

# University Student Summer Internship Program (USSIP)

## 2022-2023 Program Guidelines

### **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.*

Undergraduate research incentive funding aims to stimulate heightened interest of graduate studies and research careers among undergraduate students; 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. This funding will also provide research-based supervisory opportunities for faculty members in areas with low graduate enrolments, or currently having little or no access to research-based graduate programs. In the application, academic units are encouraged to identify supervisors who have little or no access to research-based graduate programs.

Through the University Summer Student Internship Program (USSIP), summer internships will be awarded through a competitive application process with the expectation that the funds will be used to stimulate research intensity through student engagement. Competitive awards will be based on: academic excellence of student applicant; quality of proposed summer research project; and quality of the supervisor's recommendation.

Undergraduate Students, who meet the eligibility requirements and are interested in carrying out a 13-week (or 16-week) research/development work term, under the supervision of a faculty member, are invited to submit an application to USSIP. Students are limited to applying under one department/academic unit. Research awards resulting from Memorial's 2022-2023 USSIP competition must be taken up in the Summer 2022 semester.

**In preparing a submission of the application package, students are expected to consult with a Supervisor/ Department/Faculty to confirm funding and to finalize a summer research project.**

### **AM I ELIGIBLE TO APPLY?**

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 2<sup>nd</sup> 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*

### WHO IS ELIGIBLE TO BE MY SUPERVISOR?

- Only Full-time Faculty members and Regular Term Appointees
- NOTE: Post-doctoral Fellows, Honorary Research Professors, Professor Emeritus, Teaching Term Appointees, and persons with Adjunct Status are **not eligible** to be supervisors

### VALUE OF THE AWARD

The USSIP Award will provide \$4,810 towards the 13 or 16 week student stipend. Supervisors will contribute additional funds in the amount of:

- \$1,811 (for a total award of \$6,621) towards a 13 week, 35 hour per week, summer internship; or
- \$3,340 (for a total award of \$8,150) towards a 16 week, 35 hour per week, summer internship.

### DURATION OF THE AWARD

Internships must commence no earlier than May 1<sup>st</sup> and must be completed by no later than August 30<sup>th</sup>. Internships will be a minimum of 13-weeks. Upon agreement with the supervisor, an internship of 16 weeks may be allowable.

### HOW DO I APPLY?

**Application package should be completed using the attached form and must be signed by the Student, Student's Supervisor, Head (if applicable) and by the appropriate Dean/Vice-President/Director/Designate before submission to Research Grant and Contract Services to arrive by the published deadline.** For any deadlines which fall during a weekend or holiday, the deadline shall be the first working day following the deadline. Students are limited to applying to only one department/academic unit at Memorial.

Unless specified, all information should be completed on the form (minimum font size of 12 point). Only the most up-to-date form will be accepted into the competition. Adherence to the guidelines will have an impact on the adjudication of the application. The application form and all attachments must be completed in English.

Submit, by e-mail, the full application package (electronic signatures will be accepted):

TO: Internal Grants Coordinator, Research Grant and Contract Services, [internalgrants@mun.ca](mailto: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](mailto:mbutt@mun.ca) at Research Grant and Contract Services (RGCS) immediately.

### WHAT HAPPENS TO MY APPLICATION ONCE SUBMITTED?

Research Grant and Contract Services will compile an application listing and forward to Memorial's *Internal USSIP Selection Committee* together with copies of the complete application packages for review and assessment. The Committee will meet to adjudicate applications in March. Based on the Committee's decisions, up to 10 students will be offered USSIP stipend awards. **Competitive awards will be based on: academic excellence of**

**student applicant; quality of proposed summer research project; and quality of the supervisor's recommendation.**

For each competition, a committee is normally composed of 6 or more members and will be constituted by the Vice-President (Research)/or designate to select candidates. The committee will be chaired by the Vice-President (Research)/Associate Vice-President (Research) or designate.

Subsequently, each student recommended by the Committee to receive an USSIP award will be sent an award letter from Research Grant and Contract Services and will be asked to confirm their acceptance in writing by a specified date. In the event that a student declines an award offer, the next student on Memorial's alternate global ranking waitlist will be offered an award. When all awards have been offered and confirmed, the remaining students will be notified via e-mail the final competition results.

**FULL APPLICATION PACKAGE INCLUDES:**

USSIP Program Information and application package documentation:

<https://research-tools.mun.ca/funding/opportunities/university-student-summer-internship-program-ussip-2022-2023/>

Full Application Package Includes:

- Completed 2022-2023 USSIP Application Form – PDF form fillable
- Project Description - maximum 3 pages
- Supervisor Recommendation Letter (Supervisor Information) - maximum 2 pages
- Required signatures (2022-2023 USSIP application form)
- Official Student Transcript (PDF downloaded from my.mun.ca is acceptable) – including Fall 2021 semester marks
- Template Approval Form for Release of Student Information – PDF form fillable

Please: Any additional materials, beyond the above package list, will not be provided to the adjudication committee.