SSHRC USRA Guidelines – Deadline: Friday March 14, 2025

Award Mandate

Social Sciences and Humanities Research Council (SSHRC) Undergraduate Student Research Awards (USRA) are intended to:

- Stimulate student interest in research in the social sciences and humanities;
- Encourage students to undertake graduate studies;
- Encourage students to consider a research career in social sciences and humanities.

Applications are evaluated based on students' academic record, evidence of research potential and interest in research, and evidence of the quality of research training provided by the supervisor.

At the present time, SSHRC USRAs are exclusively for Black student researchers. Institutions are assigned a specific allocation for these awards, as outlined in the [Undergraduate Student Research Awards allocations](#) web page.

Eligibility

- Be a Canadian citizen or permanent resident; or protected person as of the application deadline
- Self-Identify as Black
- Have a minimum B average (3.0 GPA)
- A 3.0 GPA score is not <u>the determining factor in the selection process, and scores close to the requirement will still qualify, so we encourage you to apply</u>. Please contact Dylan Jones (d.jones@uwinnipeg.ca) and they will assist you in including other important information to your application;
- **Have completed a minimum of 30 credit hours** at the time of application;
- **Be registered as a part-time or full-time student** and attend school in at least 1 of the 2 terms immediately before holding the award in a bachelor's degree program at an eligible university;
- **Identify a primary supervisor to guide their research project.**
  See "Supervisor Eligibility" below for more details.
- **Receive research training for a full 14 to 16 weeks**, normally from May to August. Students and their supervisors are to devise a training and payment plan that is suitable for the research project;
- As per Tri-Agency USRA regulations, **a student may hold no more than three SSHRC USRAs throughout their academic career**. To ensure opportunities for as many excellent students as possible, at the University of Winnipeg, all else equal, preference may be given to students applying for their first or second USRA.

- Applications from students registered at other universities will be accepted but, all else being equal, **preference will be given to current University of Winnipeg students**.

Award Payment and Training

- The duration of the award is 14, 15, or 16 weeks on a full-time basis (35 hours per week).

Duration	Min. Award Amount The hourly rate of the minimum award value equates to the province's minimum wage $15.80 + 6% holiday pay for a total of $16.75/hr.	Living Wage Award Amount* The living wage amount equates to the recommended living wage amount in Manitoba which is $19.21/hr.
14 weeks x 35 hours/week = 490 hours	$8,207.50	$9,412.90
15 weeks x 35 hours/week = 525 hours	$8,793.75	$10,085.25
16 weeks x 35 hours/week = 560 hours	$9,380.00	$10,757.60

- SSHRC provides $6,000, with the supervisor providing a minimum top up amount of $2,207.50 for 14 weeks, $2,793.75 for 15 weeks, or $3,380 for 16 weeks.
- *As many researchers describe the intent to pay their research assistants a living wage, the Research Office included this calculation above.
- Faculty members can apply for internal funding to help supplement the USRA award payment.
- Students who receive the SSHRC USRA are encouraged to present their research at institutional workshops, poster competitions, and conferences. They are also encouraged to attend and present at the USRA luncheon during the summer.

Supervisor Eligibility

- **The faculty supervisor must hold an SSHRC research grant** (PI or Co-applicant) as of May 1,2025.
  - ○ **ECR supervisors who** do not currently hold SSHRC funding but **have their first SSHRC application pending,** can supervise a USRA student provided they have the funding to support the student.
  - ○ **For supervisors who are in the final year of their grant,** if sufficient funds to support a USRA are remaining to be transferred to an automatic extension year, no alternate supervisor is required.
- **For all other supervisors who** do not currently hold SSHRC funding but **have an application pending, a letter from an alternate supervisor who holds SSHRC funding is required.** The letter should state that the alternate supervisor is willing to supervise and

fund the student if the applying supervisor's proposal is not funded. **An alternate supervisor is required if the supervisor will have insufficient funds to support a USRA.**

- Supervisors must meet the minimum contribution of $2,207.50 for 14 weeks, $2,793.75 for 15 weeks or $3,380.00 for 16 weeks, per USRA student, using SSHRC or any other research or faculty-approved funds.

Supervisor Top Up Support from the Research Office

- It is important for supervisors to budget a set amount of funds to support funding for their potential USRA before submitting the application.
- If you require additional funding support, the Research Office offers the following internal grants that may assist with topping up your USRA for your trainee.

Internal Grant Competition	Application Deadline	Anticipated Decisions/start Dates
Discretionary Grant	January 15	February 15
Major Research Grant	January 15	February 15
Discretionary Grant	March 15	April 15

- In addition, the Research Office will also consider providing funding support on a case by case basis.

Application Components

- **Form 202, Part 1** – Application for an Undergraduate Student Research Award (to be completed by the applicant)
- **Form 202, Part 2** – Application for an Undergraduate Student Research Award (to be completed by the proposed research supervisor)
- **Provide a 250-500-word statement** demonstrating evidence of research aptitude/potential. The statement should include:
  - A brief outline of the proposed project to complement the project description provided by the supervisor (applicants are strongly encouraged to consider equity, diversity, and inclusion principles in the design of their research [e.g., sex and gender-based analysis, Indigenous research methods, questioning biased norms, etc.]); see the SSHRC guide on integrating equity, diversity and inclusion considerations in research for more information;
  - How the SSHRC USRA will benefit the applicant's career/future and an idea of career plans;
  - For students that previously held a SSHRC USRA, a clear description of their role in the previous project, and the theory or concepts and skills that they learned;

