



UNIVERSITY OF
CALGARY

APPLYING FOR SUMMER RESEARCH STUDENTSHIPS

A step-by-step user guide for students

This resource will guide you through submitting an application for a summer studentship with the **University of Calgary**. **You may only submit one** application, and that application will be considered for all awards you are eligible for in the system.

Last revised: November 24, 2023

What are summer studentships?

Summer studentships are opportunities for students to experience research outside of the classroom, pursue research passions and work with UCalgary researchers. Summer studentships take place over the spring/ summer. Awards are valued at \$3750 for 8 weeks, \$5625 for 12 weeks and \$7500 for 16 weeks.

What is required to submit an application?

You will need a supervisor who is willing to provide supervision to you over the course of your studentship. Eligible supervisors include:

- Full-time UCalgary Academic Staff
- Assistant, associate and full professors (research stream)
- Assistant, associate and full professors (teaching stream)
- Clinical faculty appointments
- Librarians, archivists, curators (who are full-time academic staff)

Professors emeritus with an active UCID UCalgary academic staff who are not full-time can co-supervise but will require an eligible full-time academic staff member to co-supervise and be listed as the primary reference on the application. Eligible co-supervisors include:

- Sessional or affiliated instructors
- Postdoctoral fellowship holders
- Guest Postdoctoral scholars
- Adjunct professors and instructors
- Postdoctoral associates



Please note that you will be unable to complete an application without a supervisor, as you will need to complete part of this application with your supervisor. Supervisors can also only support two students doing a summer studentship.

Before you begin

Before you get started, keep in mind you can always start the application and return to edit and complete it later. The system will automatically save your answers as you go through the application.

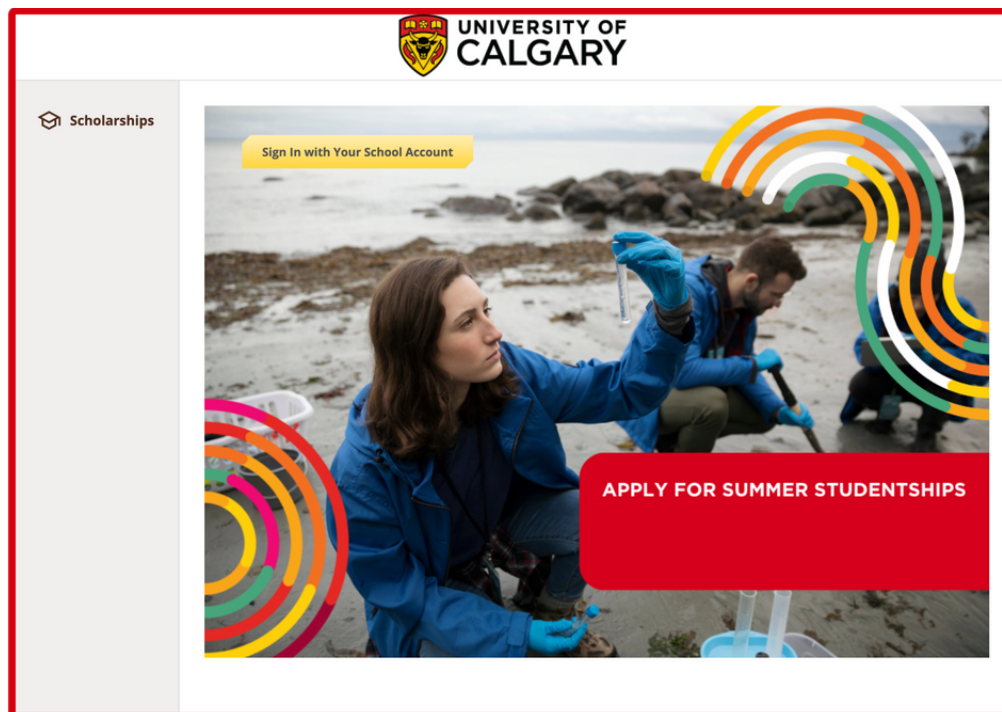


Fig 1. Screenshot of application landing page

To begin, log into ucalgary.awardspring.ca with your UCalgary credentials (username and password).

