THE UNIVERSITY OF BRITISH COLUMBIA
Irving K. Barber Faculty of Arts & Social Sciences
Okanagan Campus

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*Irving K. Barber Faculty of Arts and Social Sciences & the International Student Initiative*

# Undergraduate Research Awards
# Guidelines and Application Procedure

The Undergraduate Research Awards (URA) program was established by the Irving K. Barber Endowment Fund Advisory Committee to provide exceptional learning experiences for undergraduate Arts and Social Sciences students at UBC's Okanagan campus. The purpose of the program is to encourage undergraduate students enrolled in the Irving K. Barber Faculty of Arts & Social Sciences to pursue innovative and original research as part of their learning experience while at UBC's Okanagan campus. The awards are aimed primarily at students in their third year of study.

The International Undergraduate Research Award (IURA) program supports international undergraduate student research in order to provide exceptional learning experiences for international undergraduates at UBC Okanagan enrolled in the Irving K. Barber School of Arts & Social Sciences through engagement in research.

The URA/IURA program sponsors awards for students engaged in summer research projects. Selection of winning proposals is based on the merit, strength, and feasibility of the proposed research project as well as the abilities and quality of the student.

Students are required to attend monthly meetings during the 16-week period to meet with other URA/IURA recipients and faculty to discuss their research projects. Absences from meetings are permitted if necessary for the project (e.g. field work, extended travel), but arrangements should be made with the URA/IURA coordinator before the project begins in May. All URA/IURA students will present their research findings at a public symposium in September following the project.

**Value of the awards**

URA- Consists of a $10,500 stipend
IURA - Consists of a $10,500 stipend
Each award is for a full 16-week period during the summer session; and up to $1,500 to cover expenses associated with the research project (e.g. materials, supplies, field expenses)

**To be eligible for an award, you must:**

- not have started a program of Graduate Studies;
- be registered full-time (9 credits per term) in a Bachelor's degree program in the Irving K. Barber Faculty of Arts & Social Sciences;
- be a Canadian citizen, a permanent resident of Canada, or an international student with a valid study permit for the full summer work term;
- have successfully completed a minimum of 75 credits toward your degree by the time of receiving the award;
- devote yourself to a full-time research project for 16 weeks;
- not take courses during this period or have employment that detracts from full-time engagement in the project.

Students supported by other awards (e.g. NSERC USRAs) are not eligible to hold a Barber School URA/IURA; Supervisors may, however, contribute resources to increase the size of the stipend. Students can only hold one Barber School Undergraduate Research Award/International Undergraduate Research Award during their tenure at UBC's Okanagan campus.

**Application Procedure**

Only one application per student per year will be accepted. Students wishing to apply must identify a faculty member in the Irving K. Barber Faculty of Arts and Social Sciences as their primary supervisor, but faculty members both within and outside the Barber School may serve as co-supervisors for collaborative research projects. A faculty member may not support more than two URA/IURA applications as primary supervisor. Often, the proposed research will contribute to a supervisor's ongoing research program, but original research projects of the student's own conception are also welcome for consideration. While the subject of the research proposal is expected to be developed through a process of repeated consultation with the supervisor(s), the proposal *must* be written by the student.

Each application package must contain both Forms A & B.

**NOTE:** Download both Forms A and B, then open and complete the local copies of the forms using the latest version of Adobe Reader. Attempting to open and fill out the forms from within a web browser is not recommended.

To download a local copy of the application forms, either

- right-click the links and save each document by selecting "Save Link As…", or
- click each link in a browser that has Adobe Reader or Acrobat configured as the PDF viewer, and then save the file. Follow these steps to configure Firefox and Chrome to use Adobe Reader or Acrobat.

**Form A: Student Application**

The applicant completes and submits Form A, with all necessary attachments, to their chosen supervisor, at least one week prior to the deadline. Please be sure to check the box for the IURA if that is what you are applying for.

*Part I: Personal Data*

- Complete all sections. Ensure that the email address provided is current and used routinely, as this will be the primary means of communication for the award results.

*Part II: Proposed Research Project*

- Key words: The five key-word phrases should make the principal aspects of your proposed research clear to a non-specialist.
- Faculty Supervisor: Your primary research supervisor must be a faculty member in the Barber Faculty of Arts and Social Sciences. List the Department and Discipline of this faculty member.

