

Submission Process for USRA Applicants

- Links for the USRA program, application process, and all forms: twu.ca/research/research-services/student-research/undergraduate-student-awards.

Required forms:

- Form 202 Part I
 - See NSERC's instructions for assistance: nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/instructions/202/USRA-BRPC_eng.asp.
- NSERC USRA - Research Aptitude Form
 - Find under "Additional Application Forms."
 - This form is to provide information in order help the committee assess your research aptitude. *Submit this form with the hard copy of your application directly to the Research Office. Do not upload this form into the NSERC application site.*

Official transcripts:

- Order online through the Registrar's Office: twu.ca/academics/office-registrar/transcript-orders
 - For the USRA competition you are allowed to open your transcripts once you receive them. Not all staff in the Registrar's Office may be aware of this exception, so they may give you contradictory information. If they need confirmation from someone, you can refer them to the USRA Liaison Officer in the Research Office.
- Scan the full transcript and **one** of the back pages. Save as a PDF. Open the file and save again as a reduced sized PDF. (The NSERC site won't accept large files. And for some reason, saving it as a reduced size PDF first doesn't always reduce the size. Hence the two-step process.) Note that when you scan the transcript the word "VOID" will appear. NSERC is aware of that function and will still accept it as an official transcript for the USRA competition.
- Upload the transcript into your application.

Final steps:

- Forward your reference number to your proposed supervisor.
- Submit a hard copy of your completed Form 202 Part I and the Research Aptitude Form along with your official transcript to the USRA Liaison Officer in the Research Office by the deadline.

USRA Liaison Officer: Elizabeth Kreiter

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contact in the event of any difficulty, confusion, questions, or consternation regarding the application process