Undergraduate Research Awards 2019
Instructions for submitting your URA application and request for official transcript e-package

Deadline: Monday, January 21, 2019 at 4 p.m. to studentresearch@uoit.ca.

- Only one application per student will be accepted.
- Handwritten applications **will not** be accepted.
- Students are responsible for submitting the final application form and the request for official transcript form in the same email by the deadline.
- Non-UOIT students must provide non-UOIT transcripts in hard copy to the Office of Research Services by the deadline.
  - Office of Research Services, Campus Corners, 2nd Floor, 2000 Simcoe Street North, Oshawa, Ontario, L1H 7K4.
- Do not submit a CV (resumé) with your application package.

1. **Choose a research project**
   Select the research project(s) you would like to work on by reviewing the **available research projects** on our website. We encourage students to apply to two projects in case their first choice is awarded to another student.

   You may apply to projects outside of your faculty as long as you have the required skills and qualifications.

2. **Update your PDF reader software and create your e-signature**
   Whether you are using a Mac or a PC, you will require the latest version of ADOBE ACROBAT READER XI in order to complete the application form. This software is freely available on the Adobe website. This will enable you to fill in, **e-sign**, and save the document, and forward the **e-package** to your chosen faculty supervisor(s) to obtain their **e-signature(s).**

3. **Download the application package**
   The application package includes an Undergraduate Research Award application form and a request for UOIT official transcript of academic record Form. You must submit both of these in the same email to studentresearch@uoit.ca. They do not need to be in the same file but they should be sent in the same email.

   Please **do not** submit any additional documents with your application or request for

transcript. They will be removed and deleted.

4. **Fill out the application form**
   Page one and two: Fill out your personal information as indicated. On page one, you will indicate which project(s) you are applying for in the **summer research project information section.** Please list these in order of preference. On page two, you must add your digital signature so that your form is valid. To add a digital signature, click on the signature field and then follow the on-screen instructions to insert a new or existing digital signature.

   Please note: The **summer research project information section** of the form requires validation from the faculty member(s) you are applying to work with. Students must contact prospective supervisors prior to the application deadline to obtain the supervisor's approval. It is recommended that students contact faculty via email well in advance of the deadline to set up an appointment and provide their application materials. Supervisors may want to meet in person, or they may consider email correspondence with candidates sufficient. The form of the meeting is up to their discretion. Students should fill out their application form in full before they request consideration from a faculty supervisor. Students must obtain digital signatures from prospective supervisors on their application form in order for their application to be valid.

   Page three: Write your statement of interest. There is a character limit on the page. Please do not submit additional pages. Only one statement of interest is required. If you are applying to two research projects you should discuss both of them in your statement. In the statement of interest, you should indicate:

   - Which research project(s) you are applying to and why.
   - How this research position would enhance your studies.
   - What skills and experience you can contribute to the project.
   - How this opportunity will assist you in meeting your academic and/or career goals.

   Save your completed e-package to your computer as [LASTNAME]_2019_URA_Application.pdf.

5. **Obtain faculty supervisors' e-signatures**

   If students have listed two faculty members, they must collect one signature and then the other on the same electronic form.

6. **Fill in the Request for Official Transcript of Academic Record**

   Print the **request for official transcript of academic record**. You will not be charged for this transcript. By filling out this form, you are giving the Office of Research Services permission to request your transcript on your behalf for the purposes of evaluating your application.

As a result, you do not need to fill out the entire form. Fill in the following sections of the form only:

- Last name
- First name
- Student Number
- Student's signature (must be a handwritten signature. The Registrar's office will not accept e-signatures on this form).
- Date

Scan your completed form, save it as: [LASTNAME]_2019_RequestForTranscript.pdf.

Non-UOIT students: Original transcripts from your own academic institution must be submitted with your application package. You are advised to order your transcripts as soon as possible to avoid missing the application deadline. Incomplete applications will not be considered and late submissions will not be accepted. Drop off or mail non-UOIT transcripts by Monday, January 21, 2019 at 4 p.m. to the Office of Research Services, Campus Corners.

7. **Submit completed e-package**

UOIT Students:
Compose one email to studentresearch@uoit.ca and include these two attachments:
- [LASTNAME]_2019_URA_Application.pdf
- [LASTNAME]_2019_RequestForTranscript.pdf

Reminder: the application form will be a digital file with e-signatures; it will appear the same as when you filled it out, with live fields someone could copy and paste from. The request for transcript will be a scanned pdf.

Non-UOIT students:
You will submit your [LASTNAME]_2019_URA_Application.pdf electronically to studentresearch@uoit.ca but your original transcript must be sent to us via courier. You may send this to us directly or arrange for your academic institution to send it to us. It must be sealed.

Congratulations! You have applied to the **2019 Undergraduate Research Awards**. You will receive an automatic reply from the Student Research email as soon as your email is received. If you do not receive the automatic reply, please resend your email. You will also receive a personal confirmation from an ORS team member within a few days of submitting your application confirming that we are able to open the application document and that it is complete. If you do not receive this personal confirmation within five business days of submitting your application, please contact studentresearch@uoit.ca.