When you log into the system, you will see three tabs on the left:

Dashboard, Scholarships and Application.

Dashboard

The dashboard is where you will find an overview of your application, including the progress of your application and any outstanding items.

Key elements of the dashboard include:

1. A progress bar and button to start the application.
2. Number of items requiring completion. This box is always present and indicates how many items need to be completed.

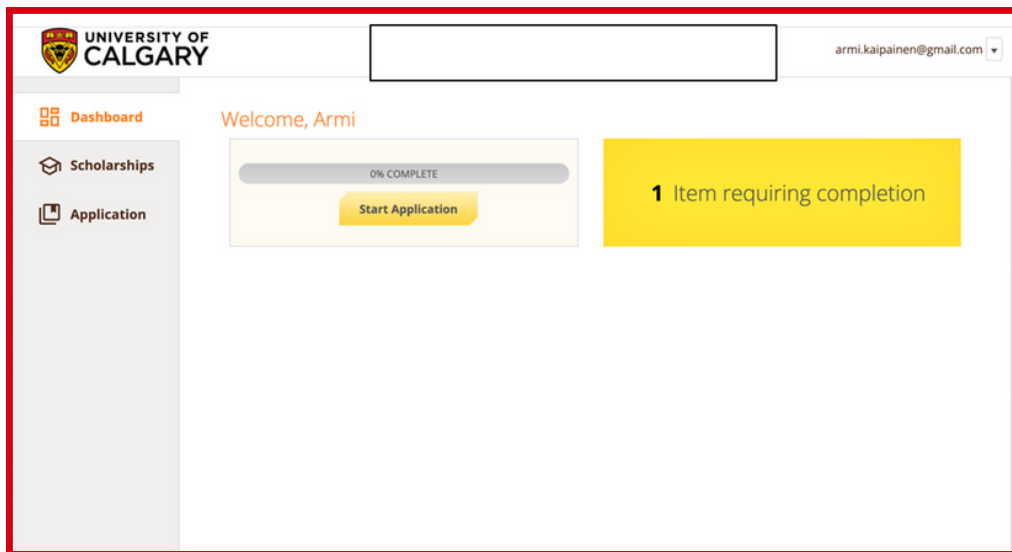


Fig 2. Application dashboard after signing in

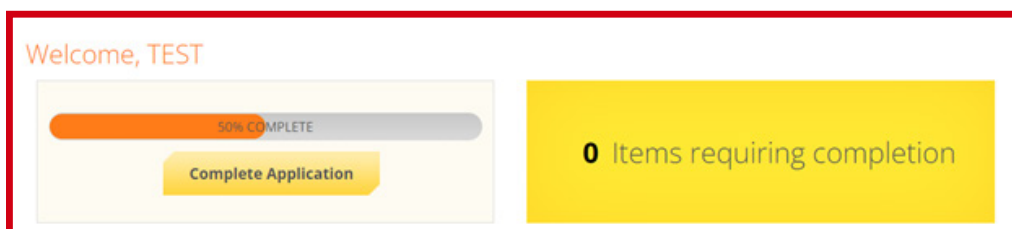


Fig 3. Progress bar indicating how far you are in your application and if there are any outstanding items requiring completion

Scholarships

The scholarship tab is where you will find a list of all the available awards in the system, along with an overview and eligibility requirements for each award.



AVAILABLE AWARDS

- Program for Undergraduate Research Experience (PURE)
- Alberta Innovates Summer Research Studentship (SRS)
- Undergraduate Student Research Awards (USRA) including:
 - National Sciences and Engineering Research Council of Canada (NSERC) URSA
 - NSERC URSA for Black Scholars
 - NSERC URSA for Indigenous Scholars
 - Canadian Institutes of Health Research (CIHR) URSA
 - Social Sciences and Humanities Research Council (SSHRC) URSA
- Alberta Cancer Foundation
- Alberta Children’s Hospital Research Institute (ACHRI) Summer Research Scholarship
- Biomedical Engineering (BME) Summer Research Studentships
- Libin Cardiovascular Institute Summer Studentships
- McCaig Institute for Bone and Joint Health Summer Research Studentship
- O’Brien Centre Summer Studentship (OCSS)
- BRAINCREATE
- Dianne LaFlamme-McCauley Summer Research Studentship

