**NSERC Undergraduate Research Awards**

**and**

**CSB Undergraduate Research Awards**

**Department of Cell and Systems Biology, Summer 2020**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WHAT TO DO**

The steps below are for applying for an NSERC Undergraduate Student Research Award or a CSB Undergraduate Research Award. On the cover page (Step 5), please indicate if you are applying for only one of the awards, or for both (only one will be awarded per student). **All students will submit only one application with a single supporting supervisor regardless of the number of awards that they wish to be considered for.**

**1. Decide Which Research Opportunity is Right for You**

With two CSB undergraduate research opportunities in the summer, you need to decide if you wish to be considered for both of them, or for only one of the two. The differences between these opportunities can be seen in the comparison table available at [**https://csb.utoronto.ca/undergraduate-studies/scholarships**](https://csb.utoronto.ca/undergraduate-studies/scholarships)**.**

**2. Find a Sponsoring Professor**

In CSB, we leave it to the student to find their own supervisor within our department. So, the first step towards obtaining an undergraduate research award in CSB is to talk to the professors in the Department of Cell and Systems Biology (St. George campus), and find one who is willing to sponsor you. Advice on acquiring a research position is available here: [**https://csb.utoronto.ca/undergraduate-studies/research-opportunities/**](https://csb.utoronto.ca/undergraduate-studies/research-opportunities/) . A list of potential supervisors is available at[**https://csb.utoronto.ca/undergraduate-studies/scholarships/**](https://csb.utoronto.ca/undergraduate-studies/scholarships/). Information on their research interests can be found at [**https://csb.utoronto.ca/research-overview/**](https://csb.utoronto.ca/research-overview/)

**3. Arrange for a Transcript**

An official transcript has to be attached for each post-secondary institution you attended and are attending. For a U of T transcript, transcripts are ordered through ACORN. You can order an electronic transcript (eTranscript) and attach it directly to your application form. Alternatively, you can order a paper transcript. In this case, you need to submit the paper transcript to the CSB Undergraduate Office by **Thursday, 30 January 2020**. Whether you order an electronic or paper transcript, please **order your transcript after all of your 2019 Fall marks are included and your cumulative GPA has been calculated**. If you don’t think you will have received all of your grades in time to submit a transcript by 30 January, please contact Janet Mannone ([janet.mannone@utoronto.ca](mailto:janet.mannone@utoronto.ca)).

If you transferred to U of T from another institution, you will need to submit an official transcript from your previous institution as well. Please be aware that **your cGPA will be calculated based on the grades of ALL of the post-secondary institutions you attended**. These transcripts are also due by 30 January 2020.

Once Janet has your paper transcript, she will scan it and send it back to you as a pdf file so that you can upload it to your part of the application form. She needs the transcript earlier than the application form because your part (Part I) of the application is not complete without the uploaded transcript and if your part is not complete, your supervisor cannot access his/her part (Part II) of Form 202. Paper transcripts can be mailed by the Transcript Office to:

Undergraduate Office

Department of Cell and Systems Biology

University of Toronto

25 Harbord St.

Toronto, ON

M5S 3G5

If you prefer (or if you are running out of time), you can pick up a transcript and hand deliver it to the CSB Undergraduate Office. In either case, the transcript must arrive sealed and initialed by the Transcript Office. We cannot accept a transcript that has been opened or issued to you.

**4. Complete the Application**

* Whether you are applying for an NSERC award only, a CSB award only, or both, you use the same application form – Form 202
* For instructions on how to complete the application form, Form 202, go to the web at [**www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/Index\_eng.asp**](http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/Index_eng.asp). Please use the On-line Services to complete your part of the form. When you register, you will be given a reference number that you pass on to your supervising professor. Your supervisor will use that number to access and complete his/her part of the form
* It is your responsibility to complete Part I. You should work with your supervising professor to complete Part II. When both parts are completed, they can be verified, but the supervisor should **NOT** “Submit to LO” at this time.
* No hand written applications will be accepted.
* A PIN is requested on both pages of the application form. This is a number for the student on Part I, and for the professor on Part II. If you have not applied to NSERC before, you will not have a PIN and you can leave this blank. However, once you have completed Part I and verified it, it is possible that a PIN is generated for you. If so, leave it in place. If not, it is fine to leave it blank.
* Under “Name of discipline,” please enter your undergraduate program. Under “Department,” please enter the name of the department that sponsors the program you are enrolled in. Please do **not** put Faculty of Arts and Science under Department. For those of you in a Human Biology program, please put Human Biology under Department. If you cannot fit the full name of your programs and/or sponsoring departments, please do not use acronyms such as CSB. Instead, you can use an abbreviation such as Cell & Systems Bio. You can also use the “Other degree” sections to list additional programs. Please list each “degree” as Bachelors.
* Research subject codes can be found at:

[**www.nserc-crsng.gc.ca/Help-Aide/ScholarshipCodes-CodesPourBourses\_Eng.asp**](http://www.nserc-crsng.gc.ca/Help-Aide/ScholarshipCodes-CodesPourBourses_Eng.asp)

**5. Complete the Cover Page**

Along with Form 202, you must also complete and submit the CSB Combined Application Cover Page, which is available at: [**https://csb.utoronto.ca/undergraduate-studies/scholarships/**](https://csb.utoronto.ca/undergraduate-studies/scholarships/). Please complete the form electronically. Do not hand write the cover page. On the cover page, you must indicate whether you are applying for only one of the awards, or if you are applying for either one or the other.

Additionally, the cover page requires a paragraph outlining why you want the award, indicating your career and research goals. The paragraph must be a maximum of 400 words and fit within the space provided. We will not scroll to read additional information.

The cover page is for the department only. It is not a part of your on-line application to NSERC.

**6. Submit Your Application**

Submit your application electronically to Janet Mannone at [janet.mannone@utoronto.ca](mailto:janet.mannone@utoronto.ca) by **4:00 p.m. on** **Thursday, 6 February 2020.** Your application must include the following 3 files:

1. CSB Combined Application Cover Page
2. Form 202 – Part I with official transcript(s)
3. Form 202 – Part II

It is your responsibility to obtain Part II from your supervisor in time to submit this file along with the other two by 6 February.

If you have any questions, please do not hesitate to contact Janet Mannone (RW 424D) by phone at 416-978-8879 or by email at janet.mannone@utoronto.ca.