

## OVERVIEW

The Western Undergraduate Summer Research Internships (USRIs) provides undergraduate students with engaged research experiences where they will learn new research methods and techniques alongside faculty mentors. Students will gain much-needed skills that will help prepare them for future careers. Western Research strongly encourages Faculties to consider the diversity of their awardees and provide opportunities for students from under-represented groups, such as but not limited, to Black, Indigenous, students of color, students with disabilities, students who self-identify as LGBTQ2S+, and women as part of the ongoing commitment Western has made for equity, diversity, inclusion (EDI) and Indigenization

Western Research, in partnership with Student Experience and Western Libraries, is excited to launch the USRI program this summer with a rigorous suite of professional development offerings new this year. The professional development opportunities will complement the engaged research learning project, including sessions on scholarly writing, conducting literature searches and reviews, citation management, using NVivo, publishing best practices, knowledge exchange, equity, diversity, inclusion and decolonization (EDID) and much more. At the end of the summer, students will be expected to share their research with the broader community during a virtual exhibition event.

## VALUE AND DURATION OF AWARD

USRIs are valued at a minimum of \$7,500 for a 16-week term through May to August 2021. Western will contribute \$6,000 toward each Summer Internship, with a required minimum match of \$1,500 from other sources (e.g., researcher, department, Institute, or Faculty).

Students are only allowed to hold one USRI for the summer.

## PROGRAM OBJECTIVES

The USRI program was launched in 2020 as a pilot program, and the summer of 2021 brings an expanded vision for the USRI program at Western. A broad and collaborative effort across several institutional portfolios, this program seeks to provide undergraduate students with first-hand experience in undertaking an exciting research project under the direction of a qualified faculty mentor/supervisor.

### **Student Objectives:**

- Co-develop and execute a short-term research project with a Faculty mentor to be completed in the 16-week program time frame.

- Co-develop a learning and development plan with a Faculty mentor based on institutional and individual needs.
- Develop and produce a multimodal research output oriented to lay audiences.
- Output will be stored in Western's Institutional Repository [Scholarship@Western](#).
- Students will select the most appropriate format for their research output based on their summer research project.
  - Options include infographic, poster or other visual representation, blog, podcast, short video etc.
  - Research outputs will be shared during the end of summer virtual exhibition event (*details will be shared during the internship*)
- Participate in a minimum of four professional development workshops that will aid in the creation of their research output and will support the summer research experience. This will be based on individual learning plans.
- Participation in program evaluation (short intake and end of internship activities as well as short interim feedback in the form of an e-portfolio) is a condition of funding.

**Faculty Mentor/Supervisor Objectives:**

- Participate in a summer research program providing mentorship for an undergraduate student that will further enhance research goals and the student's research skills
- Participation in program evaluation (short intake and end of internship forms -- details to follow) is a condition of funding.
- Participate in at least one EDID workshop presented by Nicole Kaniki, Special Advisor to the President on Anti-Racism.

**Program Outcomes**

- Provide a comprehensive and supported undergraduate student research experience
- Increase undergraduate student confidence in fields of interest
- Pave the way to graduate study and future research careers
- Opportunities for undergraduate students to expand their networks, enhance their student experience, and connect with other student researchers and members of the Western research community
- Help defray the costs in supporting undergraduate student research work
- Advance research, scholarship and creativity across Western

## Program Administration

Faculties will be provided:

- Excel spreadsheet template to track faculty supervisor and student matches
- Administrative instructions for paying students
- Letter of offer template
- A proposed syllabus for developing the student learning plan
- Professional development options for students through the summer

Faculties are responsible for program administration. Each faculty will receive an allocation of USRIs based on undergraduate enrolment and central funding will be provided to cover this number of USRIs for each faculty. Solicitation, review, and approval of faculty USRI proposals, and matching of students to approved internships will happen at the faculty level. Faculties are responsible for identifying and where necessary, collecting matching funds. IPB will transfer to the faculties at the end of the program the central contribution to internships (details below in Administrative Details).

New for 2021: There will not be a separate allocation and central adjudication for cross-faculty applications this year. The allocation for each Faculty can be used to support undergraduate students from another Faculty (cross-faculty applications). Any cross-faculty USRIs awarded will count as part of the existing allocation for the home faculty of the supervisor.

