Undergraduate Research Apprenticeship Fund
Terms of Reference

Application must be submitted 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. The Apprenticeship Fund is committed to the principles of Equity, Diversity and Inclusion (EDI), principles 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. Extensions are not permitted.
- 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 15

Award Duration: October 1 to Feb 28

Adjudication Criteria: In addition to meeting eligibility requirements, the applications will be evaluated using the following criteria:

1. Research experience for student (5 pts)
2. Consideration of equity and diversity in student selection (5 pts)
3. Quality of student (5 pts)
4. Quality of faculty track record in supervision of students (5 pts)
   *Adjudication committee will be a sub-committee of the Senate Research Committee.

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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.

Application Process: Applications are accepted only in [Romeo](#) (click on Apply New, followed by UG Research Apprenticeship Fund Application Form, fill all the tabs; in Project Info Tab, please list title as UNDERGRADUATE RESEARCH APPRENTICESHIP APPLICATION). Using Arial 11 pt. font, and the *Template Application Form* provided in Romeo (also available below), prepare your application and attach this form after securing signatures, under the 'Attachments' tab.

Required Signatures: The applicant and Dean must sign and date the application in the appropriate boxes. **Applications that are missing required signatures will be considered incomplete.** Please note it is the applicant's responsibility to obtain signature from Dean, and then upload the signed application in Romeo. *Paper copies of the applications will not be accepted.*

A completed application package will include:

1. [Application Form](#) and;
2. Accompanying documents:
    • Copy of the student's resume / CV
    • Unofficial student transcript

Components of Application Form:

1. Faculty information including name, title, department
2. Student information including name, TRU ID#, email address, and GPA
3. Project information:
    • Title of the project
    • Start and end dates for student involvement
    • Project description: Please provide a short description of the research project (1 page, max)
4. Student's role in the project: Provide a detailed description of the student's role in the project and benefits to the student's research experiences (1/2 page, max)
5. Consideration of EDI: Explain your approaches to increase EDI such as in identifying, recruiting, and selecting research apprentices and; ensuring an inclusive environment based on [equity and diversity best practices](#) as one means to enhance excellence in research, training, and outreach (1/2 page, max)
6. Faculty member's experiences in supervision and mentoring of student research assistants: List previous students' (names) and students' projects that you have been involved in (i.e., Honors projects, UREAP projects, previous Research Apprentices, etc.) (1/2 page, max).

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Faculty Information

1. **Name**

2. **Title**

3. **Department**

Student Information

1. **Name**

2. **TRU ID #**

3. **Email address**

4. **GPA**

Reminder: Provide a copy of unofficial transcript and student's Resume/CV

Project Information

1. **Project Title**

2. **Proposed Start Date for student involvement**

3. **Proposed End Date for student involvement**

4. **Project Description (1 page max)**

5. **Student's Role in the Project** (Provide a detailed description of the student's role in the project and benefits to the student's research experiences). Please refer to the SSHRC Guidelines for Effective Research Training and the NSERC Guidelines on Contribution to the Training of Highly Qualified Personnel for more information.

6. **Consideration of EDI:** (Explain your approaches to increase EDI such as in identifying, recruiting, and selecting research apprentice and; ensuring an inclusive environment based on equity and diversity best practices as one means to enhance excellence in research, training, and outreach).

7. **Faculty Experience in Supervision and Mentoring of Students:** (Please list previous students' names and students' projects that you have been involved in (i.e., Honors projects, UREAP projects, previous Research Apprentices, etc.)

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Signatures

Applicant signature   Applicant name   Date

Dean signature   Dean name   Date