



## NSERC USRA Compliance Certification Checklist

For the NSERC Undergraduate Student Research Awards

This form must be completed by proposed USRA supervisors and submitted to Kristina Copestake at the Financial Aid and Awards Office (GM-230) by the Submission Deadline: **February 15, 2019 at 5:00 p.m.**

**Proposal title:** \_\_\_\_\_

**Student's name and Concordia ID:** \_\_\_\_\_

**Please note that all projects involving the use of animals or humans as well as the use of hazardous materials, biological materials, controlled goods or radioactive material will require compliance certification. Please fill in the additional information below.**

Does the proposed research include:	YES	NO	Certificate number and notes
<p><b>Human Participants</b>  <i>Examples: interviews, questionnaires, observations of behaviours, use of non-public records that may contain identifying information, administration of drugs, blood samples, tissue samples, etc.</i></p> <ul style="list-style-type: none"> <li>• <i>If human participants are involved, please specify whether the research will be covered by the supervisor's certification of if the student intends to obtain their own certificate.</i></li> <li>• <i>If it is to be covered by the supervisor's certificate, please specify the file number, and whether an amendment is required to cover the student's activities.</i></li> <li>• <i>If the student intends to obtain their own certificate, they should do so as soon as possible after applying for the award. Note: Please indicate the source of funding on the ethics application.</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	Is a new ethics application required? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(If you selected "no")</i> Supervisor's certificate number: Is an amendment required? Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b>Animals</b>  <i>All research involving animals (in labs and in the field)</i></p> <p><i>Research involving animals must be covered by a Faculty member's certificate. Please specify the file number, and whether an amendment is required to cover the student's activities.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	Supervisor's certificate number: Is an amendment required? Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b>Controlled Goods/Technology</b>  <i>Examples: global navigation satellite systems, nuclear weapons, design testing equipment, tanks, munitions, ammunitions, and some firearms. The complete list as defined by the CG Regulations and the Defence Production Act (<a href="http://laws-lois.justice.gc.ca/eng/acts/d-1/page-6.html#h-19">http://laws-lois.justice.gc.ca/eng/acts/d-1/page-6.html#h-19</a>) must be consulted.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>Chemicals and other Hazardous Materials and/or Explosives</b>  <i>Examples: flammables, solvents, combustibles, acids, corrosives, toxics, carcinogens, etc. Compressed gases and other gas cylinders; aerosols; Cryogenic gases, liquefied gases (e.g. liquid nitrogen), nanomaterials</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>Biological/Biohazardous Materials</b>  <i>Examples: bacteria, yeasts, cells, blood and body fluids (saliva, urine, etc.), tissues animals (rats, mice, etc.), fungi, virus, parasites, tissues, DNA</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>Radioactive Materials / Radiation devices</b>  <i>Examples: nuclear substances such as P-32, S-35, C-14, H-3, I-125, but also LASERs, UV sources, X-ray equipment, equipment generating magnetic field</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	

**In order to hold a NSERC USRA at Concordia Students/Supervisors must continuously fulfil the below listed conditions over the full 16 weeks of the USRA work term.**

Please confirm that:	YES	NO
<p><b>Supervisor Eligibility</b>            You hold an eligible NSERC research grant - NSERC Grant Programs, NSERC Partnership Grant, Canada Research Chairs (CRC) or Canada Excellence Research Chairs (CERC) as the principal investigator or a co-investigator?            Which grant do you hold? _____</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Supervisor Availability</b>            As the supervising faculty member, you will be available on-campus for the 16 consecutive-week period beginning May 6, 2019 and not away from Concordia University on any type of leave of absence or sabbatical leave?   <i>Please note that NSERC expects the supervisor to be physically in the lab and/or building/field site most of the time during the USRA period. However, it is acceptable for the supervisor to delegate the supervision to responsible persons (other professors, experienced technicians, postdoctoral fellows, or doctoral students) for short periods while s/he takes vacation or attends conferences etc. NSERC does not accept a situation where the supervisor is only available by virtual means for long periods.</i>   <b><u>If your availability changes you must inform the Financial Aid and Awards Office as soon as possible and prior to March 18, 2019 since all changes in the supervisor must be formally approved by NSERC.</u></b></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Work Schedule</b>            The student will work 35 hours per week for the 16 consecutive weeks of the research project. Projects should not exceed 16 weeks.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Students Course Load</b>            Your student will only take a maximum of <b>one (1) course</b> during the tenure of the USRA.  <i>In order to take one course, the student must receive written permission from the supervisor and arrange to make up the time (under supervision). This permission must be forwarded to the Financial Aid and Award Office prior to the start of the award.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Work Site</b>            That a minimum of 75% of the student's time will be spent <u>on</u> University premises either on the Sir George Williams or Loyola Campuses, while a maximum of 25% of the USRA time will be spent off-premises.   <i>A lab, computer terminal, desk, or any work area that is not physically located on either the SGW or LOY campuses does NOT qualify as "University premises." Additionally, USRA participants may not "work from home".</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Resource Requirements</b>            All of the research space, facilities, supplies and equipment required for the project are available and the student will be appropriately trained in research techniques and safety methods.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Supplemental Amount</b>            If you, as the research supervisor, your department or CIADI (if applicable), will provide a top-up in addition to the \$4,500.00 provided by NSERC and the \$1,125.00 from the Office of the Vice-President Research and Graduate Studies (OVPRGS)?   <i>If yes, and the proposed project is selected for an award, you will be required to complete a supplementary information form to provide the details regarding your top-up and the actual start and end dates for the 16-week research project. The deadline for participating departments to inform the Financial Aid and Awards Office of an additional top-up is <b><u>June 1, 2019</u></b></i></p>	<input type="checkbox"/>	<input type="checkbox"/>

**Please note that this checklist outlines NSERC and Concordia's policies for the USRA program and failure to comply with these rules could make the student ineligible for the USRA and the award could be rejected, cancelled or declined internally or by NSERC.**

**Faculty supervisor's name:** \_\_\_\_\_

**Faculty supervisor's signature and date:** \_\_\_\_\_