [research career](#) in these fields
- Open to Canadian citizens and permanent residents only
- Supports a research project for [16 weeks](#)
- Additional awards are available to Indigenous students
- Valued at [\\$7,000](#)
- Students currently enrolled in an undergraduate professional degree program in the health sciences (e.g., MD, DDS, BScN), i.e., if their program leads to a professional certification) are **not eligible** for NSERC funding.
- [Projects are eligible for NSERC funding](#) if the project's research outcomes clearly fall within the areas of Natural Sciences and Engineering – funding eligibility is no longer specific to the Project Supervisor.

UPDATE

UPDATE

# AM I ELIGIBLE TO APPLY?

To apply for an award, students must:

- Be registered as a full or part-time student in a [bachelor's degree program](#) in Winter 2020; and
- have obtained, over the previous years of study, a [cumulative average](#) of at least a **B-** (70%, 2.7 grade points); and,
- have completed at least one full year of university course work (two full academic semesters) by the start of the research project (May 2020).

# HOW DO I APPLY?

1. CHOOSE A RESEARCH PROJECT
2. COMPLETE YOUR APPLICATION PACKAGE

# 2020 SUMMER RESEARCH PROJECTS

- A list of [Project Summaries](#) will be posted in the ‘Student’ section of the Ontario Tech Research website [www.research.ontariotechu.ca](http://www.research.ontariotechu.ca) under “2020 Undergraduate Research Awards” and “Available Research Projects”.
- You may identify a [maximum of two research projects](#) on your application form. We encourage students to choose two projects so they have a backup in case their first choice is awarded to another student. If successful, you will be assigned to work on [one research project](#) over the summer.
- Students may apply to research projects [outside of their Faculty](#) provided they hold the necessary qualifications outlined in the Project Summary.



# URA APPLICATION PACKAGE

Before you begin:

Update your ADOBE READER software

freely available from:

[get.adobe.com/reader/](http://get.adobe.com/reader/)

Especially if using a Mac!

# URA APPLICATION PACKAGE

## 1 URA Application Form

One per student; rank top two choices from the list of Project Summaries; complete electronically, e-sign and submit via email to [studentresearch@ontariotechu.ca](mailto:studentresearch@ontariotechu.ca). **You must contact prospective supervisors and have them e-sign your application form.**

## 2 Statement of Interest

~6,200 characters (1 page) maximum outlining:

- ✓ which project(s) you are applying to and why
- ✓ how the research position will enhance your academic studies & career goals
- ✓ what skills and expertise you can contribute to the project

## 3 Request for Official Transcript of Academic Standing Form

No charge for this transcript as it is for an internal award.

# 1 Complete URA Application Form

- Students must contact their prospective supervisors before the application deadline to discuss their interest in the research project and qualifications.
- Students should contact faculty members (via email) **well in advance of the application deadline**. Students should provide their transcript, along with any other information the supervisor requests.
- To be considered for a specific project **students must obtain the faculty supervisor's e-signature** on their application form.
- **Faculty have the right to decline signing your application if they feel you do not have the necessary skills for their project.**

## Application form and request for official transcript

Only one application per student will be accepted. Students are responsible for submitting the final application and request for official transcript. Please ensure you are using the most up-to-date version of [Adobe Acrobat Reader](#) to complete the form. Complete and sign the form electronically, then save and email to your chosen supervisor(s) to obtain their e-signature. Submit the signed form by **Friday, January 17** at 4 p.m. by emailing it to [studentresearch@ontariotechu.ca](mailto:studentresearch@ontariotechu.ca) as an attachment.

First name	<input type="text"/>	Last name	<input type="text"/>
At the time of the application, please specify if you are attending university: <input type="text" value="Please select"/>			
Indicate if you have previously received the following awards: Ontario Tech Student Training Assistantships in Research (STAR) Award: <input type="text" value="Please select"/>			
NSERC USRA: <input type="text" value="Please select"/>			
Cumulative GPA (for all years of current degree): <input type="text"/>			
The university strives to actively support the research training of female and/or Indigenous students. Please check any boxes that apply (completion is optional): <input type="checkbox"/> Female <input type="checkbox"/> Indigenous			

## Summer research project information

Based on the project summaries listed on the website, please rank your top two summer projects below in order of preference. Students must meet with prospective supervisors before the application deadline to discuss their interest in the research project and qualifications. To be considered for a specific project, **students must obtain the faculty supervisor's e-signature** on their application form. Faculty may decline signing your application if they feel you do not have the necessary skills for their project.