- o For students who have not held SSHRC USRA but have participated in research (e.g., as a research assistant), a clear description of their role in these projects;
- o Any past progress, if applicable, toward formal research contributions (e.g., a presentation, publication or other research contribution);
- o Other relevant experience or achievements that could demonstrate research interest, aptitude and/or potential to the evaluation committee;

Optional Statement (250 words)

- o We welcome applicants to use up to an extra 250 words to self-identify within equity-deserving groups (e.g., women, 2SLGBTQ+ people, Indigenous peoples, persons with disabilities, persons from racialized communities, etc.) and explain how their identities have shaped their research paths and approaches to research.
- o Applicants are also welcomed to use this extra 250 words to explain any personal circumstances that may have impacted their research productivity or educational trajectory, including, but not limited to, medical leaves, caregiving responsibilities, and/or financial need. Selection committee members are instructed to give careful consideration to, and be sensitive to the impact of, personal circumstances when assessing the applicant's research productivity.
- o This optional statement will be made available to the applicant's faculty supervisor, departmental contacts, and the Student Research Committee and may factor into the issuance of an award.

Privacy notice statement

Personal information of SSHRC USRA applicants is collected by UWinnipeg under the University of Winnipeg Act and 36(1)(b) of the Freedom of Information and Protection of Privacy Act. UWinnipeg Research Office staff, the applicant's faculty supervisor, department contacts, and the Student Research Committee will use and disclose the information gathered in the application as necessary to process, fulfill, and assess all applications submitted. Questions regarding this collection may be directed to Dylan Jones, Canada Research Chair Coordinator and Special Initiatives, at d.jones@uwinnipeg.ca or 204.258.3065.

- **Submit a transcript**. Transcripts from WebAdvisor are preferred for the internal competition to show your enrollment and grades for the Fall 2024 term. An official transcript will be required for successful applicants;
- **Optional half page to list awards.** Students are invited to use half a page max. to list any additional awards that they could not fit on the SSHRC Online Application.

How to Apply

Please note that although you are applying for a SSHRC USRA, you will be using the NSERC Online system to submit your application.

- Applicants should first approach, and discuss a possible project with a potential supervisor.
- Once a potential supervisor agrees, the student should register and login via NSERC's online system.
- Students and supervisors must follow the instructions on the NSERC website to complete Form 202 Part I (i.e., student) and Part II (supervisor).
- An electronic copy of both parts of Form 202, an unofficial transcript, and the 250 – 500-wordstatement, should be ***compiled into one, single PDF file and then emailed*** to the Research Office (researchoffice@uwinnipeg.ca) before **5:00PM on March 14, 2025**.

Application Checklist (Students and Supervisors – Please combine all parts of the application into a single PDF file.)
1. Part 1 of Form 202 (Student)
2. Part 2 of Form 202 (Supervisor)
3. Student's 250 – 500-word statement
4. Unofficial transcript to show your enrollment and grades for the Fall 2024 term (WebAdvisor grade statement is preferred)
   *An official transcript is only required if and after we notify you that your application is moving forward to SSHRC
5. Optional: maximum half page to list extra awards.
6. Optional: Optional Statement (250 words)

Free Options to Combine files into a single pdf:
- Adobe Scan app: Free in both iOS App Store and the Play Store on Androids.
- Mac: Use the built-in preview app to export jpeg images to PDF format. From there you can just import other PDFs into the first exported one.
- Wikihow: How to Convert JPG to PDF - https://www.wikihow.com/Convert-JPG-to-PDF
- Wikihow: How to Merge PDF Files - https://www.wikihow.com/Merge-PDF-Files

Please Note:
- SSHRC reviews the university USRA submissions during June and July, well after the student has begun the summer research project.
- The Research Office will do their utmost to ensure that only students meeting SSHRC's eligibility requirements are put forward.

- In the rare case where SSHRC deems a student to be ineligible to participate in the SSHRC USRA program, the Research Office and faculty supervisor will work together resolve the issue.

Appendix: Selection Criteria and Indicators for USRA Applications

The following table contains indicators and evidence for evaluating the three selection criteria.

Selection criteria	Indicators and evidence
Academic Excellence (40)	As demonstrated by past academic results, transcripts, awards and distinctions. Indicators of academic excellence: • Academic record (GPA) • Scholarships and awards held • Duration of previous/current studies • Type of program and courses pursued Committee members should consider the entire academic record when assessing academic excellence. When assessing academic excellence, members consult the optional statement to consider equity, diversity, and inclusion factors. Members should favourably consider situations where an applicant has demonstrated an improving trend.
Research Potential and Excellence (40)	As demonstrated by the applicant's research history, interest in discovery, the proposed research, its potential contribution to the advancement of knowledge in the field and any anticipated outcomes Indicators of research potential: • quality and originality of contributions to research and development; • Previous research/work experience (can include co-op terms) (e.g., previous USRAs held) • Relevance of work experience and academic training to field of proposed research • Demonstrates critical thinking skills • Ability to apply skills and knowledge • Enthusiasm for research, relevant community involvement and outreach

	- Demonstrates desire to take initiative and ability to work independently and collaboratively - Research experience and achievements relative to expectations of someone with the applicant's academic experience Committee members should consider the student's statement of interest that demonstrates evidence of research aptitude/potential, outlining the student's research interest, goals, and the proposed project. Committee members should consult the optional statement to consider equity, diversity, and inclusion factors when assessing research potential and excellence. Committee members should consider the potential research impact beyond the university.
Expected quality of the training and mentorship to be received from supervisor/research team during the duration of the research project (20)	Indicators of expected quality of the training and mentorship to be received: - Exposure to research team - Training in research techniques, skills - Expected contributions to research output Committee members consult the proposed supervisor's plan for the student described in form 202 part II.