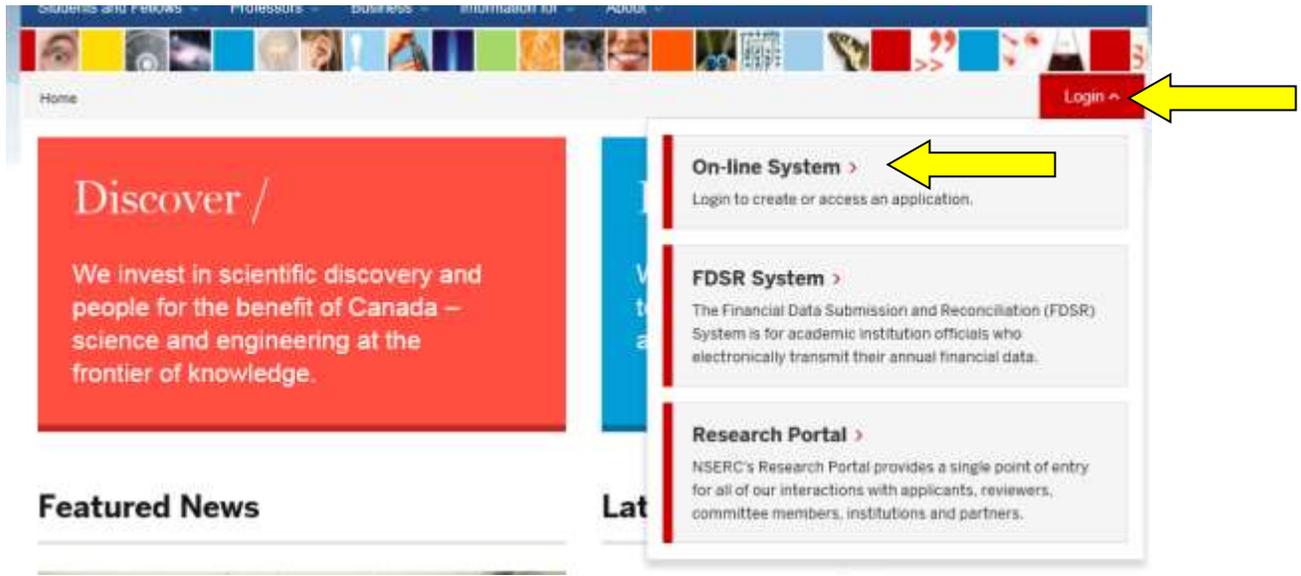


Applying On-line for an Experience Award

STEP 1: Creating an account and logging in:

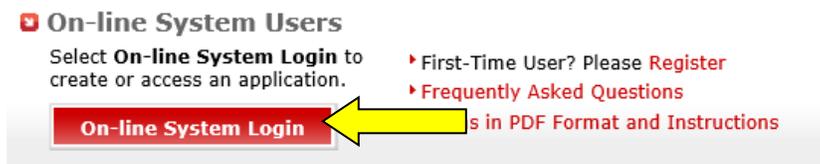
1.1 Go to www.nserc-crsng.gc.ca and click on **Login** then **On-line System**.



1.2 As a first time user you must register an account, click on **Register** (near the bottom of the webpage) and complete the on-line registration form as required.



1.3 Once you have registered, use your User ID and Password to **Login**.



STEP 2: Complete Form 183B to register your company location (for companies who already have an online Form 183B, continue to STEP 3)

2.1 Log in and select Forms – Partners.



2.2 Select Form 183B from the drop down menu and click Create.



2.3 Complete the form by selecting the left hand menu items. Start with **Application Profile** and work your way down the list. You can **Save** each section at the bottom left corner of each page and come back to it at any time.

2.4 When you are done, go back to the Portfolio Page and click on **Verify** to ensure that it is complete. Once complete, the Status will change from “In Progress” to “Completed”. **You will need the Reference number to complete Form 202 Part 2.**

Form 183B and 202 (Part II)

Form	Program	Reference Number	Status	Last Updated	Edit Form	Verify Completeness	Preview/Print
183B	IRDF, IPS and Experience Award Eligibility	[Redacted]	Completed	2016/04/13	Edit	Verify	Preview
183B	IRDF, IPS and Experience Award Eligibility	[Redacted]	In Progress	2016/04/12	Edit	Verify	Preview

This ends the registration requirements.

You can use the same reference number for multiple Experience Award applications; you do not need to create a new Form 183B each time.

STEP 3: Experience Award application Part 1 (completed by the student)

- 3.1 Student must create an account in the on-line system using steps 1.1-1.3 above.
- 3.2 Select **Forms – Student** then on the next screen **Form 202 - Undergraduate Student Research Award (USRA) or Experience Award (Part I)** from the drop down menu and click **Create**.
- 3.3 Complete the form by selecting the left hand menu items. Start with **Application Profile** and work your way down the list. You can **Save** each section at the bottom left corner of each page and come back to it at any time.
- 3.4 Once you have completed all the modules, go back to the Portfolio Page and click on **Verify** to ensure that all the required information has been entered. Once complete, provide your employer with your **Reference Number**.

See next page for helpful information on completing Form 202 Part I.

STEP 4: Experience Award application Part 2 (completed by the company)

- 4.1 Log into the on-line system and select **Forms – Partners**. Then on the next screen, select **Form 202 - Undergraduate Student Research Award (USRA) or Experience Award (Part II)** from the drop down menu and click **Create**.
- 4.2 Complete the fields on the Create a New Application page and click **Create**.