Name of faculty member	Supervisor's faculty	Supervisor signature
<input type="text"/>	<input type="text" value="Please select from dropdown"/>	<input type="text" value="Signature"/>
<input type="text"/>	<input type="text" value="Please select from dropdown"/>	<input type="text" value="Signature"/>

## Undergraduate academic background

Include any previous and current ongoing post-secondary degrees.

Degree (e.g. BSc, BA)	Faculty	University/Institution	Expected completion date (mm/yy)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Scholarships and other awards received while at university

Please list awards starting from most recent.

Name of award	Brief description and value of award	Period held (mm/yy to mm/yy)
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>



# Obtaining project supervisor signature(s)

Note: The deadline has been extended to Thursday January 23 at 4 p.m.

## Application form and request for official transcript

Only one application per student will be accepted. Students are responsible for submitting the final application and request for official transcript. Please ensure you are using the most up-to-date version of [Adobe Acrobat Reader](#) to complete the form. Complete and sign the form electronically, then save and email to your chosen supervisor(s) to obtain their e-signature. Submit the signed form by Friday, January 17 at 4 p.m. by emailing it to [studentresearch@ontariotechu.ca](mailto:studentresearch@ontariotechu.ca) as an attachment.

First name	Last name
At the time of the application, please specify if you are attending university: <span>Please select</span>	
Indicate if you have previously received the following awards: Ontario Tech Student Training Assistantships in Research (STAR) Award: <span>Please select</span>	
NSERC USRA: <span>Please select</span>	
Cumulative GPA (for all years of current degree):	
The university strives to actively support the research training of female and/or Indigenous students. Please check any boxes that apply (completion is optional): <input type="checkbox"/> Female <input type="checkbox"/> Indigenous	

## Summer research project information

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Name of faculty member	Supervisor's faculty	Supervisor signature
	Please select from dropdown	
	Please select from dropdown	

## Undergraduate academic background

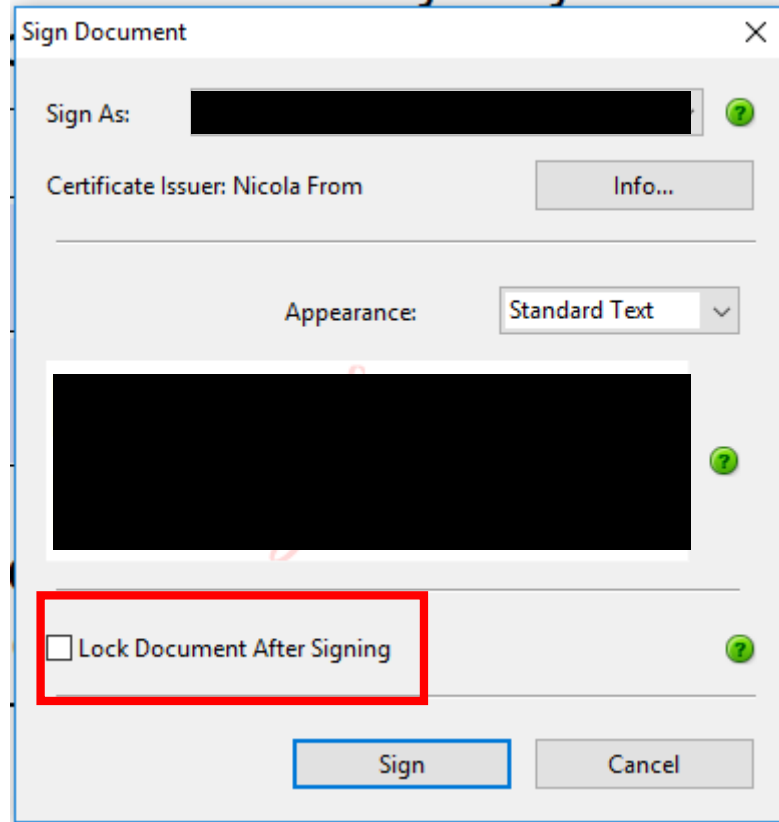
Include any previous and current ongoing post-secondary degrees.

