UNIVERSITY OF ALBERTA

Roger S Smith (RSS) Undergraduate Student Researcher Award Program Guide for Applicants, Award Recipients & Supervisors

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INFORMATION FOR RSS APPLICANTS

1.0 PURPOSE OF THE RSS UNDERGRADUATE SUMMER RESEARCH AWARDS

The Roger S Smith Undergraduate Summer Research Awards in the Faculty of Arts will provide undergraduate students in the Faculty of Arts with an opportunity to receive funding intended to cover approximately 14 weeks (or ~330 hours) of research-based activity over the summer months.

This award is intended to support independent research by undergraduate students working under the supervision of faculty members. It enables undergraduate students to enrich their university experience by carrying out mentored, interdisciplinary research projects and creative activities.

2.0 DEADLINE TO APPLY

The deadline to submit an application is 4:00 PM, March 1.

If this date falls on a weekend or holiday, applications will be accepted until 4:00 PM the next business day. Late applications cannot be accepted.

3.0 STUDENT ELIGIBILITY

University of Alberta undergraduate students in the Faculty of Arts may apply for the RSS award, provided they meet the following criteria:

➢ Students must be currently registered in a full-time University of Alberta, Faculty of Arts undergraduate degree program at the time of application, _and_ continuing in a full-time Faculty of Arts undergraduate degree program the Fall semester immediately following the award.

➢ International students are eligible to apply, provided their study or work permit allows them to work in Canada and is valid for the entire term of their award. Please consult University of Alberta International for more information or to confirm your status prior to applying.

➢ Students must have a satisfactory academic standing prior to application.

➢ Students must have a cGPA of 3.3 for all courses taken while registered in the Faculty of Arts.

➢ Students must have, at the time of application, completed a minimum of 30, and a maximum of 90 credits towards your degree (a +/- 3 credit variance _may_ be considered).

➢ Students must not have held the RSS Award previously.

➢ Students may not apply for the RSS Award to support a project for which academic credit is earned (i.e., research-based courses, honors projects).

➢ Students may not hold or have received another award for the same project.

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> ➤ Students must have a confirmed supervisor (see supervisor eligibility, Sec 4.0) prior to applying.

> ➤ Students completing their final semester, special students, open studies students, those not continuing full-time, or those planning to transfer to another faculty are not eligible to apply.

4.0 SUPERVISOR ELIGIBILITY

RSS Award projects must be supervised by:

> ➤ Continuing Faculty of Arts tenure track faculty members who are:
>
> > o Willing and committed to mentor the student they are agreeing to supervise.
> >
> > o Willing to serve as a resource for the student and to ensure that the student's research adheres to UAlberta research policies and ethics guidelines.

> ➤ Faculty members from other Faculties are not eligible to act as supervisors to Arts students except in the case of co-supervisors, where at least one faculty supervisor is a continuing, tenure track faculty member in the Faculty of Arts. The other may be from another Faculty.   In the case of co-supervisors, BOTH supervisors must be willing to commit to the above terms and mentor the student they are agreeing to supervise.

> ➤ Faculty members from other institutions or community organizations are not eligible to act as supervisors, even as a co-supervisor.

Supervisors may support a maximum of two (2) RSS applications each award cycle. Each student must have a separate project.

5.0 AWARD DETAILS

> ➤ The RSS Award consists of a $5,000 stipend.

> ➤ The funds will be transferred from the Registrar's Office (R/O) directly to the student, in installments, over the duration of the award term.

> ➤ Discontinued projects will be required to return the funds already paid.

> ➤ The duration of the RSS Award is May 15 – August 15.

> ➤ The project must normally commence within 30 days of approval.

> ➤ Projects must be completed within the duration of the award.

> ➤ The project must be an independent research project reflecting the student's interests and initiative.

> ➤ Students must submit a final report by the last working day in August.

> ➤ Students are also strongly encouraged to participate in the Faculty of Arts' annual RSS

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reception and poster display. Students may wish to pursue other avenues of research dissemination such as presentations or publications.

6.0 APPLICATION PROCESS

A complete RSS application contains the following three (3) documents combined into a *single PDF document* and submitted to the Faculty of Arts via email to resarts@ualberta.ca:

➢ Completed (and signed) application form
➢ Your resume
➢ A copy of your unofficial transcripts

Hard copies and other electronic formats (such as JPEG) will not be accepted.

Incomplete applications will not be considered during adjudication.

We recommend that students and supervisors work together to complete their respective sections of the application.

Please note: Supervisors should **NOT** write the project proposals on behalf of the student. Project proposals must be written by the student. Supervisors should only complete the Supervisor's section.

All students will be notified of the results of their applications by ~ May 15.

Successful applicants will be notified of their awards by the R/O. A prompt response is required. Failure to accept their award by the given deadline will result in the award being revoked and offered to the next eligible applicant.

Unsuccessful applicants will be notified by the Faculty.

6.1 SUPPORT FOR RSS AWARD APPLICANTS

The Faculty of Arts offers an information session for RSS Award applicants in the Fall semester.

