**Faculty of Social Science**

**Western Undergraduate Summer Research Internships (2023)**

**Application Form**

**Overview**

The Western Undergraduate Summer Research Internships (USRIs) provide undergraduate students with engaged research experiences under the mentorship of a faculty member. They are intended to stimulate undergraduate students’ interest in research through direct exposure and hands-on experiences conducting research.

The USRI program is open to all eligible undergraduate students. To address Western’s commitment to equity, diversity, inclusion, and decolonization, we especially encourage applicants who self-identify as a woman, Indigenous person, member of a racialized community, person with a disability, or who identify as 2SLGBTQ+. Individuals who would like to self-identify in one of these designated groups can choose to do so in their application, and we will take this information into account when adjudicating applications and when we review the success of this program.

We recognize that many students are not already involved in research with faculty members, and this can often be a barrier to accessing the USRI program. To increase opportunities to all students, we are providing two options in this application. *Matched*: students may match themselves to supervisors and apply jointly for the USRI. *Unmatched*: students may apply independently and will be matched by their home department to a supervisor and project. Rankings will not be influenced by which option a student has chosen.

**Value and Duration**

USRIs are valued at a minimum of $8,680 for a 16-week term May through August 2023. Western will contribute $6,944 toward each Summer Internship, with a required minimum match of $1,736 from the supervisor, department, Institute, and/or Faculty. The Dean’s office will cover this cost for one Matched USRI per supervisor, on request, however supervisors should be prepared to cover additional USRIs if they request more than one. The Dean’s office will provide the required $1,736 for all successful individuals who applied as Unmatched. In all cases, researchers can also contribute additional funds if they wish to increase the value of the USRI.

**Supervisor Eligibility**

* The lead supervisor must hold their primary research-eligible appointment in Social Science. Co-supervisors, if requested, do not need to hold a research-eligible appointment in Social Science.
* Participation in program evaluation at the end of the summer (details to follow) is a condition of funding.
* Participation in at least one EDID workshop presented by Western’s Knowledge Exchange, Impact and EDI-D in Research staff is strongly recommended.
* Participation in the end-of-summer virtual exhibition event is encouraged and welcomed.

**Student Eligibility**

* Students must have been enrolled at Western in an undergraduate program in Winter 2023, and preference will be given to students who plan to attend Western in Fall 2023 (see full adjudication criteria below).
* Students must be available to participate in research activity as described in the proposal for 16 weeks between May 1 and August 31, 2023; specific dates and levels of research engagement will be determined collaboratively with the faculty supervisor through the individual learning plan.
* The hours per week devoted to this work is based on scholarly outcomes. Vacation and sick days are not built into the internship and should be discussed with the respective supervisors.
* Participation in program evaluation is a condition of funding.
* Participation in program objectives is also a condition of the funding.

**Research Project**

* Research activity plans must adhere to current Western University guidance on research activities (https://www.uwo.ca/research/covid19\_updates.html)
* All research proposals involving ethics (human participants) and/or animal subjects must be approved by the appropriate Western certification committee. It is the faculty supervisor’s responsibility to ensure any disclosure of research output is within the bounds of their approved ethics.

**Adjudication**

Departments will screen applications for eligibility, and rank them on the basis of

* Student’s academic record as reflected in the provided unofficial transcript
* Clarity and feasibility of the proposed research (Matched applicants) or the ability to match the student to an appropriate supervisor (Unmatched applicants)
* Enrolment status as of fall 2023, with preference to
	+ 3rd year students continuing at Western
	+ 4th year students returning as special student or graduate studies
	+ 1st and 2nd year students
	+ 4th year students not returning to Western should receive reduced consideration

Additional consideration will be given to students self-identifying as belonging to designated groups as described in the Overview section above.

**Additional Information**

Please see the *USRI Program Overview* document for full information about USRI program including frequently asked questions, supervisor and student expectations, and information about the additional required and optional training opportunities for supervisors and interns.

**Due Dates**

* March 31:
	+ Last day for students to submit applications to department.
* April 14:
	+ Department rankings submitted to the Associate Dean's Office.
* April 21 (tentative):
	+ Dean’s office will communicate notice of decisions/waitlist to departments. Departments should communicate results to successful candidates as soon as possible after this date.
* May 1 (tentative):
	+ Earliest date for internships to commence.

**Student information** To be filled out by the student

|  |  |
| --- | --- |
| Name |  |
| Email |  |
| Student number |  |
| Department/Faculty and Program of study |  |
| Year of study as of Winter 2023 |  |
| If you are a member of one or more underrepresented or equity-deserving groups, please feel free to list this information here, or leave blank. |  |
| Mailing Address |  |

*Students should also include an unofficial transcript with their application*

**Please choose only one of the following:**

[ ]  Matched Option: Supervisor and student are jointly applying for an internship, and have agreed on a project.

[ ]  Unmatched Option: Student is applying to the internship program and would like to be matched to a supervisor and project in their area of interest

**Matched Option**

Fill out this section with the proposed supervisor *only* if you are jointly proposing an internship position

**Supervisor**

|  |  |
| --- | --- |
| Name |  |
| Email |  |
| Department |  |

**Co-Supervisor (if applicable)**

|  |  |
| --- | --- |
| Name |  |
| Email |  |
| Department |  |

**Source of Funding for the matching funds**

(Required if supervisor is requesting more than one Matched internship for 2023)

|  |  |
| --- | --- |
| Source of funding & Speed Code |  |
| Total Amount (Minimum $1,736) |  |

**Proposal (250 words**)

Description of research activity plan with timeline & student duties

|  |
| --- |
|  |

**Unmatched Option**

Fill out this section only if you would like us to match you to a supervisor and project.

|  |  |
| --- | --- |
| Please list the general topic(s) of interest you would like to pursue in a USRI project (1-2 sentences is sufficient) |  |
| Please list up to 5 faculty supervisors you might wish to work with in your internship |  |

**Final Checklist**

[ ]  Student details

[ ]  Unofficial transcript attached (electronic copy is acceptable)

Matched *only:*

[ ]  Supervisor details; including co-supervisor if applicable

[ ]  Project description (max 250 words)

[ ]  Grant speed code if supervisor is providing additional funding to student,
or requesting more than one USRI

*Unmatched only:*

[ ]  Brief description of research topics of interest

[ ]  List of potential supervisors