

APPLICATION DEADLINES

Individual departments and faculties may have their own application deadlines, please contact them directly.

All applications must be submitted through the NSERC portal and list of recommended applications submitted by the department to ORS (see Department Responsibilities) by the following dates:

USRA Term	Submission *	Term Start Date
Summer (May-August)	March 15, 2023	May 1, 2024
Fall (September-December)	March 15, 2023	September 1, 2024
Winter (January-April)	March 15, 2023	January 1, 2025

USRA APPLICATION PROCESS

- Only applications prepared using the NSERC online system will be accepted.
- To submit an application, go to the online application system and select Login or Register as a New User: https://ebiz.nserc.ca/nserc_web/nserc_login_e.htm
- Complete Form 202 Parts I and II. Form 202 and its instructions are available at <https://www.nserc-crsng.gc.ca/onlineservices-servicesenligne/instructions/202/USRA->



FORM 202 (PART II) – COMPLETED BY THE SUPERVISOR

- Supervisors must log on to the on-line site with the same password and username they use to apply for their NSERC grant. If they cannot remember their access information, supervisors should contact the NSERC Online Services Helpdesk at 613-995-4273.
- Enter the reference number for the student with whom they wish to work and complete all the modules necessary to create a Form 202 Part II for that student.
- Verify the form using the button on the My Portfolio screen until the report states it is complete.

SUBMITTING THE APPLICATION

- Press the Submit to LO (Liaison Officer) button to make the application available to the Office of Research Services /



- B List – Alternate Applicants – The names of the applicants (and their proposed supervisors) who would be recommended for a USRA if an applicant from the A list withdraws or declines their award. Do not send copies of the B List applications at this point.

Upon confirmation from the Office of Research Services that the Recommended Applicants have been approved and will be submitted thru NSERC online system (by way of an Award letter being issued by ORS), the department will:

- Notify their B List applicants (and their supervisors) that they were not successful.
- Provide the Office of Research Services with a **copy of the Recommendation for Appointment** form used to pay each student. When completing this form, please ensure that:
 - the start and end dates are accurate and within the appropriate USRA term.
 - the appointment is for a minimum number of months as determined for a C or a a