- Collaborators: If more than one faculty member is involved in the project, include the name, department, and faculty of all collaborating faculty member(s).
- Certification: it is **strongly** recommended that any necessary ethics application proposal be written and saved on the RISe website *before* the URA/IURA results are announced, and that the application be submitted for approval immediately upon receipt of the award, in order to ensure the granting of necessary approval certificates before the research project begins. (Note: fellowships for projects requiring certification must have that certification before the end of June; failure to have the required certification by that time will result in the cancellation of the award.)
- Research Description. If your research requires travel or field work, indicate the locations of these off-campus sites, indicate what time periods you expect to be travelling, and explain how the data or information you will gain there is required for your research. Bear in mind that the research proposal must be accessible to reviewers of diverse academic backgrounds. The research proposal should adhere to the following structure:
    - Introduction and Background: Provide the necessary background and summarize previous literature findings in this area, in order to provide a meaningful context for the importance of your research.
    - Research Question and Objectives: What will be learned through your research project? What is it that you hope your research will achieve?
    - Methodology: Provide your plan to carry out your research project, and explain how your research activities will answer your research question. Describe the methods and techniques you will use, and identify any specific resources or instrumentation. What data, information, or results will your research generate, and how will you interpret them to draw conclusions? Is your methodology descriptive, observational, or experimental? Qualitative, quantitative, or mixed? If your proposed research methodologies are in some way innovative or non-traditional to your discipline, explain and justify their use.
    - Significance and Impact: Describe the impact of your expected results, and the population demographics that will be impacted. This influence may be solely in terms of advancement of knowledge in your specific discipline, or there may be significance lying outside your field or outside the academic community. If your results will be of interest to a specific external community, identify it and explain the reasons for that interest.
- Qualifications and Personal Impact Statement: Describe how your prior coursework, training, and experience have prepared you with the skills and abilities necessary to complete this research project. Describe the personal impact you expect this research experience to have. Why are you excited about this research project? What is the connection between this research and your current and future academic studies? How will this research impact your future coursework?How do you expect this research experience to influence your career path? What about this research speaks to you, personally?
- Primary Supervisor role: Describe how your chosen primary supervisor's expertise and interests are relevant to your proposed research. Why did you choose this supervisor? What will you learn by working with this person? How do you expect your future coursework and career path will benefit from this particular person's mentorship during this research project?
- Collaborator roles: If this is a collaborative research project, describe the roles of your co-supervisor(s) or other collaborator(s). What complementary expertise or perspective do they offer? What additional resources or instrumentation do they make available? To what extent will they be involved in your training or supervision

- Budget: Ensure that your proposed expenses are eligible.

  Examples of eligible expenses:
  - Equipment purchase or rental, materials, consumables, supplies, user fees
  - Travel expenses
  - Specialized computer hardware or software not otherwise available and required for the research. Such expenses require that the application include a purchasing quote from IT Services.
  - Long-distance calls as needed to conduct interviews or gather information required for the research

  Examples of non-eligible expenses:
  - Conference attendance or travel
  - Equipment (including computer hardware and software) already available through existing university or departmental resources
  - Printing, photocopying, and routine office supplies already available through existing departmental resources
  - Books or other print resources that could be acquired through the Library
  - Hiring research personnel in addition to the URA/IURA student

*Part III: Program Planning*

- Complete all sections.

**Form B: Supervisor Recommendation**

To ensure confidentiality of the supervisor's recommendation, the faculty member completes Form B and submits the completed application package (Forms A & B) directly to their Department Head for signature. The signature of the supervising faculty member confirms that s/he will be available during the summer months to mentor the student.

Completed and signed application packages (Forms A & B) must be submitted to the Dean's Office, no later than 4:00 p.m. on January 23 by email to fass.research.ubco@ubc.ca. Late applications will not be accepted. NOTE: If the applicant has received credit for undergraduate courses taken outside UBC, it is the applicant's responsibility to obtain sealed transcripts from those institutions. Students must either submit sealed transcripts along with their application package or have them emailed directly to:

Colin McKay at fass.research.ubco@ubc.ca
Irving K. Barber Faculty of Arts and Social Sciences
University of British Columbia, Okanagan Campus
3187 University Way,
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Attention: Undergraduate Research Award/International Undergraduate Research Award

**Adjudication**

- Applications will be assessed by a committee of the Irving K. Barber Faculty of Arts and Social Sciences. The committee will make final recommendations to the Associate Dean. Competition results are expected to be announced in March.
- Once a URA/IURA is awarded, changes to the successful proposal are not normally allowed.

**Criteria**

In evaluating applications, the selection committee will consider the following criteria equally:

1. Quality of proposed Research
    - Merit of research and potential impact on the field
    - Strength of research design and overall feasibility of proposed research
    - Interdisciplinary elements (not mandatory, but encouraged)
    - Clarity, presentation, and logic of proposal, in language accessible by multidisciplinary audience.

2. Researcher's abilities, qualifications, and potential for growth
    - Personal initiative
    - Ability to think critically and analytically
    - Ability to apply skills and knowledge
    - Determination and ability to complete projects in a timely fashion
    - Communication skills and ability
    - Past academic achievement
    - Relevant academic training and experience
    - Other relevant experiences and accomplishments

**Reporting**

All awardees must submit a Final Report to fass.research.ubco@ubc.ca at the Barber School Dean's Office no later than six weeks following the completion of the funding. Faculty supervisors must sign off on the report. The report template is available on the Irving K. Barber Faculty of Arts and Social Sciences website.

**For further information on this program, or on the application procedure contact:**

fass.research.ubco@ubc.ca