



CSA Group Undergraduate Research Scholarship

Application Instructions



Table of Contents

About CSA Group	3
Not-for-Profit Standards Development	3
About CSA Group Standards Research	3
Overview	4
Deadline	4
Value and Duration	4
Eligibility	4
How to Apply	4
Selection Criteria	4
<i>Academic Excellence (45%)</i>	4
<i>Quality of the Research Proposal (50%)</i>	4
<i>Quality of the Expected Training Experience (5%)</i>	4
Terms of Award	5
Application Instructions - Application Form	5
A - Personal Information	5
B - Immigration Status	5
C - Education Profile	5
D - Awards and Recognitions	5
E - Research Contributions	5
F - Affiliations, Memberships and Other Activities	5
G - Title and Summary of Proposal	5
H - Statement of Research	5
I - Referee Information	6
J - Attachments Checklist	6
K - Signature and Declaration	6
Application Instructions - Additional Documents	7
Proof of Canadian Citizenship, Permanent Resident, Protected Person, Student Visa or Study Permit	7
Transcripts	7
Supervisor Letter of Support	7
Referee Forms	7
Disclaimer	7



The mission of CSA Group's Standard Development organization is to enhance the lives of Canadians through the advancement of standards in the public and private sectors.

About CSA Group

Not-for-Profit Standards Development

The mission of CSA Group's Standard Development organization is to enhance the lives of Canadians through the advancement of standards in the public and private sectors. We are a leader in standards research, development, education, and advocacy. The technical and management standards developed with our 10,000 members improve safety, health, the environment, and economic efficiency in Canada and beyond.

Global Testing, Inspection and Certification

CSA Group's global commercial subsidiaries generate funding for continued standards research and development in support of our mission. Our commercial subsidiaries provide expert testing, inspection, and certification services that enable manufacturers to demonstrate that their products are in compliance with applicable safety, environmental, and operating performance standards for markets around the world. We offer deep expertise and industry-leading service delivery across a wide range of current and emerging technologies.

About CSA Group Standards Research

Our research helps us better understand our changing world so we can continue to adapt and thrive. We support and conduct research in new and emerging areas that have the potential to impact the world around us. Findings and recommendations from this research inform the development of future standards solutions, provide interim guidance to industries on the development and adoption of new technologies, and help to demonstrate our ongoing commitment to building a better, safer, more sustainable world.

Overview

The purpose of the CSA Group Undergraduate Research Scholarship is to support students in the pursuit of novel research related to standards. The research is to be conducted over a summer term under the direct supervision of an academic advisor. Undergraduate degree students studying at a publicly-funded, accredited Canadian university or college in their second year of study or higher are eligible to apply.

The research can be conducted in any field (e.g., engineering, social sciences, health sciences) and must include standards as a central component of the research. The research may investigate aspects of an existing standard or may explore an area for future standards development. The topic **does not** need to be related to an area where CSA Group already has standards.

Deadline

Applications are due January 31.

Value and Duration

- Scholarships are \$5,000;
- Award duration is for 16 weeks (May to August).

Eligibility

- Students must be enrolled in their second year or higher for full-time studies in a degree program at the undergraduate level at an accredited Canadian university or college;
- If awarded the scholarship, the student must be actively enrolled in the undergraduate program to hold the award;
- Students enrolled in a certificate, diploma, professional (e.g. MD, DDS) or graduate program are not eligible for this scholarship;
- Eligibility is limited to enrollment at publicly-funded, accredited Canadian universities and colleges.

How to Apply

Students must submit the following to scholarship@csagroup.org by the deadline:

- Application Form
- Proof of Canadian citizenship, permanent resident, protected person, student visa or study permit
- Transcripts
- Letter of support from supervisor
- One referee form sent directly by the referee to scholarship@csagroup.org by the required deadline.

Selection Criteria

Applications will be reviewed by a panel of five to six CSA Group staff members. Applications will be evaluated based on three selection criteria:

Academic Excellence (45%)

- Indicators of academic excellence are based on the applicant's current level of study and include:
 - Academic record
 - Scholarships and awards

Quality of the Research Proposal (50%)

- Determined based on the clarity, potential impact and scientific and standards-related relevance of the proposed research question and methodology. Indicators of quality include:
 - Significance and feasibility of proposed research
 - Potential impact of research on standards
 - Quality of the written proposal

Quality of the Expected Training Experience (5%)

- Determined based on the student's level and quality of involvement in the research and related activities.
 - Quality and expected impact of research and training outcomes;
 - Engagement with research personnel (e.g. research faculty, graduate students, postdoctoral fellows) and other networking opportunities;
 - Other demonstrated benefits of the training experience.

Terms of Award

- Award holders must submit an end-of-term progress report to CSA Group to scholarship@csagroup.org;
- Students must submit a final research report to CSA Group by November 1st to scholarship@csagroup.org;
- CSA Group funding must be acknowledged in any published works;
- Student may be invited to attend the CSA Group Annual Conference in June to present their work. Travel and accommodation expenses will be covered, as applicable;
- **Note:** CSA Group will provide access to standards, as needed, for the project.

Application Instructions – Application Form

A – Personal Information

Enter legal first and last name and current address, phone number and email.

B – Immigration Status

Identify your immigration status and country of citizenship. Note that successful applicants will need to provide evidence of their Canadian Citizenship, permanent resident status, student visa or study permit, as applicable.

