



THOMPSON RIVERS UNIVERSITY

Undergraduate Research Apprenticeship Fund

NEW: Please submit the completed application in Romeo

The Office of Research and Graduate Studies is offering this program for faculty members who are engaged in research, scholarship and creative inquiry to hire an Undergraduate Research Apprentice to assist them in accelerating their research endeavors and provide an apprentice with a meaningful and equitable training opportunity. TRU is committed to the principles of Equity, Diversity and Inclusion (EDI) which strengthen our communities and the quality, social relevance and impact of research. Sound equity, diversity and inclusion practices increase access to the largest pool of qualified potential participants, enhance the integrity of a program's application and selection processes, strengthen the research outputs, and increase the overall excellence of research. TRU's programs and peer review system are intended to ensure fair treatment of all applicants. TRU is committed to implementing policies, processes and initiatives to identify and mitigate barriers and biases that may exist within its own programs and systems, and to work collaboratively with other stakeholders, when appropriate, to do the same.

Award Amount: \$3,000/student. The number of awards available is subject to available funding.

Eligibility Criteria

- Full time tripartite and bipartite faculty members with on-going or tenure-track appointments
- Full time continuing and term certain faculty members holding appointments of more than one year
- Term of award will be as outlined in the application and funds must be expended by Feb 28
- Students cannot hold two awards at one time (e.g., UREAP, USRA, Undergraduate Apprenticeship)
- Student cannot be employed more than twice by this funding opportunity
- Identified student will normally have a minimum GPA 2.67, have completed at least 30 credits and be a full-time TRU student
- Faculty may apply for more than one student per project if adequately justified in the application (MAXIMUM TWO PER FACULTY MEMBER)

Application Deadline: September 28

Award Duration: October 15 to Feb 28

Adjudication Criteria

1. Research experience for student and consideration of equity and diversity in student selection (10 pts)
2. Quality of student (10 pts)
3. Quality of faculty track record in supervision of students (5 pts)

*Adjudication committee will be a sub-committee of the Senate Research Committee.

In accord with the [Tri-Agency Statement on Equity, Diversity and Inclusion](#), the adjudication process will apply EDI principles in its pursuit of excellence in research training.



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Components of Application

1. Faculty information including: name, title, department
2. Start and end dates for student involvement
3. Project description: Please provide a short description of the research project
4. Outline of student's role in the project: Provide a detailed description of the student's role in the project and benefits to the student experiences
5. Description of faculty member's experiences in supporting, mentoring and/or supervising Research Assistants. Please list previous students and student projects that you have been involved in (i.e., Honors projects, UREAP projects, etc.)
6. Provide detailed information about the student, including the student's name, student ID#, student email address, student resume/CV, GPA and copies of unofficial transcripts. Based on the Tri-Agency Statement on Equity, Diversity and Inclusion, applicants should explain their process of identifying, recruiting and selecting research apprentices as one means to enhance excellence in research, training and outreach.
7. During this unprecedented period of uncertainty caused by COVID-19, and in accord with the [University's Research Recovery Plan](#) and [TRU's Guidelines for Research Continuity Planning](#), we are also asking all applicants to submit **supplementary documentation** in Romeo:
 - i) An updated version of [the Research Continuity Plan](#) submitted to the Office of Community Safety and Emergency Management (please note: for this award we require only the section detailing the **Continuity Plan for Completion of Undergraduate Research**: please explain in detail how you will be adjusting your research program and, in particular, your students' role in that program to ensure a successful research training experience).
 - ii) **Feasibility of the student training proposed**, we need to know if the student research will be completed in a modified form or in another venue, online, or at home--respecting physical distancing requirements, with limited access to labs and meeting spaces, limited travel, and any anticipated pauses in the research.

Application Process:

A completed application package will include:

1. [Application Form](#) and accompanying documents including supplementary documentation
2. Copy of the student's resume/CV
3. Unofficial student transcript

Completed packages to be submitted in [Romeo](#) with the project title as **UNDERGRADUATE RESEARCH APPRENTICESHIP APPLICATION**



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Undergraduate Research Apprenticeship Application Form

FACULTY INFORMATION

1. Name
2. Title
3. Dept.
4. Proposed Start/End Date for student involvement: _
5. Title of Project: _
6. Project Description:



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7. Student Role in Project (describe student role in the project and benefit to the student experience):

8. Faculty Experience in Supervision and Mentoring of Students:



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STUDENT INFORMATION

1. Name
2. TRU ID #
3. Email address (please print)
4. GPA: (Provide copy of unofficial transcript)

Additional Information (i.e. –previous grants, research assistant positions, etc.)