The URI Office also offers seminars in September/October on:
➢ How to apply for undergraduate research funding
➢ How to write an undergraduate research abstract
➢ How to design a research poster
  ○ All sessions are free to attend. Please register online.

7.0 ADJUDICATION PROCESS & CRITERIA

RSS Award applications are adjudicated a multidisciplinary committee of faculty members. Applications must be written in language accessible to a general audience. Please be sure to define technical terms and minimize jargon wherever possible.

Applicants are normally notified of the competition results by ~ May 15. Adjudication

decisions are not appealable. Unsuccessful applicants are welcome to reapply in a future application cycle.

INFORMATION FOR RSS AWARD RECIPIENTS

8.0 STIPEND PAYMENT

8.1 PAY ADMINISTRATION
The total amount of the RSS Award is $5,000, which will be paid from the Registrar's Office directly to the student, in 4 installments of $1,250 each, over the term of the award.

The RSS Award payments are administered directly by the R/O, and not through the Faculty of Arts.

8.2 MULTIPLE AWARDS
No other major award (i.e., SSHRC, NSERC, URI) may be held concurrently.

9.0 EXPECTATIONS DURING THE PROJECT

9.1 TIME COMMITMENT TO THE PROJECT
The expected time commitment to your RSS project is a minimum of ~ 330 hours over the course of the ~ 14 weeks of the award. Given the diversity of RSS Award projects and project timelines, the Faculty does not prescribe specific hours of work for students. Students should discuss the expected time commitment with their supervisors prior to applying for the RSS Award, and the time commitment should be considered when determining the project scope and term of the award.

Supervisors are responsible for ensuring that the student's hours of work comply with University policies and procedures.

9.2 VACATION/TIME OFF
Because the RSS Award is considered a research grant, students do not accrue vacation time or receive vacation pay. Any vacation or other time off during the term of the award must be arranged between the student and the supervisor.

9.3 RESEARCH ETHICS, RISK MANAGEMENT, AND SAFETY
For projects involving humans, animals, or biohazardous materials, supervisors are responsible for assisting students in obtaining research ethics approval, and for ensuring that students receive the appropriate training and supervision to comply with the approved protocol(s). For information about research ethics approval and training, please consult the Research Ethics Office.

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Supervisors are also responsible for ensuring that students receive adequate safety training for their projects. Many research-related safety training courses are offered online through the Environmental Health & Safety office, free of charge to U of A students and staff. The Field Research Office also offers training and resources for projects involving field research.

9.4 CHANGES TO THE PROJECT
Students are expected to complete the project they were approved for, and the RSS Award is not transferrable to another project. Deviations from the proposed project or project scope must be approved by the Research Coordinator or the Associate Dean Research.

10.0 REPORTING & SHARING RESULTS

10.1 STUDENT FINAL REPORT
By the last working day in August, students are required to submit a final report summarizing their research and learning outcomes from the project. The final report is to be submitted online (via Google forms). The link for the final report will be sent via email to students.

The student final report is not a technical report, and should be written in language accessible to a general audience.

The supervisor is not required to submit a report.

10.2 DISSEMINATION
Students are encouraged to present the results of their work at the RSS Reception and Poster Display.

Students may wish to pursue other avenues of research dissemination, such as presentations or publications.

All presentations, posters, and publications arising from a RSS Award project should acknowledge the support of the Faculty. Please contact the Faculty of Arts Research office (resarts@ualberta.ca) if you need access to the Faculty of Arts logo for acknowledgement purposes.

11.0 CONTACT INFORMATION
If you have any questions regarding the RSS Award program, please contact the Faculty of Arts at resarts@ualberta.ca.

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INFORMATION FOR SUPERVISORS

12.0 WHAT IS THE FACULTY SUPERVISOR'S ROLE

Supervising a Roger S Smith project provides the opportunity for mentoring and positively influence a student's academic career.

Faculty supervisors must be willing and committed to mentoring the student(s) they agree to supervise.

Must be willing to serve as a resource for the student(s) and ensure that their research adheres to UAlberta research policies and ethics guidelines.

The supervisor and applicant should discuss the kinds of research work that could be accomplished with this kind of award, but it is the student's responsibility to write the proposal. While the students are encouraged to choose projects closely related to their supervisor's area of expertise, projects that appear as if the student will be working as an RA for the supervisor will not be approved. **The project must be an independent research project reflecting the student's interests and initiative.**

By co-signing the application, the supervisor is agreeing to supervise the work. Supervisors are also confirming that the student's project is one of their own design, and the student is not working as their RA for the summer, or working on the supervisor's project/research in any way.

13.0 SUBMITTING AN APPLICATION

Students must submit a competed and signed application form, along with their resume and unofficial copy of their transcripts, to the Faculty of Arts at resarts@ualberta.ca. (Please see section 6.0 for full application details)

The supervising professor must complete the Supervisor's Evaluation section and sign the student's application form **before** the application package can be submitted.

14.0 CRITERIA FOR SUCCESS

Preference will be given to projects structured to provide opportunities for students to gain research skills and experience.

While a link to the supervising professor's area of research interest is encouraged, projects that appear as if the student is working as the professor's RA will not be approved. **The project must be an independent research project reflecting the student's interests and initiative.**

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