

## **USSRF Program Guidelines**

### **Undergraduate Student Summer Research Fellowship**

### **(USSRF) Guidelines**

#### **1. Program Description**

The Undergraduate Student Summer Research Fellowship (USSRF) provides an experiential learning opportunity for undergraduate students enrolled in a Bachelor's degree program (at the time of application) at Queen's. The program is intended to provide students with meaningful opportunities to engage in discovery-based learning and to develop research and presentation skills and is not limited to any one discipline.

Funding for up to 70 students, working full time hours over 16 weeks, will be available with each fellowship supported by the Vice Principal Research (VPR) and supervisor contributions. The VPR will contribute \$7120 per award and the supervisor will contribute \$2860 (total \$9800 fellowship) + 4% vacation pay + ~10% fringe benefits, VPR contributions are meant to off-set a portion of the salary costs to hiring an undergraduate student. The direct costs of research will be supported by the supervisor and students will be hired as full-time (35 hrs/week) research assistants.

- Prior to applying, students must identify a faculty researcher at Queen's willing to be their supervisor, provide training and the necessary resources to conduct the research (e.g., supplies, field travel costs, and equipment) to complete the research, and provide their financial contribution to fellowship and research project.
- Need help finding a supervisor? See USSRF [FAQ](#) for suggestions.
- Supervisor financial portion must be in place by May 1.
- Fellowships are valued at \$9800 + vacation pay and fringe benefits and will be distributed by Queen's payroll in four equal installments on the last day of May, June, July and August.
- Students and faculty researchers are encouraged to develop the research proposals together for submission to the program.
- Students are expected to commit full-time hours at 35 hrs/week for 16 week from May 1-August 31. Any revision to this timeline must be approved by the supervisor and will decrease the total value of the fellowship.

#### **2. Areas of Study**

The USSRF pilot program will support applications from all research disciplines. Funding has been allocated to Faculties and each unit will implement their own adjudication and review process. Students may choose to consider projects in disciplines outside of their own academic field of study, as well as those directly connected to their prime area of study.

#### **3. Eligibility**

**Students:** The program is open to all Queen's students currently registered in a bachelor's degree program. Preference may be given to students who have not previously held a USSRF and have completed at least one year of study.

**Supervisors:** Faculty researchers with an appointment as defined in Article 25.1 or 25.2 of the QUFA Collective Agreement are eligible to apply.

#### 4. Requirements

- To receive funding under the USSRF, students must meet the research project and employment requirements as agreed upon with their supervising faculty member. Submission of a fully completed application signed by both parties will be taken as an indication that these terms are mutually agreeable.
- Students must be eligible to work in Canada.
- Students are expected to submit an abstract of their summer research to the Student Inquiry at Queen's Journal at the completion of their work.
- Students are also encouraged, but not required, to present their research at another forum during the academic year (e.g., Inquiry@[Queen's Undergraduate Research Conference](#) or a departmental or discipline seminar or meeting).
- Details for the celebration of undergraduate research are to be determined and will be shared with supervisors and students as soon as they are available.

#### 5. Application Instructions

A complete application includes:

1. Application documents (Student)
  - a. A completed, signed application form
  - b. 1 page fully addressing questions 1-3
  - c. An unofficial transcript of the student's recent marks (as of December 2023). (See [Office of the University Registrar SOLUS](#) for instructions).

\* Be sure to carefully follow all instructions for completing the application.

2. Supervisor
  - a. A completed, signed application form
  - b. 1 page fully addressing questions 1-4

#### 6. Application Submission

The application intake process varies by the home department of the proposed supervisor. Please reach out to the department you are applying to check the application deadline and to submit your final application.

#### 7. Adjudication of Applications

**Applications will be assessed within each Faculty or School using the following criteria:**

1. All eligibility criteria are met and the application is complete.
2. Answers to questions are complete, clear, grammatically correct and concise.

3. The project will provide the student with a meaningful opportunity to engage in experiential learning as evidenced by a well thought out and clear training plan.
4. Supervisor engagement throughout the research term is clear, meaningful and feasible.
5. Learning outcomes are clearly defined, tied to the research proposal with high potential to have a significant impact on student learning and development.
6. The potential for research impact at a broader level has been considered, is clearly articulated and is feasible.
7. The student has a demonstrated interest in research and has demonstrated potential to succeed in the proposed project.
8. In the event that two or more applications are considered equal, preference may be given to: increasing diversity of the awardee pool, first time applicants (student or supervisor), student record of academic achievement, early career researchers (supervisors only), and/or research that supports strategic research initiatives at Queen's.

**Please direct enquiries to:**

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