2021 Undergraduate Research Awards Information Session
2021 Undergraduate Research Awards

• Available Awards
• Eligibility Criteria
• How to Apply
• Selection Criteria
• Application Deadline
Available Awards

• There is one application process for all Undergraduate Research Awards.
• Applicants could be awarded one of two awards:

**Ontario Tech STAR Award**

- Intended to stimulate student interest in research and encourage students to undertake graduate studies.
- Seven STAR awards (1 per Faculty).
- Open to undergraduate students registered at Ontario Tech including international students.
- Supports 12-16 weeks of research activity.
- A $4,500 award minimum, up to $7,000.

**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 NSE.
- Approximately 30 NSERC USRAs available.
- Open to Canadian citizens and permanent residents only.
- Supports 16 weeks of research activity.
- Valued at $7,000.
Eligibility Criteria

**STAR Award**

To apply, students must meet the following requirements:

- Be a Canadian citizen, permanent resident of Canada or an international student.
- Be a registered Ontario Tech University student (at the time you apply) in a bachelor’s degree program.
- Have obtained, over the previous year of study, a cumulative average of at least a B- (70 percent, 2.7 grade points).
- Have completed at least one full year of university course work (two full academic semesters) by the start of the research project (May 2021).

**NSERC USRA**

To apply, students must meet the following requirements:

- Be a Canadian citizen or permanent resident of Canada as of the application deadline.
- Be registered (at the time you apply) in a bachelor’s degree program at an eligible university.
- Have obtained, over the previous years of study, a cumulative average of at least a B- (70 percent, 2.7 grade points).

Go online for additional information:

- How many NSERC USRAs you may hold
- Who is not eligible to apply

See details [here](#).
How to Apply

• Information on how to apply can be found online.

• There are four steps to the application process:
  • Step 1: Choose a research project(s)
  • Step 2: Update your PDF reader software
  • Step 3: Prepare your application (mandatory uploads - Statement of Interest; request for transcript form)
  • Step 4: Complete the 2021 Undergraduate Student Awards Application E-form
Step 1: Choose a Research Project(s)

- A list of Project Summaries will be posted in the ‘Student’ section of the URA website under *2021 Undergraduate Research Awards Information for Students, Available research projects* (link).
- You may apply to a maximum of two research projects. We strongly 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 contribute to 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.
Step 2: Update your PDF reader software

- Whether you are using a Mac or a PC, you will require the latest version of Adobe Acrobat Reader DC in order to complete the Statement of Interest.
- This software is freely available on the Adobe website.
Step 3: Prepare your application

1. Statement of Interest
2. Request for Official Transcript of Academic Record
Step 3: Prepare your application

Statement of Interest

Step 1: Download the Statement of Interest PDF. This form will be posted online.

Step 2: Fill out your personal information (first and last name, cumulative GPA).

Step 3: Write your Statement(s) of Interest.
   • ~6,200 characters (1 page) maximum outlining:
     ✓ 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.
Step 3: Prepare your application

Statement of Interest

**Step 4:** Save your completed Statement of Interest to your computer as:

- [LASTNAME]_2021_URA_Application_Statement of Interest.pdf.
- Saved as a PDF; less than 10 MB

**Step 5:** Obtain an endorsement signature(s).

- The Statement of Interest requires endorsement (an official e-signature) from the project supervisor(s), confirming that they are willing to supervise you as an URA recipient.
- Students should contact project supervisor(s) well in advance of the application deadline to set up a virtual appointment (Google Meets, Zoom, etc.) to discuss their Statement of Interest.
- If students are applying to two research projects, they must collect a signature from each project supervisor (one signature and then the other) on the same electronic form.
Step 3: Prepare your application

Request for Official Transcript form

• Ontario Tech students 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.

• Non-Ontario Tech students
  - Rather than complete the Request for Transcript form, you will upload an original transcript from your own academic institution.
  - Order your transcript from your home institution as soon as possible to avoid missing the application deadline.
  - Do not mail your transcript to the Office of Research Services. Staff are working remotely at this time.
Step 3: Prepare your application

Request for Official Transcript form

Step 1: Download and Print the request for official transcript of academic record form.

Step 2: Fill in the following sections of the form:
• Last name, First name, Student Number
• In the Request 1 section, write “Release to the Office of Research Services” beside the “Company/dept.” field.

Step 3: Sign and date.
• Signatures must be handwritten. Please use black or blue ink to sign this form.

Step 4: Scan and save:
• [LASTNAME]_2021_RequestForTranscript.pdf
• Saved as a PDF or Image: less than 10 MB
Step 4: Complete the 2021 Undergraduate Student Awards Application E-form

About the e-form:

- Ten sections
  - Introduction; Student information & eligibility profile; Indigenous students; Undergraduate academic background; Previous degrees; Scholarships & other awards received; Which 2021 URA research project(s) are you applying for?; Mandatory uploads; Equity, Diversity & Inclusion (EDI); Program acknowledgements

- Accessing the form
  - To complete this e-form, Ontario Tech students must be signed in to their ontariotechu.net email.
  - Non-Ontario Tech students must email studentresearch@ontariotechu.ca for an accessible version of the e-form.

- Submitting the e-form
  - When you submit the e-form, it will automatically:
    - Send a notification email to the 2021 URA Program Administrator and to studentresearch@ontariotechu.ca.
    - Send a confirmation email to the student’s email inbox with a copy of their submission.

- Editing your application
  - Students cannot edit their application after it is submitted. To edit the application e-form prior to submitting, toggle between sections of the e-form using the “Back” and “Next” buttons.
  - Note: Refreshing your browser BEFORE submitting the application will result in lost information.
Step 4: Complete the 2021 Undergraduate Student Awards Application E-form

Step 1: Review the Guide to the 2021 Undergraduate Research Awards Application E-form.
- What information will you need to complete the e-form
- How to access the e-form
- How to edit your application (before submission)
- How to know if your application was successfully submitted

Step 2: Complete the e-form including all mandatory uploads:
- [LASTNAME]_2021_URA_Application_Statement of Interest.pdf.
- [LASTNAME]_2021_RequestForTranscript.pdf

Step 3: Submit your application.
- Select the “Submit” button.
Selection Criteria

• Applicants are reviewed based on:
  • High academic standing based on cumulative GPA from all previous years of study in your current degree program.
    - The minimum GPA required is 2.7.
  • Level of experience, skills and/or training relevant to the specific research project.
  • The details outlined in your Statement of Interest.

• Rankings will be made by a Rankings Committee based within each Faculty.
When is the application deadline?

• All application e-forms must be submitted on or before **Wednesday, January 20 at 4:00p.m.**
  - Be proactive. Do not wait until the week of the deadline to approach project supervisors for their e-signature.
  - Application e-forms that do not have an endorsement signature(s) **WILL NOT** be accepted.
  - Hand written applications **WILL NOT** be accepted.

• All applicants will be notified of the results by email (usually **March/April**).
Questions?
Thank you