

**CONCORDIA UNDERGRADUATE RESEARCH AWARDS**  
**(SUMMER 2017)**  
***INSTRUCTIONS***

The Offices of the Vice-President, Research and Graduate Studies (VPRGS) and Provost and Vice-President, Academic Affairs, are pleased to announce the continuation of the *Concordia Undergraduate Student Research Award* (CUSRA) program for a fifth year. The CUSRA program provides funding to students in the fine arts, social sciences, humanities, engineering and computer science, business disciplines, and natural and health sciences. The goal of the awards is to stimulate interest in research, participatory research, or research-creation work that will complement undergraduate coursework, and enhance preparation for graduate studies or research-related careers. The funds will be distributed to the Faculties according to the total number of full-time registered students in each Faculty.

**To be eligible to apply for an award, you must have:**

1. Completed at least 30 credits in your program.
2. A GPA of 3.3 or higher.
3. A faculty sponsor with whom you will work, who will provide any necessary supplies and materials, and will be available on campus for the duration of the award.
4. Not accepted an equivalent concurrent award, such as an NSERC USRA, for the same research project.

*Note: Students can hold up to a maximum of two CUSRAs during their undergraduate studies at Concordia*

**To hold an award, you must also:**

1. Be registered in a program and for a minimum of 2 courses in the term immediately before holding the award.
2. Be engaged on a full-time basis (30 hours per week), over a 16 week period, in research or research-creation activities in a faculty member's research or research-creation project or program. Up to 10 awards will be made to program students who are enrolled on a part-time basis.
3. Be continuing in the program or accepted into a Concordia graduate program in the term following the award.
4. Ensure that all ethics/compliance approval has been obtained prior to the start of the project (for projects involving the use of animals or humans, or, controlled goods or hazardous materials).

**The Sponsor's Responsibilities are to:**

1. Oversee and supervise the project once it is underway and ensure that he/she is accessible to the student.
2. Communicate to student if there are any concerns with absenteeism, task deadlines not met, etc.
3. Prepare a 250-word mid-term report outlining the progress of the student (to be submitted to [Cinzia.Miscio@concordia.ca](mailto:Cinzia.Miscio@concordia.ca) by July 07, 2017).
4. Supervise writing of a 500-word final report to be submitted to the Faculty Associate Dean, Research and Graduate Studies, within two weeks of the award end date (supervisor must sign off on the final report).

**The Student's Responsibilities are to:**

1. Ensure his/her daily presence on campus for the full 16-week term. Some projects that involve fieldwork or collaborations with external partners may require a presence elsewhere.
2. Ensure that deliverables are submitted to the supervisor in a mutually agreed-upon and timely manner. Failure to carry out or submit expected research may result in a student's CUSRA being terminated (including the salary attached to the award).
3. Submit a 500-word final report to the Faculty Associate Dean, Research and Graduate Studies, within two weeks of the award end date (supervisor must approve the final report).
4. Participate in a poster presentation during the semester following the summer award (date to be communicated in early spring 2017)

**Application requirements:**

Complete the application form (Part 1). Note that a section (Part 2) is to be completed by the proposed supervisor. Applications are to be submitted to the Chair of your department, or his/her designate, by the application deadline (see below). A departmental committee will rank the applications and send a prioritized list to the Faculty Research Committee. The Faculty Research Committee will make the final decisions and inform the Office of the VPRGS, which will decide on the final allocations and contact successful applicants and their supervisors.

**Value of awards:**

\$5,625<sup>1</sup> per award.

**Tenure of awards:**

1. Sixteen (16) consecutive weeks on a full-time basis (30 hours per week).
2. Normally, awards are held during the summer months. However, an award may be held at other times during the year if approved by the department Chair or designate.
3. Tenure normally starts in the first week of May but may be on another date acceptable to both you and your sponsor.
4. Any work done as part of the award may not be used for academic credit in any form.
5. Students can be enrolled in a maximum of **one** course during the tenure of the award.
6. The work period does not include provisions for holidays, except statutory holidays. Work must be completed within the allotted time.
7. Awards will be paid in bi-weekly amounts to participants during the sixteen-week period of tenure (May 2017 to August 2017).

**Application submission and deadline: February 10, 2017 to your department Chair.**

*Please see the FAQs for more information.*

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<sup>1</sup> Supervisors may top-up a student's salary with their own funds at their discretion