Degree (e.g. BSc, BA)	Faculty	University/Institution	Expected completion date (mm/yy)

## Scholarships and other awards received while at university

Please list awards starting from most recent.

Name of award	Brief description and value of award	Period held (mm/yy to mm/yy)
		to
		to
		to
		to
		to
		to



- FYI - When supervisor's sign, they may be asked to "Lock Document After Signing".
- Supervisor's should not click this box as the next person will be unable to sign the form.

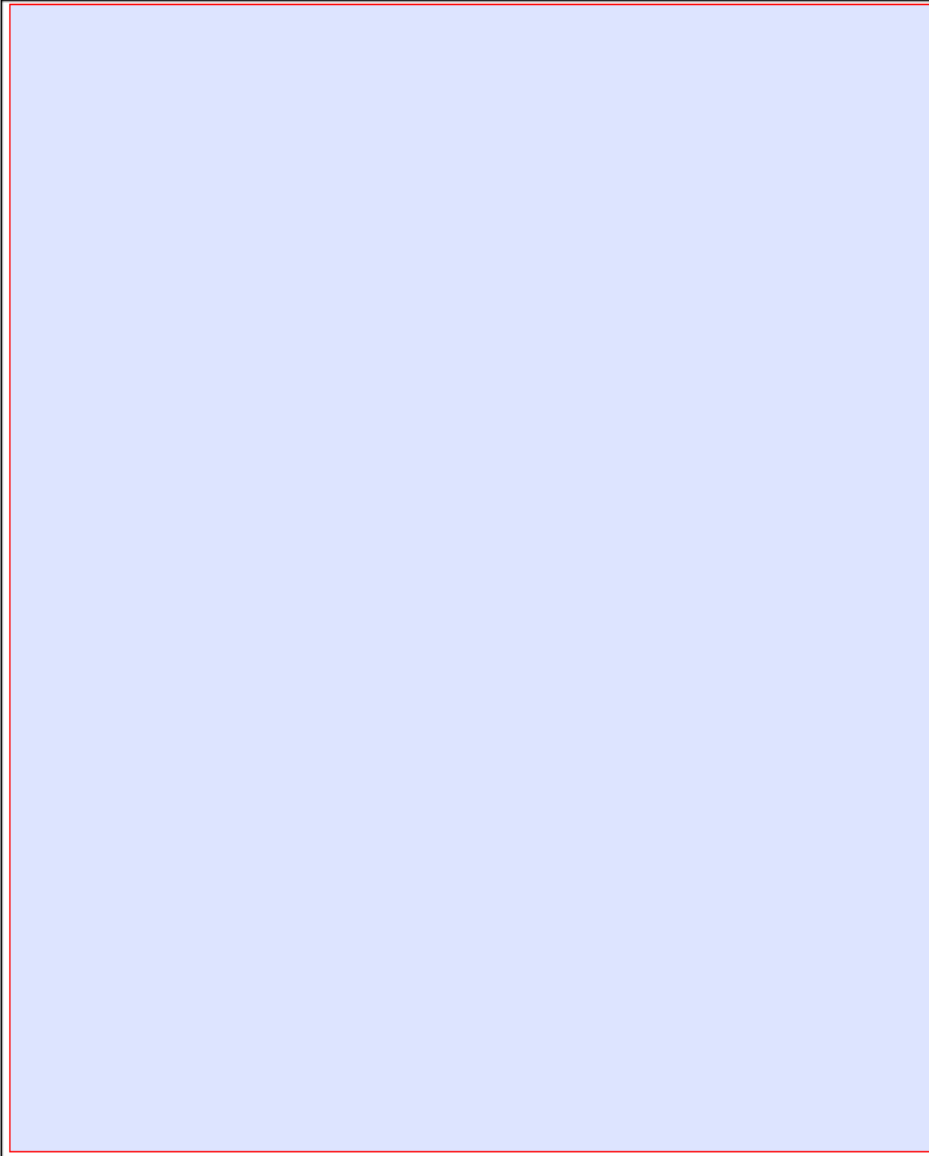
**Statement of interest** (limit of 6,000 characters)