Scholarship Name	Award	Deadline	Status
Alberta Cancer Foundation	N/A		
Alberta Children's Hospital Research Institute (ACHRI)	N/A		
Alberta Innovates Summer Research Studentship	N/A		
Biomedical Engineering (BME) Summer Research Studentships	N/A		
BRAINCREATE	N/A		
Dianne LaFlamme-McCauley Summer Research Studentship	N/A		

Fig 4. Awards in the application system.



Application

The application has **four sections** that all need to be completed before you can successfully submit.

Part A: Demographic Questions

Part B: Award Eligibility Questions

Part C: Research Project Details & Supervisor Letter

Part D: Consent and Acknowledgement

If any sections show as “In Progress”, one of the fields was left blank. All fields are required and if you miss any, they will be highlighted in yellow as shown below.

A screenshot of a form field for 'Faculty' that is highlighted in yellow, indicating it is incomplete. The field contains the text 'Select an answer' and a magnifying glass icon.

Fig 5. Highlighted field left blank that needs to be completed

Part A: Demographic Questions

The University of Calgary is committed to creating an equitable, diverse, inclusive, and accessible campus. We recognize that to advance equity and inclusion on our campus, we need to understand the demographics of our campus community. The following section aims to understand better equity, diversity, and inclusion (“EDI”) in research at the University of Calgary, and to increase equitable and inclusive access to funding opportunities.

The information collected through this application will be used to evaluate our applicant composition, support EDI in our people practices, support evidence-based decision-making by allowing us to identify patterns and trends in award applications and allocations, and address student barriers that may impede an individual's success within the University. The data collected will help us measure our progress in building an equitable and inclusive award program and inform our EDI policies, practices, processes, and strategies.

When reporting results for these purposes, all answers will be presented in aggregate form, including for members of equity-deserving groups (women, Indigenous peoples, racialized/visible minorities, persons with disabilities, and LGBTQ2S+).

Reports will never be disaggregated in a way that would allow individuals to be identified.

In addition to the above purposes, and subject to your consent, the information collected through this application will also be used to determine your eligibility for funding programs designed with an ameliorative objective and targeted to certain groups, such as the USRA for Black students or the Cenovus PURE awards for equity deserving students. If you do not wish your information to be used for the purposes of determining your eligibility for funding programs such as those described above, please select **“prefer not to answer”** in response to the eligibility questions.

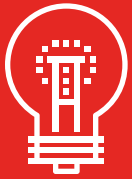
Part B: Award Eligibility Questions

As you complete the Award Eligibility Questions, the system will automatically determine the awards for which you are eligible, based on your responses to the questions in this section. Please answer these questions thoroughly and honestly.



Part C: Research Project Details & Supervisor Letter

This section of the application is comprised of your research project details and supervisor letter, which you will complete in collaboration with your supervisor. You will be asked to include several details about your proposed research project. Ensure that you are aware of the word count parameters for each section.



This part is crucial as your application is adjudicated based on this section. Please try to be clear and concise.

The screenshot shows a web application interface for 'Application for Armi Kaipainen'. On the left is a sidebar with navigation links: 'Dashboard', 'Scholarships', and 'Application' (which is highlighted). The main content area is titled 'Application for Armi Kaipainen' and contains four sections: 'Part A: Demographic Questions', 'Part B: Award Eligibility questions', 'Part C: Research Project Details & Supervisor Letter' (which is highlighted in orange), and 'Part D: Consent & Acknowledgement'. Within the 'Part C' section, there are two text input fields. The first is labeled 'Period of Award Sought:' with three radio button options: '8 weeks', '12 weeks', and '16 weeks'. The second is labeled 'Title of the proposed research project:' with a word count of '10 word(s) left'. Below this is a larger text area for the 'Overview/abstract of the research project', with a word count of '300 word(s) left'. A rich text editor toolbar is visible at the bottom of the abstract section.