C – Education Profile

Enter your current and past education information starting with the program you are currently enrolled in, followed by your most recent studies. Transcripts for degrees completed and in progress are required as part of your application.

D – Awards and Recognitions

Enter all awards, prizes, scholarships, etc. received including the year awarded, name of the award, the funder and the amount, if applicable.

E – Research Contributions

List any recent research publications starting with the most recent. Contributions may include peer-reviewed publications, non-peer-reviewed publications, contributions relating to industrially-relevant R&D activities, patents and copyrights, creative outputs and other relevant activities. It is recognized that students may not have research contributions at this point in their academic career.

F – Affiliations, Memberships and Other Activities

List relevant activities, memberships, etc. that you think will be relevant for your application. The items listed here should demonstrate leadership, involvement or initiative either inside or outside of work and school.

G – Title and Summary of Proposal

Provide a brief but descriptive title and a brief summary of your proposed research in plain language. The summary must be no longer than 300 words and should be written for a lay audience. Should your application be successful, this summary may be posted on our website and in other materials.

H – Statement of Research

The Statement of Research should provide enough detail to assess the quality of the proposed work to be completed. It is understood that some aspects of the proposal may change over time. Should the application be successful, it is expected that CSA Group will be updated on any changes. All standards-related research modifications will require approval from CSA Group to maintain eligibility for the scholarship.

The Statement of Research can be no longer than one page, excluding references. Any additional content will be removed and may jeopardize the success of the applicant.

The Statement of Research should address the following components:

- Introduction of issue to be explored with justification of the proposed research question;
- Statement of the purpose/objectives of the research;
- Overview of the proposed methodology and hypothesis(es);
- A detailed explanation of the standards-related component of the research.
- For examples of standards-related research topics at CSA Group, applicants are encouraged to explore the CSA Group Standards Research webpage.
- The proposed research does not need to be related to a CSA Group Standard, however, the research must include a significant component that investigates a research question and develops new knowledge related to standards. The question can focus on new/emerging areas or it may focus on an area where standards already exist.

Any thoughts or ideas from external sources should be cited appropriately using a reference format common for your field of study (e.g. APA, IEEE).

It is expected that this research proposal will involve significant contributions from the research supervisor.

I - Referee Information

Enter the name and contact information for the two Referee(s) selected in the cells provided. A minimum of one referee must be provided.

J – Attachments Checklist

Check each component and email all documents to scholarship@csagroup.org, with the exception of the Referee Forms. Referee Forms should be emailed to scholarship@csagroup.org directly from the individual Referee(s).

K – Signature and Declaration

Read the declaration statement carefully. Ensure the Scholarship Application Form is completed in its entirety and that the declaration is signed. Electronic signatures are acceptable. Applications without a signature will not be considered. This information is subject to verification. If at any time the information provided is found to be inaccurate, the applicant will be deemed ineligible.

Application Instructions – Additional Documents

Proof of Canadian Citizenship, Permanent Resident, Protected Person, Student Visa or Study Permit

You must provide proof of eligibility to pursue the proposed studies at the institution identified including proof of Canadian Citizenship, permanent residency, protected person, student visa or study permit.

Transcripts

Copies of transcripts for all postsecondary studies (completed and in progress) must be submitted with the application. Transcripts must include a complete record of the most recent term (i.e. fall term before the application deadline) for in-progress studies.

Supervisor Letter of Support

This scholarship requires supervision by an academic advisor for a standards-related research project. As such, it is imperative that the proposed Supervisor be supportive of this research and set expectations of rigor and quality commensurate with the field and level of study.

The Supervisor Letter of Support must include the name, title, department, faculty, phone number and email address of the Supervisor. Co-Supervisors can submit one common letter of support. The Supervisor(s) must sign and date the letter.

The Letter of Support must include a statement regarding the supervisor's agreement with the student's application. Please include a description of the student's role in the project and the expected impacts on their training and development. The Supervisor must agree to provide adequate supervision and support of the student in the research, as well as the development and submission of related progress and research reports. Please note expected academic publications and presentations that will result from the research.

Successful applicants will receive \$5,000 from CSA Group for a 16-week duration (May-August). Supervisors are encouraged to supplement funds in accordance with other similar awards in the relevant field of study (e.g. 25% for NSERC USRA), although this will not be a determining factor in the review process. An indication of whether a supplement will be provided, including the amount for our records would be appreciated.

Referee Forms

A minimum of one referee must be chosen to provide information regarding the academic qualifications and character of the applicant. The Referee must complete the Referee Form and submit it directly to scholarship@csagroup.org. Note that the supervisor may **not** act as a referee.

A - Personal Information

Enter Referee information including first and last name, title, occupation, organization, phone number and email address.

B - Relationship to the Applicant

Answer questions relating to how you know the applicant and for how long. Referees should be individuals who can appropriately assess the applicant's qualifications according to the selection criteria.

C - Applicant Qualifications

Within the space provided, rate the applicant on each of the two criteria listed (Academic Excellence; Research Potential) and provide evidence to justify these ratings. Ratings are chosen on a scale of 1 to 10 and should be made in comparison to peers at the same level of study. Provide comments to justify your ratings.

Disclaimer

CSA Group reserves the right to determine which applicants will receive the scholarship award(s) based on the selection criteria, the number of scholarship awards that may be given, and the right to not award any scholarships.