*Which research project(s) you are applying to and why?*

*How would this research position enhance your studies?*

*What skills and experience can you contribute to the project?*

*How will this opportunity assist you in meeting your academic and/or career goals?*



✓ **Complete the Statement of Interest**

Explain:

- which research project(s) you are applying to and why
- what skills and expertise you can contribute to the project
- how will this opportunity assist you in meeting your academic and/or career goals

**Personal information** - Personal information will be kept confidential

Home address		
<input type="text"/>		
City	Province	Postal code
<input type="text"/>	Please select	<input type="text"/>
Student email address	Phone number ((xxx) xxx-xxxx)	Student number
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Other information**

Citizenship (select only one):	Please select		
If you are a permanent resident, indicate date of landing as per form IMM 1000 (mm/dd/yyyy):			
Indicate if you are registered in any of the following programs at the university:			
<input type="checkbox"/> Nursing (BScN)	<input type="checkbox"/> Kinesiology	<input type="checkbox"/> Medical Laboratory Science	<input type="checkbox"/> N/A
<input type="checkbox"/> I agree to complete all necessary health and safety requirements (e.g. biosafety, radiation safety, animal care, research ethics approval).			

**Signature**

I hereby agree to abide by [the university's policies and procedures governing research and scholarly awards](#).

Student's signature	Date (mm/dd/yyyy)
<input type="text"/>	<input type="text"/>

Submit Form



✓ **Personal Information**

- For internal use only, will not be shared.
- Once your form is completed in full (INCLUDING signatures from the project supervisors), be sure to save your application as a PDF with the filename [LASTNAME]\_2020\_URA\_Application.pdf

✓ **Submit with the Request for Official Transcript form**

- Next, click the “Submit Form” button. This will generate an email template to submit your completed form to [studentresearch@ontariotechu.ca](mailto:studentresearch@ontariotechu.ca).
- **Before sending this email you must:**
  - ✓ Attach your completed Request for Official Transcript form (see next slide for instructions).

# Request for Official Transcript form

Last name	First name	Student number

Step 1: Include first and last name, student number

**Please note:**

- A charge of \$12 will be assessed for each official transcript ordered.
- The normal processing time for transcript requests is five business days.
- Please ensure that all pertinent information is present on your academic record before requesting an official transcript. If you are unsure if final grades, degrees or other awards have been posted to your record, please inquire at the Registrar's office.
- Official transcripts, which are to be forwarded directly to a third party, will be sent via regular mail. The Registrar's office will be pleased to send copies of your official transcript via express mail or courier service, but you must submit the postage paid envelopes for these services along with this request.
- If you wish to pick up your transcript at the Registrar's office, you must present either your Student ID card or a valid piece of photo identification. For your security, we will not release copies of your transcript without a valid photo ID. If you wish to have someone else pick up your transcript, you must attach a signed request indicating in full the person's name. In order for this person to pick up the transcript, they must also show government issued photo identification. For security purposes, those transcripts that are picked up and/or mailed directly to the student will be stamped "Issued to Student".

Step 2: Under "Request 1", under "Company/dept:" write "Release to the Office of Research Services". **NO further information is required in this section.**

**Note:**

- Do not fill out sections crossed out in red.
- Print and sign this form, and return a scan with your application package!
  - Please use black or blue ink to sign this form. A "real" signature is required!

