# Summary

Professor Jamie Cassels, previous Vice-President Academic and Provost, 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 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 supervisor is usually a faculty member at UVic. The process involves three steps:

1. Student fills out Part 1 of the application form and emails it to their potential supervisor. **Please check with your department about their internal deadline date.**
2. Supervisor fills out Part 2 and emails it to the head of their academic unit. **Please check with your department about their internal deadline date.**
3. Chair/Director or designate collects and adjudicates the applications then completes Part 3 of this form for each nominee. The **chair/director or designate** (NOT the supervisor) emails the completed form(s) to the Division of Learning and Teaching Support and Innovation (LTSI) **by July 31, 2023**. Notification of final decisions to students, supervisors and unit heads will be sent no later than August 31, 2023.

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

# Application deadline (for student)

Please check with 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](https://onlineacademiccommunity.uvic.ca/LearnAnywhere/jcura/).

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:

1. 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);
2. be in excellent academic standing (minimum sessional GPA requirement of 7.0); and,
3. satisfy the [general regulations](https://www.uvic.ca/registrar/safa/entrance-scholarships/regulations/index.php) 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 their 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 their 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: Student Applicant

**Please check with your department/school about their internal deadline date for applications.**

|  |  |
| --- | --- |
| **Student Name (First and Last):** |  |
| **Netlink ID:** |  |
| **Student V#:**  | V00 |
| **UVic Email:** |  |

Eligibility criteria

|  |  |
| --- | --- |
| **Faculty:** |  |
| **Department/School:** |  |
| **Year of study:****(see eligibility requirements)** | [ ] Third Year[ ] Fourth Year[ ] Other

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| **Sessional GPA (Combined GPA from previous Fall and Spring terms):**  |  |
| **When do you plan to graduate?** |  |
| **How many credits do you need to complete in order to graduate, including current courses?** |  |
| **What is the data collection method? Please check all that apply.** | [ ] surveys[ ] interviews[ ] focus group[ ] observations[ ] archival materials or review of the literature[ ] other, please list:**Please note** if you are collecting data from human participants, you will need to submit a UVic Human Ethics Research application or be added to your faculty supervisors research application.

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| **Is your project a** [**community-engaged research**](https://www.uvic.ca/ocue/research/index.php) **project?**  | [ ] Yes[ ] No |
| **Is your JCURA work part of your honours program?**  | [ ] Yes[ ] No |
| **Are you an International student?**  | [ ] Yes[ ] No |
| **Who is your proposed Supervisor?** | Supervisors Name (**Please note**: Prof./Dr./Ms./Mr.): |
|  | Supervisors UVic Email: |

**Please describe your proposed research project. Please be clear and concise.**

If your application is successful, we will ask for an updated version of this to be promoted on our website.

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| Title: *Maximum 100 characters and descriptive.* |

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| Description:*Maximum 250 words, include learning goals and description of research activities that you will undertake.* |

# Approvals

**Please check each box to indicate that you agree:**

If awarded the JCURA,

[ ]  I confirm I have **not** been nominated through any other academic unit

[ ]  I confirm I have **not** been awarded a JCURA in the past

[ ]  If selected, I agree to present my research at the **Student Research Fair in March 20, 2024**.

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

# Part 2: Supervisor – Faculty member at UVic

*Please check with your department/school about their internal deadline date for applications.*

|  |  |
| --- | --- |
| **Name of Supervisor:** |  |
| **Supervisor UVic Email:** |  |
| **Supervisor Employee Number:** | V00 |
| **Job Title:** |  |
| **Department/School/Faculty:** |  |

**Please check the boxes to indicate that you agree:**

[ ]  I agree to provide ongoing supervision for (Student’s Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ over the upcoming Fall and Spring term

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

# Co-supervisor information (optional)

*Sessional Faculty may co-supervise a JCURA student as long as a UVic Continuing Faculty is the main supervisor.*

|  |  |
| --- | --- |
| **Name of Co-supervisor:** |  |
| **Co-supervisor UVic Email:** |  |
| **Co-supervisor Employee Number:** | V00 |
| **Job Title:** |  |
| **Department/School/Faculty:** |  |

Research Ethics

|  |  |
| --- | --- |
| **Does the proposed research project involve human participants and require Human Research Ethics Board (HREB) approval?**  | [ ] Yes[ ] No |
| **If yes, how will the HREB requirements be addressed? (e.g., added to the faculty supervisor’s existing HREB approval or submission of an HREB application).** |  |
| **If a new submission of a HREB application is required, is there sufficient time for approval prior to the start of the proposed project?**  | [ ] Yes[ ] No[ ] Unsure |

 **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 Delegate

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](https://onlineacademiccommunity.uvic.ca/LearnAnywhere/jcura/).

# 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.

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| --- |
| Exception:  |

|  |  |
| --- | --- |
| **Name of Faculty/Department/School:** |  |
| **Chair/Director Name (Please note: Prof. or Dr.):** |  |
| **Chair/Director Email:** |  |
| **Date of Submission:** |  |

# We nominate (Name of Student Nominee) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as a choice for a Jamie Cassels Undergraduate Research Award.

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 Word forms for all your eligible nominations to** **ltsipc@uvic.ca** **by July 31, 2023. LTSI will verify eligibility and notify successful applicants, supervisors and their Academic Units by August 31, 2023.**

# 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.

Poster Fair

* 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 **Student Research Fair in March 20, 2024**.
* It is necessary and required that the JCURA recipient attend at least one of the “Prepare Your Academic Poster” and “Speaking to your Research” workshops that are offered in January and February 2024 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 their 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***](http://journals.uvic.ca/index.php/arbutus) .
* Students can also submit their electronic poster to UVic’s poster repository (see [LTSI website for more information](http://www.uvic.ca/learningandteaching/students/scholarships/jcura/submission/index.php)).

Final Survey

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

# Completion Requirements

* The student must attend the Research Fair and complete the final survey in order to receive the award. **The date of the Student Research Fair is March 20, 2024**. Some exceptions are possible.
* It is possible that the award could be revoked if these components are not completed. Supervisors must contact their department if their student is unable to complete the requirements. The department should contact the LTSI Executive Director to discuss the situation.

No hours required

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