### **Contact**

The Western Research contact for this program is Natalie Wu, Director – Research Services ([nwu28@uwo.ca](mailto:nwu28@uwo.ca))

### **Key Dates**

ASAP:	Faculties solicit and review proposals from faculty members
By April 30:	Faculties match students to approved internships
May 3:	Faculties provide USRI list to Western Research
May 13:	Faculty admin offices must upload a completed SAN for each student to their HR OWL site ( <i>*date to be confirmed in instructions to administrators</i> )
Monthly:	Faculties provide updated list of continuing interns
May:	Start of Internships
August:	End of Internships
Fall 2021:	IPB will transfer to each faculty the central portion of all internships once confirmation that students completed the program is received Faculties recover matching components as required from other sources

**Eligibility***Supervisor:*

- 1) The lead supervisor must hold a research-eligible appointment at Western. Subject to approval at the faculty level, co-supervision is acceptable under this program, and co-supervisors do not need to hold a research-eligible appointment at Western.
- 2) Participation in program evaluation (short intake and end of internship forms -- details to follow) is a condition of funding.
- 3) Participation in at least one EDID workshop presented by Nicole Kaniki, Special Advisor to the President on Anti-Racism is recommended.
- 4) Participation in end-of-summer virtual student exhibition is encouraged

*Student:*

- 1) Faculties are encouraged to give preference in their adjudication of applications from under-represented, economically disadvantaged and first-generation students
- 2) Students must have been enrolled at Western in an undergraduate program in Winter 2021 and should be planning to attend Western in Fall 2021. Faculties are encouraged to give preference to students completing 3<sup>rd</sup> year and/or returning students, but final decisions about internships are up to the faculty.
- 3) Students must be available to participate in research activity as described in the proposal for 16 weeks between May 1 and August 31, 2021; specific dates of research engagement to be determined collaboratively with the faculty supervisor through the individual learning plan.
- 4) Participation in program evaluation (short intake and end of internship activities as well as short interim feedback -- details to follow) is a condition of funding.
- 5) Participation in program objectives is also a condition of the funding.

*Proposal:*

- 1) Research activity plans **must adhere** to current Western University guidance on research activities ([https://www.uwo.ca/research/covid19\\_updates.html](https://www.uwo.ca/research/covid19_updates.html))
- 2) All research proposals involving ethics (human participants) and/or animal subjects must be approved by the appropriate [Western certification committee](#). It is the faculty supervisor's responsibility to ensure any disclosure of research output is within the bounds of their approved ethics.
- 3) Proposals must include:
  - a. Supervisor name and names of co-supervisor (if applicable)
  - b. Identification of the source and amount of the matching component/top up (minimum \$1500)
  - c. 250-word research activity plan with associated timelines.

**Process**

- 1) USRI proposals are submitted by faculty members to their home faculty per faculty-specific guidelines.
- 2) Home faculties will review and approve applications.
- 3) Student interns are identified (process to be determined by the supervisor, department and faculty) to fill each approved USRI.
- 4) Faculty provides details of USRIs to Western Research (see details below).
- 5) For each approved and matched USRI, supervisor and students will be asked to complete evaluation forms (details provided once match is established).
- 6) Faculty mentors are accountable for ensuring all research activities covered under this award and carried-out in association with Western University fully abide by research ethics requirements recognized by Western. When in doubt, academic mentors and students are encouraged to contact [Human Research Ethics](#) at Western University for guidance and advice on what requirements (if any) apply.

**Administrative Details**

- 1) Allocated USRIs
  - a. Faculties solicit, review, and approve proposals from supervisors. All approved proposals must meet eligibility requirements for supervisors and proposals.
  - b. Faculties can determine their own process for adjudication and application intake.
- 2) If Faculties cannot fill their allocation of USRIs, please notify Natalie Wu immediately so that Western Research can offer available spots to other Faculties.
- 3) Faculties should notify successful students and supervisors by the beginning of May. A template letter of offer will be provided.
  - a. Due to the volume of students, they will be paid through Western's HR payroll system with details provided in the offer letter.
  - b. Once the individual SANs are in the HR system, students can be instructed to log into HR to verify home address and/or provide banking information to [hrhelp@uwo.ca](mailto:hrhelp@uwo.ca) for direct deposit. Administrative details will be provided.
- 4) It is highly recommended that Faculties supply one central speed code to pay students for the summer. Faculties will be reimbursed the base amount (\$6000 x # of students) and can determine how to collect the top up (minimum \$1500) from their researchers and departments. Faculties may decide to provide the top-up themselves.



