Your NSERC USRA student completes Part 1 of the online application

Then Log In to NSERC USRA site https://ebiz.nserc.ca/nserc_web/nserc_login_e.htm

Type of award
Check off “University” box.

Proposed starting date of award
Please use May 1, 2017, in a day/month/year format – The program runs for 16 weeks starting this week. End date is August 21, 2017

Reference no.
A reference number will be generated once the student completes and submits Part 1 online. The student will forward you the reference number to be entered. This is not a PIN number.

Address at location of tenure
Please use the building address where the research will take place and please use complete address with postal code.

Telephone, fax and e-mail
This is your information, not the student’s.

Title of research
This must be provided.

Outline of proposed research project
Must clearly state objectives and outputs and/or deliverables. PLEASE DO NOT mention anything about working with post docs, graduate students, etc. – only refer to the applicant’s work.

Outline of student’s role
State roles/tasks/responsibilities of the applicant in the project – again, mention only the applicant’s work, please.

Grant application no. (U of T Sponsor Reference Number)
This is the RGPIN number, not the U of T Fund number – please e-mail Jayne Leake at jayne.leake@utoronto.ca to confirm this number BEFORE entering it into the on-line application if you are not certain.

Research subject code
Important – only use the codes found via this link http://www.nserc-crsng.gc.ca/Help-Aide/ScholarshipCodes-CodesPourBourses_Eng.asp

PIN
This is your NSERC PIN number (not the RGPIN)

Signatures
You must co-sign, with the applicant, the Student-Supervisor Certificate. Original Signatures only will be accepted.

Once you have completed Part 2
The Supervisor must go back to the My Portfolio page and select “Verify” to ensure the required information has all been entered. Once the verification is complete, the application status will be changed to “Completed”. No changes can be made once it is completed – if you do need to make changes, you must contact the NSERC On-line Services Helpdesk.

Final step
Supervisor must submit the form to the USRA Liaison officer at U of T by selecting “Submit to LO”. The on-line completed application will then be submitted to NSERC by Research Services.

Other Important Information:

- Postdoctoral fellows, research associates or graduate students are NOT eligible supervisors and must not be mentioned in the application.
- For those awaiting the results of the 2016 Discovery Grant Competition: these will be released by NSERC in late March/early April 2017 and Research Services will be communicating them to the PIs and their departments. If they are unsuccessful, the departments can assign an alternate eligible supervisor.
- Quotas are not transferrable between departments. Therefore, researchers should supervise students at the department where they hold their primary appointments and/or where their NSERC grants are held.
- If you are cross-appointed to another Department, it is advisable to supervise students in your primary appointment Department.