



University Student Summer Internship Program (USSIP) 2022-2023 Application Form

Deadline for submission to RGCS: 5:00 p.m., February 22, 2022

To ensure fairness in what is becoming a very competitive environment for research grants, completed full applications packages must be received by Research Grant and Contract Services by 5:00 p.m., February 22, 2022. *Note: Please consult with your academic unit as they may set their own unit deadlines prior to the competition deadline noted above.*

Complete and submit this APPLICATION FORM as part of the full application package (electronic signatures will be accepted) by e-mail as follows:

TO: Internal Grants Coordinator, Research Grant and Contract Services, internalgrants@mun.ca
SUBJECT LINE: USSIP Application

Receipt of application will be confirmed by email. If you have not received an email confirming receipt of your application within two (2) business days of the competition deadline, please contact Michelle Butt mbutt@mun.ca at Research Grant and Contract Services (RGCS) immediately.

Please note: Application Form and all attachments must be in English

Eligibility Criteria:

Applicant must:

- Be enrolled in full-time bachelor degree studies at Memorial University in the Winter 2022 semester
 - Have obtained a cumulative average of 80% in the last 10 courses completed, as of the end of the Fall 2021 semester (i.e. students would be in the 2nd year of their academic program at the time of application)
 - Be engaged on a full-time basis in research and development activities during tenure of the award (mandatory 13 or 16 consecutive weeks)
 - Hold only one (1) USSIP or NSERC Undergraduate Student Research Award (USRA) in a fiscal year (April 1 – March 31); eligible students are encouraged to apply to both competitions concurrently
- NOTE: A student may hold a maximum of three USSIP awards throughout his/her university career*

1. Student Information

Student Applicant: _____

Contact Telephone: _____ MUN E-mail: _____

Current Academic Program: _____

Number of previous USSIP awards held to date: _____



2. Official Student Transcript

Official transcripts including the Fall 2021 grades (*PDF downloaded from my.mun.ca is acceptable*)

3. Project Title

4. Project Description

Using no more than 3 additional pages, 12-point font minimum, and in consultation with your supervisor, describe the summer research project to be undertaken. The project proposal should be written in clear, plain language, avoiding jargon, acronyms and highly technical terms. Not all committee members will have an intimate knowledge of the subject matter of all proposals.

5. Required Research Clearance Certifications

Please provide confirmation(s) that any required research clearance certification(s) are in place, or a timeline for submission to the appropriate committee for review. If awarded, funding cannot be released until applicable documentation has been received by Research Grant and Contract Services.

Indigenous Approval in Principal (AIP):	N/A	In Place	
Clearances Required	*Yes	No	
Human:	Attached	To Follow	N/A
Animal Care:	Attached	To Follow	N/A
Biosafety:	Attached	To Follow	N/A

Signature of Student: _____ **Date:** _____

6. Supervisor Information and Recommendation

Research Supervisor Name: _____

Department/Faculty/School/: _____

MUN Email: _____ Telephone: _____



Using no more than 2 additional pages, 12-point font minimum, the Supervisor is asked to provide a recommendation for the above-noted student. Recommendations should focus on how the summer internship will stimulate the undergraduate student’s interest in graduate studies and research careers, create a bridge between faculty members wishing to nurture such interests and students willing to engage in research, and promote a culture of research intensity among undergraduate students. If applicable, describe how the internship will provide research-based supervisory opportunities in areas with low graduate enrolment.

I, Research Supervisor, will contribute \$ _____ towards the above-noted Summer Student Internship Program

- 13 week, 35 hours per week, summer internship program (\$1,811.00 minimum)
- 16 week, 35 hours per week, summer internship program (\$3,340.00 minimum)
- Funding is secured

Source of Funds: _____

Funds may originate from research accounts other than the supervisor’s (i.e. Research Grant account/ Pool account etc.)

7. Supervisor Approval

Supervisor Signature: _____ Date: _____

8. Academic Unit and Faculty Approvals

I hereby certify that the student applicant _____ is currently enrolled, in _____ Academic Program.

Department Head (if applicable)/

(Dean – Grenfell): _____ Date: _____

Dean/Vice-President

Director/Designate: _____ Date: _____

Supervisor has little or no access to research-based graduate programs Yes No



9. Submission Checklist

USSIP Program Information and application package documentation is available at: <https://research-tools.mun.ca/funding/opportunities/university-student-summer-internship-program-ussip-2022-2023/>

- Completed 2022-2023 USSIP Application Form – PDF form fillable
- Official Student Transcript (PDF downloaded from my.mun.ca is acceptable)– including Fall 2021 semester marks
- Project Description - maximum 3 pages
- Supervisor Recommendation Letter (Supervisor Information) - maximum 2 pages
- Required signatures from Student, Supervisor and Academic Unit (2022-2023 USSIP application form)
- Template Approval Form for Release of Student Information – PDF form fillable
- Copies of relevant Research Clearance Certifications or AiP, as applicable

Access to Information and Protection of Privacy

The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is needed for and will be used to assess your application to the 2022-2023 USSIP Program. If you have questions about the collection and use of this information, contact Research Grant and Contract Services, at rgcs@mun.ca.