<p><b>Request 1</b></p> <p>Please prepare _____ copies of my official transcript.</p> <p><input type="radio"/> As of today.</p> <p><input type="radio"/> Hold until the release of final grades for the _____ semester.</p> <p><input type="radio"/> Hold until the awarding of my degree.</p> <p>Transcript(s) are to be:</p> <p><input type="radio"/> picked up at the Registrar's office</p> <p><input type="radio"/> mailed to the following address:</p> <p>Contact name: <b>Release to the Office of Research Services</b></p> <p>Company/dept.: _____</p> <p>Address: _____</p> <p>City: _____ Province: _____</p> <p>Postal code: _____</p>	<p><b>Request 2</b></p> <p>Please prepare _____ copies of my official transcript.</p> <p><input type="radio"/> As of today.</p> <p><input type="radio"/> Hold until the release of final grades for the _____ semester.</p> <p><input type="radio"/> Hold until the awarding of my degree.</p> <p>Transcript(s) are to be:</p> <p><input type="radio"/> picked up at the Registrar's office</p> <p><input type="radio"/> mailed to the following address:</p> <p>Contact name: _____</p> <p>Company/dept.: _____</p> <p>Address: _____</p> <p>City: _____ Province: _____</p> <p>Postal code: _____</p>
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**Method of payment**

Paid via cash/certified cheque (receipt attached)

Charge the fee to my credit card  Visa  MasterCard

Credit card number: \_\_\_\_\_ / \_\_\_\_\_

Expiry date (mm/yy): \_\_\_\_\_

Student's signature	Date

This application will not be processed unless it is signed and dated.

Step 3: Sign and date

<b>For office use only</b>			
Payment sent to Accounting:	<input type="radio"/> Yes <input type="radio"/> No	Staff initials:	Date sent:
Processed by:		Date:	

Step 4. Scan a copy and save it as "[LASTNAME]\_2020\_RequestForTranscript.pdf"

# SUBMITTING YOUR APPLICATION

*To reiterate, a completed application package will consist of:*



**NEW  
SLIDE**

*1. The completed Application Form*

- Must be e-signed by all relevant supervisors and the applicant
- Saved as [LASTNAME]\_2020\_URA\_Application.pdf

*2. The completed Request for Official Transcript of Academic Record form.*

- Signed by hand (not an e-signature)
- Scanned and saved as a pdf
- Saved as [LASTNAME]\_2020\_RequestForTranscript.pdf

Submit this application package by email to [studentresearch@ontariotechu.ca](mailto:studentresearch@ontariotechu.ca) by

**Jan 23 at 4:00pm.**



# SELECTION CRITERIA

- High academic standing based on cumulative GPA from all previous years of study.
  - The minimum GPA required is 2.7.
- Level of experience, skills and/or training relevant to the specific research position applied for.
- Supervisor's may screen applicants based on requirements outlined in their project descriptions.

*Rankings will be made by a Selection Committee based within each Faculty.*

# WHEN IS THE DEADLINE?

- All application e-packages must be emailed to [studentresearch@ontariotechu.ca](mailto:studentresearch@ontariotechu.ca) on or before **January 23 at 4:00p.m.**
- Non-Ontario Tech Students only:
  - A hard copy of your non-Ontario Tech transcripts must be delivered by the deadline to:

Office of Research Services  
Campus Corners, 2<sup>nd</sup> Floor  
2000 Simcoe Street North  
Oshawa, Ontario  
L1G OC5

All applicants will be notified of the results by email.

# START EARLY!!!

- Do not wait until the week of the deadline to approach Faculty supervisors for their e-signature.
- Contact them early to set up a meeting (they are busy people).
- Application forms that do not have Faculty signatures WILL NOT be accepted.
- Hand written applications WILL NOT be accepted.

# 2020 URA Recognition Event

Held Annually  
(May/June, date TBA)

- ✓ Features keynote speakers from the Ontario Tech Research Community
- ✓ Receive recognition for your research awards
- ✓ Brings URA winners together to celebrate their research success
- ✓ Awardees are given the opportunity to network with the Ontario Tech research community

# QUESTIONS?

**Questions about a specific research project?**

Contact the faculty supervisor to learn more about their project.

**Questions about the awards and application process?**

Visit the Undergraduate Research Awards FAQ located at:

[www.research.ontariotechu.ca](http://www.research.ontariotechu.ca)

Send all queries to: [studentresearch@ontariotechu.ca](mailto:studentresearch@ontariotechu.ca)