Note:

- You must select “in industry/private sector”.
- Enter the reference number provided to you by the student.
- If your organization is not listed in the institution list, select “Not available from the selection list” (the first option after selecting the province/territory).

Form 202 Part II - Create a New Application

Proposed work term Year

To hold an award at a university, select "at a university". Note that the form will be sent to your university's Liaison Officer (LO) once submitted.

To hold an award in industry/private sector, select "in industry/private sector". Note that the form will be sent to NSERC once submitted.

Will the award be held: at a university? in industry/private sector?

Family name of student (30 chars)

Reference number (Generated for the Student by the system only if Part I was completed on-line)

Title of proposed research project (100 chars)

Institution that will administer the award List...

Department

Create Cancel

- 4.3 Complete the form by selecting the left hand menu items. Start with **Project Profile** and work your way down the list. You can **Save** each section at the bottom left corner of each page and come back to it at any time.
- 4.4 Once you have completed all the modules, go back to the Portfolio Page and click on **Verify** to ensure that all the required information has been entered. Once complete, the Status will change from “In Progress” to “Completed”. Submit completed applications to NSERC by clicking **Submit**.

See Page 5 for helpful information on completing Form 202 Part II.

HELPFUL INFORMATION FOR STUDENTS

Reference number

Once Part I is completed on-line by the applicant, a reference number will be provided (see “My Portfolio”). This number must be forwarded to the contact person at the host organization to complete Part II. If you are applying to more than one organization, forward the reference number to each of them.

Do not give your user ID and password to the person(s) you wish to complete Part II of your Experience Award application. Should they use it to sign on to your application, the system will overwrite your personal information with theirs. Your application would then be incomplete and NSERC would not be able to process it.

The reference number generated by the on-line system is **not** a PIN number.

PERSONAL PROFILE

NSERC PIN (Personal Identification Number)

All NSERC applicants have received, or will receive, an NSERC PIN. It can be found on any official correspondence you have received from NSERC. Refer to your PIN each time you apply for an award and in future correspondence with NSERC. If you have not previously applied to NSERC, or if you cannot remember your PIN, leave the field blank.

Optional Information

NSERC asks applicants to provide data on their gender, linguistic capability and whether they are disabled or belong to a visible minority group, on a purely voluntary basis. This data is not used during the review process. It is only used for statistical purposes.

Applicants to most NSERC scholarship and fellowship programs are invited to indicate on a voluntary basis whether they are Aboriginal. This data may be used by NSERC to identify and give awards to Aboriginal applicants whose applications were judged to be meritorious, but initially could not be recommended because of budget limitations.

ADDRESSES

If your current mailing address is temporary, please indicate the leaving date. If there is no leaving date indicated, this is the address to which NSERC will send award letters and other correspondence for the Experience Award. **If you move after submitting your application, please inform NSERC by sending an e-mail to industrial.awards@nserc-crsng.gc.ca.**

ACADEMIC BACKGROUND

Include only current and past **university programs**. Do not include programs that you have not yet started.

AWARDS

Scholarships, fellowships, and other awards offered

List only **competitive** awards based on academic or research excellence and/or leadership or communication abilities. Include NSERC awards and declined awards. You may list up to four awards, starting with the most recent.

TRANSCRIPTS (Attachment)

The transcripts must be uploaded and saved into a single PDF file. They must also be scanned in portrait style. You must include **one copy** of the legend located on the back side of each transcript. The purpose of uploading the legend is to help the committees and NSERC understand the grading system at each university.

Official, up-to-date transcripts for all university programs must be provided. Official transcripts are ordered from the university registrar, and show the name of the institution, the program in which you are enrolled, your complete course of study, your marks and the legend explaining acronyms etc. We realize that transcripts provided directly to students are not official according to the definitions in use at Canadian universities. Grade summaries that show only one term's marks are not acceptable.

To be up-to-date, transcripts must show the term before the application was prepared. NSERC may require that official, original documents be provided after the completed application has been submitted to NSERC.

HELPFUL INFORMATION FOR COMPANIES

PROJECT PROFILE

Title of proposed research project

The title **may** be used for publication purposes. It should describe the subject of the research for which you are seeking support. It should not contain a company or trade name. Spell out scientific symbols and acronyms.

Enter the "Research Subject Code" that best describes the proposed area of research.

ORGANIZATION CONTACT PROFILE

NSERC PIN (Personal identification number)

This number is the supervisor's NSERC Personal Identification Number (PIN). If you have not previously applied to NSERC, or if you cannot remember your PIN, leave the field blank.

SUPERVISOR'S CURRENT EMPLOYMENT

Enter your place of employment.

ADDRESS AT LOCATION OF TENURE

Enter address of location where student will work.

OUTLINE OF PROPOSED RESEARCH

Provide a description of the proposed research project for the period during which the award will be held. The proposed project must be related to a field in the natural sciences and/or engineering. Briefly specify the student's role. Please note that the research outline should describe background information to position the research within the current context, state objectives and hypothesis, describe the proposed approach, methods and procedures to be used, and state the significance of the proposed research.

SIGNATURES

NSERC does not require original signatures on applications or other documents submitted electronically using the On-line System. The electronic submission of applications through its On-line System represents approval and replaces the traditional "physical or wet" signatures.