Fig 6. Research project details and supervisor letter in Part C

Do not send your supervisor letter request without providing information about your research project in the Message to Recipient text field.

Your supervisor will need to verify and endorse your application so please ensure that this step is completed for you to be eligible for a summer studentship.

Please include details of the following:

- Period of Award Sought
- Title of the proposed research project
- Overview/abstract of the research project
- Originality, Creativity and Significance
- Potential Benefit
- Relevant Experience

You will need to enter the correct e-mail address for your supervisor in the “Recipient Email” text box. This ensures that they receive the details of your research project, can verify it and endorse your application.

You can only enter one e-mail address. Your supervisor request cannot be sent to multiple addresses

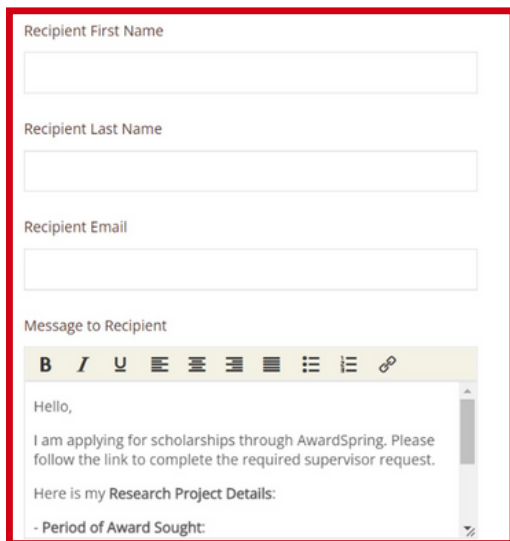
A screenshot of a web form for supervisor external request. The form is enclosed in a red rectangular border. It contains four input fields: 'Recipient First Name', 'Recipient Last Name', 'Recipient Email', and 'Message to Recipient'. The 'Message to Recipient' field is a rich text editor with a toolbar showing bold, italic, underline, and other formatting options. Below the toolbar, the message content reads: 'Hello, I am applying for scholarships through AwardSpring. Please follow the link to complete the required supervisor request. Here is my Research Project Details: - Period of Award Sought:'. The form is set against a light gray background.

Fig 7. Supervisor external request including supervisor first and last name, email address and message template where you will include your project details



Please double check and ensure that you are entering the correct name and email address so that the request goes to your supervisor of choice. Failure to receive endorsement from your supervisor will render you ineligible.

You will receive a notification by e-mail indicating that your supervisor has completed their portion of the application.

Part D: Consent and Acknowledgement

In this final section, you will provide consent to share the information in your application with reviewers and program staff and guarantee all answers in Parts B and C were confirmed by your supervisor.

Include an electronic signature and add the correct date.

Your personal information will not be disclosed or used for any other purposes other than as described in this application without your direct consent.

Once you have submitted your application, you can click on the Scholarships tab on the left-hand menu. Now you will be able to see which awards you are eligible for based on the responses in your application. You will see “Applied” in the status column beside any of the awards you are eligible for and “Not Qualified” beside awards you are not eligible for.

Scholarship Name	Award	Deadline	Status
Alberta Cancer Foundation Three awards offered: David C. Stokes Summer Studentshi...	N/A		Not Qualified
Alberta Childrens' Hospital Research Institute ... To undertake research of relevance and impact to child an...	N/A		Applied
Alberta Innovates Summer Research Students... Alberta Innovates provides motivated students with excep...	N/A		Not Qualified
Biomedical Engineering (BME) Summer Resear... BME Calgary connects with partners across campus to offe...	N/A		Applied

Fig 8. Scholarships tab indicating status of your application



FOR CURRENT APPLICATION DEADLINES VISIT [UCALGARY.CA/SUMMER-STUDENTSHIPS](https://ucalgary.ca/summer-studentships)

Adjudication begins right after the supervisor deadline. Successful applicants will be notified 6–8 weeks after the deadline and will conduct research between May and August of the same year.

If you encounter difficulties submitting your application, please e-mail summerstudent@ucalgary.ca for assistance.