UNIVERSITY OF **TORONTO**

OFFICE OF THE VICE PRESIDENT, RESEARCH AND INNOVATION

2025 NSERC UNDERGRADUATE STUDENT RESEARCH AWARDS

I. Program Guidelines

Program Overview	To provide research experience that complements the degree program
Student Eligibility	Kindly check the Eligibility section of https://www.nserc-crsng.gc.ca/students-etudiants/ug-pc/usra-brpc_eng.asp. Applicants must have completed a minimum of two terms at the time of submission of the application, and their GPA must be at least B- at the time of taking up the USRA award. First-year students are not normally in a position to have their GPA confirmed by the start date of a USRA (May 1st). While emphasis is placed on students in their 2nd, 3rd, or 4th year for USRA candidacy, please contact Research Services if you have any questions. Also, please contact Research Services about any GPA requirement questions you may have.
Supervisor Eligibility	Eligible supervisors are those who meet NSERC's requirements for faculty and are able to independently supervise students as per their appointment with their university (at UofT, Supervisors must hold an appointment that allows them to hold research funding). Allocations are not transferrable between units. Therefore, researchers should supervise students at the unit where they hold their primary appointment and/or where their grants are held.
Subject Matter Eligibility	Research projects must fall within NSERC's mandate and focus on activities in the natural sciences and engineering.

Award Value	$6000, plus a minimum 25% supplement ($1,500) provided by the unit.
	Any supplement above this level may be set at the discretion of the unit or the USRA supervisor.
	Sources of supplements can include NSERC grants, other research funds (non-NSERC), or other funds the unit may have at its discretion.
	The supervisor or unit must cover any additional costs related to fieldwork (e.g. travel expenses).
	In addition, NSERC does not permit payment for any vacation days taken during the tenure of the award.
Duration	16 full consecutive weeks (similar to co-op terms).
Tenure at Another Location	During the tenure of the award, the USRA award holder and their supervisor must both be at the university where the student holds the award. USRA allocations are not transferable from one university to another. Students may apply at any eligible university.
USRA Term at UofT	The University of Toronto administers this program in the summer term only, between *May 1st and September 1st* of each year.
Unit Allocations and Deadlines	Students and supervisors should contact the respective units' undergraduate coordinators. Units should determine their internal deadlines.
<u>University Deadline</u> for Unit-Approved MRAs	**April 15, 2025**

II. Application Procedures

Supervisors should first connect with their departmental undergraduate coordinators to express their interest in the program and see what they need to provide to their department

For Students	• The student must complete the latest version of the application form (Form 202, Part I) online, follow the instructions, and adhere to NSERC's presentation standards (found on each page of the online application). NSERC refuses handwritten applications. Refer to the [Instructions for completing an application – form 202](#).
	• If the student self-identifies as Indigenous or Black, make sure they select the appropriate field on Form 202, Part I – Personal Profile, self-identification statement.
	• A student's e-transcript, or their most recent academic history report from ACORN, is sufficient for NSERC's requirements.
	• For more information, review NSERC's video on how to apply: https://www.youtube.com/watch?v=kkATi95z1Fw
For Supervisors	• Important step: Once the student has completed Form 202, Part I, online, they must provide their supervisor with the **reference number** generated by the system.
	• Refer to the section **Completing and submitting the application – Part II** (to be completed by the proposed research supervisor) from [Instructions for completing an application – form 202](#).
	• The supervisor needs to log in to NSERC's online system using the same account they use when applying for NSERC grants; they need to complete Part II of Form 202.
	• Once all the modules of Form 202 have been completed, the supervisor must go back to the "My Portfolio" page and select "Verify." When the verification is complete, the status of the application will change to "Completed."
	• For the final step, the supervisor must select "Submit to LO," which will submit the form to the USRA Liaison Officer. Completed online applications will then be submitted to NSERC by Research Services.
	• MRA submission: Successful supervisors must complete an [MRA](#) and attach only Form 202, Part I and Part II (note that the student's transcript is not required to be submitted via the MRA, only via the NSERC online system). Include the name of the student, as well as award start and end dates, on the first page of the MRA. The MRA must be received by RSO no later than April 15, 2025.

For Units	By **April 15, 2025**, approve MRAs only for nominated supervisors/students who will be receiving USRA awards from the unit's allocation.
	For Indigenous and Black student awards:
	▪ Prior to approving an MRA, please send an email with the Indigenous and Black student awards table attached with the Subject Line: **2025 NSERC USRA Summer Indigenous and Black Student Awards Table** to Susan Bustos at s.bustos@utoronto.ca. We ask this to be sent no later than ***April 3, 2025.***
	1. It is important that you retain the original documents in your files should NSERC ever request them.
	2. Ensure all sections/boxes of the application form (Form 202) have been completed, using the checklists provided.
	3. Verify that start dates are not earlier than May 1st or on a day that falls on a weekend. These dates should match the dates on the first page of the MRA.
	4. The applications from the approved MRAs will be forwarded to NSERC by Research Services as they are received. By submitting your MRAs, the unit is confirming that all applications have been verified for completeness and accuracy and that supervisors and students meet the NSERC USRA program eligibility requirements.
	5. Note that if NSERC determines that an application is ineligible, NSERC will rescind the USRA award. When NSERC rescinds an award, it requires that "Units must be prepared to continue to engage any student(s) who may be rejected by NSERC."
	6. Units must be prepared to continue to engage any student(s) who may be rejected by NSERC and cover the stipend cost associated with this award.
	7. Please hold all MRAs for Indigenous and Black student awards until you have submitted your table of names for these awards. RSO will then increase your unit's allocation to accommodate Indigenous awards. Once you have received notification that your allocation has been increased, you may proceed with the approval process.