- 5) Upon completion of the application process, faculties will submit to Natalie Wu an excel file which will include details of each successful award:
  - a. Supervisor Faculty (which is also the administering/host faculty)
  - b. Supervisor Department
  - c. Supervisor Name and email
  - d. Intern Faculty
  - e. Intern Department
  - f. Intern Name and email
  - g. Intern Student Number
  - h. Intern address
  - i. Match amount (for the entire 4 months)
  - j. Speed code (for payment of the full amount of the monthly stipend)
  
- 6) Faculties will be required to:
  - a. Update their information each month to indicate any discontinued internships (these will not continue to receive payment).
  
- 7) Upon completion of the program, IPB will transfer to the speed code provided for payment (in the Excel spreadsheet) the amount of \$6000 for each approved and completed internship. In those cases where internships are *not* completed, \$1,500 will be transferred for each month of internship fully completed and paid (e.g., if the intern completes and is paid for only 3 months of internship, the transfer will be \$4500).

## Professional Development for Students and Supervisors

A syllabus will be provided by Student Experience to be distributed to successful USRIs. Students will be expected to attend a minimum of four workshops throughout the summer from the suite of offerings below. Workshops should complement their learning plan and contribute towards the successful completion of the research output.

A workshop focused on equity, diversity, inclusion, and decolonization will be available for supervisors.

Workshop details will be finalized and provided by the end of April on this site (Suggestions for workshops are welcome): <https://www.uwo.ca/research/funding/students/usri.html>

### Confirmed

#### Western Research

- EDID (Nicole Kaniki)
  - For undergraduate students
  - For Supervisors
    - How to write a compelling and unbiased recommendation letter
- Knowledge Mobilization (Mariam Hayward)
- Creating effective research posters (Mariam Hayward)

#### Western Libraries

- Intro to Lit searching
- Citation Management
- Intro to data handling with Excel.
- Using research software (e.g., NVivo, SPSS)
- Introduction to data scraping
- Information privilege
- Demystifying publishing
- Copyright, how to use material, info, media etc. properly in presentations and papers
- Introduction to GIS

#### Student Experience

- Will be offering workshops throughout the summer

### Workshops unconfirmed:

- Science communication and social media
- 3MT and why is it so important
- Scholarly Writing (check with Writing Support Centre)

Undergraduate students working through other summer research opportunities offered at Western are welcome to register for any USRI workshops being offered.



FAQ:

**1) I have a student at another institution who would like to work with me this summer, is this student eligible to apply?**

USRIs are reserved for students registered in an undergraduate program at Western in 2021. Preference should be given to students who are planning to return to Western in the Fall 2021 semester whether as an undergraduate student or graduate student.

**2) I have a 4<sup>th</sup> year student who would like to apply for this opportunity, would they be eligible?**

This will be up to the discretion of the specific Faculty, but preference should be given to students who are expected to enroll in the Fall 2021 semester.

**3) Will students be taxed on this funding?**

The award is a fellowship and will be reported to the student on a T4A tax slip (non-employment income) at the end of 2021. There are no statutory deductions required to be withheld from the payments.

**4) Will students be able to come to campus to do research?**

The health and safety of our campus is a shared responsibility. We must take thoughtful and persistent steps to take care of ourselves, each other, and our community. Before coming on campus and while you are on campus, you are required to review the videos and follow the steps outlined on <https://www.uwo.ca/coronavirus/faculty-staff.html> which will be updated regularly as the COVID-19 situation continues to evolve.

Please also check for updates here:

[https://www.uwo.ca/research/covid19\\_updates.html](https://www.uwo.ca/research/covid19_updates.html)

**5) What is an individual learning plan?**

A syllabus outlining the program requirements and goals for the summer will encourage students to think about how to integrate what they learn in the workshops into their research output. A learning plan will establish an agreement between the student and faculty supervisor concerning expectations of research activity, attendance, communication, and the final research output.

**6) Can a Faculty supervisor oversee more than one USRI award?**

Yes, a supervisor can oversee more than one student or USRI project during the summer program. The final decision will be up to the discretion of the home Faculty.

**7) Can a student hold more than one USRI award?**

An undergraduate student can only hold one USRI award during the summer. However, the program welcomes returning students who participated in 2020.