

USRA Application Checklist

The following are common errors and omissions made on USRA applications. This checklist will help minimize the risk that NSERC will decline the application due to inaccuracies, errors, omissions and/or irregularities.

The Faculty USRA administrator will also review all applications before submitting the Recommended Applicants' names to Western's USRA Liaison Officer.

Western's Office of Research Services (ORS) will review the supervisor and student USRA application forms before submitting them to NSERC and send back any applications with the following errors.

Form 202 Part I: Student Information

(Review [NSERC's official guidelines](#) on how to complete Form 202 Part I)

- Log in to the online system. The process will bring you to the eConsole page.
- Select Forms — Student from the list under Forms management.
- Select Form 202, Part I.
- Form 202 Part I submitted online (with a reference number)
- Initial(s) of all given names is the first letter of their first name and middle name(s).
- Ensure both first and last name are entered and are correct
- Selection of the appropriate agency (NSERC, CIHR or SSHRC)
 - Only Black student researchers may select CIHR or SSHRC
 - For CIHR and SSHRC applicants:** If you have not previously applied to NSERC, leave the field blank and a personal identification number (PIN) will be automatically assigned to you by the online system.
- Name of Discipline accurate (Degree Major or Degree Title)
- Department name accurate (Department or Faculty)
- Year and month of expected degree completion
- Academic background: Includes ALL post-secondary institutions attended, including year and month of course completion OR year and month student left the program.
- If the student is a permanent resident (PR), they must include a landing date.
- If the current address is temporary, a leaving date is required.
- Student's Western email address.

- Official, up to date transcripts from ALL post-secondary institutions attended, including transcript legend(s) uploaded in PDF format. Western students can upload a copy of the most current 'Academic Record'. Must show name of institution, program enrolled in, complete course of study, marks, legend explaining acronyms, and the previous term's marks.

Form 202 Part II: Supervisor Information

(Review [NSERC's official guidelines](#) on how to complete Form 202 Part II)

- Log in to the online system. The process will bring you to the eConsole page.
- Select Forms — Researcher from the list under Forms management.
- Select Form 202, Part II, and enter the applicant's family name and reference number in the relevant fields. By entering the reference number from Part I on Part II of form 202, the system will link the two parts together to form a complete application.
- Correct term (i.e. Summer (May – August))
- Includes student's reference number – must match exactly
- Department name accurate
- Personal identification number
- Proposed start date of award (May 1, 2024)
- Research subject code (https://www.nserc-crsng.gc.ca/Help-Aide/ScholarshipCodes-CodesPourBourses_Eng.asp)
- Outline of proposed research project: Please include a description of the research project that the student will be working on. The proposed research **MUST** be eligible for funding from the Agency selected.
- Outline of the student's role: Please include a specific and detailed description of the student's role in the project (i.e. specific tasks/roles/responsibilities for the student)
- *NEW SECTION* - Expected quality of the training to be received: Please include a description of the expected quality of the training the student will receive as part of their USRA, As demonstrated by the proposed supervisor's plan for the student described in Form 202 Part II:
 - Exposure to research team
 - Training in research techniques, skills
 - Expected contributions to research output
 - Proposed supervisor's past supervisory experience
 - Any other relevant information that speaks to the quality of training

NSERC Undergraduate Student Research Awards Checklist for Common Application Errors

- Form 202 Part II submitted online (supervisor clicked “Submit to LO” button).

Returned Applications:

If there are any errors/omissions or the application is incomplete, the Western’s USRA Liaison Officer or the Faculty USRA administrator will RETURN the application to the supervisor to allow the student and/or supervisor to make changes.

If you have any questions, please contact your Faculty USRA administrator or Western’s USRA Liaison Officer at usra_info@groups.uwo.ca