

Queen's University Undergraduate Student Summer Research Fellowship
(USSRF)

APPLICATION FORM: Supervisor portion

YES	NO
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Questions for all supervisors:

I have read and approve the application submitted by:

(Please ensure the name matches the name used on the student application)

If applicable, Ethics certification will be obtained/renewed prior to the research commencing:

I will provide any resources needed to complete the research project (e.g. supplies, field travel costs, equipment):

The research is focused in the social sciences, humanities, or creative arts:

The following 3 questions are not required for BISC projects

I hold a faculty appointment as defined in Article 25.1 or 25.2 of the QUFA Collective Agreement:

I am aware that I may submit one USSRF student application per summer term as the primary supervisor or as a co-supervisor:

Eligible funding has been secured, and I will provide University Research Services \$1,000 towards the fellowship by May 1.

The submission cannot be contingent on a pending grant application.

*If the answer to any of these questions is no, the application will be deemed ineligible.

Please declare any conflict of interest that may exist between you and the student:

Supervisor name:

Supervisor e-mail:

Department, School/Faculty:

Signature of supervising faculty member

Date

(Scanned original or electronic signatures required)

APPLICATION FORM: Supervisor portion Cont'd

Supervisor application: Attachment

Prepare answers to each of the following four questions, and attach to the signature page for submission as one pdf document. Precede each answer with the question as provided. Limit one page total with 12-point Times New Roman font (or equivalent) and 1" margins.

1. **Brief proposal:** Describe the research proposal in terms that a broad audience can understand.
2. **Training plan:** Describe your training plan for the student and your involvement in the research.
3. **Learning Outcomes:** The USSRF program aims to provide quality experiential learning opportunities for undergraduate students. Based on the expected research objectives/outcomes, describe the specific learning outcomes you expect the student will gain through their involvement in this research experience.
4. **Research aptitude of the student:** Please describe the research potential and suitability of the student for this particular research project. If you have little previous experience with this student, please reflect on how comfortable you are supporting their application. For example, comment on the student's academic record/experience, interest in gaining research experience, and/or potential to tackle project objectives.

Submissions MUST follow the formatting instructions to be considered eligible:

Combine your portion of the USSRF application into **ONE PDF** document containing both components in the following order: completed signature page, one-page question attachment.

Name your application package using the following format:

File name should be: *StudentLastName StudentFirstName – Supervisor Portion*

Supervisors should submit their portion of the application directly to Traci Allen (allent@queensu.ca). Students submit their portion separately.

Email your application by 9:00 am on Tuesday, March 1, 2022 to: allent@queensu.ca, using the following subject line:

StudentLastName, StudentFirst Name – USSRF Supervisor

If you do not receive an email acknowledging receipt of your application within 48 hours of submission please contact Traci Allen at: allent@queensu.ca.
