



JAMIE CASSELS UNDERGRADUATE RESEARCH AWARDS FOR THE UNIVERSITY OF VICTORIA

APPLICATION/NOMINATION FORM 2018-2019

While serving as Vice-President Academic and Provost, Professor Jamie Cassels instituted the Undergraduate Research Scholarship program in 2009-2010, which was subsequently renamed as the Jamie Cassels Undergraduate Research Awards (JCURA) in his honour. The JCURA program is designed to provide exceptional undergraduate students, who might otherwise not be able to obtain a direct research experience, with a truly formative learning opportunity.

Application Process

Students may apply through their home department or through the unit of their supervisor. The process involves three steps:

Step 1 - Student fills out Part 1 of the application form and emails it to their potential supervisor.

Step 2 - Supervisor fills out Part 2 and emails it to the head of their academic unit.

Step 3 - Academic unit head collects and adjudicates the applications then completes Part 3 of this form for each nominee. The **chair or designate** (NOT the supervisor) emails the completed form(s) to the Division of Learning and Teaching Support and Innovation (LTSI). **The deadline is June 30, 2018.** Notification of final decisions to students, supervisors and unit heads will be sent no later than August 15, 2018.

After the LTSI has reviewed all submissions from the first call, should any additional awards be available, all academic units will be notified of a second call for nominations.

Application Deadline (for student)

Students, please check with your academic unit (faculty/department/ school) for internal deadlines.

Academic Unit Eligibility

Each academic unit is eligible for a particular number of student nominations per year depending on the number of upper-year students in the unit. Please refer to [eligibility list](#).

There are three (3) additional JCURA available for Indigenous supervisors and students as a priority initiative.

Who may apply?

Students must satisfy all three of these criteria to apply:

- be a full-time 3rd or 4th year undergraduate student (normally registered in 12 or more units of study in the winter session of the academic year in which the award is given);
- be in excellent academic standing (minimum sessional GPA requirement of 7.0); and
- satisfy the [general regulations](#) of Student Awards and Financial Aid.

Award recipients will undertake a research investigation under the mentorship of a faculty supervisor.

Policies

1. A student may receive only one JCURA award during her/his career at UVic.
2. A student may be nominated by only one academic unit in a given year.
3. An interdisciplinary student may apply either through his/her home department or through the academic unit in which the supervisor teaches.

How much is the award and how is it received?

Each successful student receives \$1,500 credited directly to their UVic fee account.

Part 1 – to be completed by the Student Applicant

Name of Faculty/Department/School of your program of study:

Student Name: _____

Student ID #: V00_____

Year of Study: _____

Email: _____

1. Sessional GPA (Combined GPA from the previous Fall and Spring terms): _____

2. When do you plan to graduate? _____

3. How many credits do you need to complete in order to graduate, including current courses?

4. Please describe your proposed research project. If your application is successful, this information will be posted to the LTSI website. Please be clear and concise. You are limited to a maximum of 250 words and it must fit into this fillable space.

Title of Project (Required - maximum 100 characters) _____
(short but descriptive, e.g. "Parental Views on School Lunches: Insight into Childhood Obesity")

5. Is your project a [community engaged research](#) project? _____ Yes _____ No

6. Is your JCURA work part of your honours program? _____ Yes _____ No

7. Who is your proposed Supervisor?

Supervisor's Name: _____ (Please note: Prof./Dr./Ms./Mr.)

Email: _____

Please check each box to indicate that you agree:

If selected, I agree to present my research at the **Research Fair on Wednesday, March 6 2019.**

I confirm I have not been nominated through any other academic unit.

I confirm that I have not been awarded a JCURA in the past.

Please email this form to your proposed Supervisor for their completion of Part 2.

Part 2 – to be completed by the Supervisor

I, (Supervisor's Name) _____ of
_____ (Supervisor's Academic Unit), agree to
provide ongoing supervision for (Student's Name) _____ over
the upcoming Fall and Spring Term.

If applicable, Co-Supervisor's Name: _____

If applicable, Co-Supervisor's Email: _____

Please check the box to indicate that you agree:

I have spoken to the student about their potential to complete the JCURA commitments.

Please email this form to your Unit Chair/Director or Delegate for their completion of Part 3.

Part 3 – to be completed by the Academic Unit Chair/Director or Designate

Each unit is entitled to nominate a limited number of students. To determine the number of eligible students for your unit, please refer to the [eligibility list](#), which was revised in 2015.

If you are requesting an exception to the normal conditions of the JCURA award for this student, please specify your request here and attach any appropriate documentation to the nomination email to the LTSI.

We, (Name of Faculty/Department/School) _____

nominate (Name of Student Nominee) _____ as a choice for a Jamie Cassels Undergraduate Research Award.

Chair/Director Name: _____ (Please note: Prof. or Dr.)

Chair/Director Email: _____

Date of Submission: _____

If the academic unit is eligible for more than one nominee, then the LTSI prefers to receive all nominations together attached to one email. Please do not rank your eligible nominees, and please do not send more nominees than the number for which your unit is eligible.

Please email all your completed forms for all your eligible nominations to lrc@uvic.ca by **June 30, 2018.**

General guidelines and expectations for the award

SUPERVISION

The faculty supervisor will provide ongoing supervision of the student's research experience over the Fall and Spring terms.

PRESENTATION

The student, with guidance from the faculty supervisor, will develop a poster, artist's talk or mini-installation showcasing their research, to be presented at a campus-wide Research Fair on **Wednesday, March 6, 2019**. It is necessary and expected that the JCURA recipient attend at least one of the "Prepare Your Academic Poster" and "Speaking About Your Research" workshops that are offered in January and February 2019 at the LTSI. (**Note:** If the student's research is related to unpublished, confidential research of the supervisor or a research group, then the student will focus his/her presentation on the aspects of the research that can be made public).

PUBLICATION

The student, with guidance from the faculty supervisor, will have the option of preparing a brief, formal, academic manuscript or other scholarly piece describing their research for submission to the online UVic, peer-reviewed, student academic journal, *The Arbutus Review*. Students can also submit their electronic poster to UVic's poster repository (see [LTSI website for more information](#)).

FINAL SURVEY

The student and the faculty supervisor will each complete a brief final survey that the LTSI will email to them the day after the research fair.

COMPLETION REQUIREMENTS

Normally, the award is not considered completed until the Research Fair presentation has been given and the survey has been completed by the student. **The date of the Research Fair is Wednesday, March 6, 2019**. It is possible that the award could be revoked if these components are not completed. Supervisors should be in touch with their department if their student is unable to complete the requirements. The department should contact the Executive Director of the LTSI to discuss the situation.

NO HOURS REQUIRED

This is an award, not a research assistantship, so it does NOT represent hours worked for pay. Thus, the supervisor cannot require the student to work a specific number of hours. Students receive the award monies as they would any other scholarship from Student Awards & Financial Aid.