

TERMS OF REFERENCE

Mandate

The NSERC Awards Selection Committee administers undergraduate student awards granted to VIU from the Natural Sciences and Engineering Research Council (NSERC) by ensuring that a process is in place to reward outstanding students with research experience through NSERC student award programs.

The purpose of the Committee is to:

- Review internal applications received for the NSERC Undergraduate Student Research Award (USRA) competition and select those applications which are to be nominated and forwarded to NSERC.

Membership & Appointment

Membership

Voting

The Committee will consist of at least five voting members but no more than nine, and represent the eligible departments that may contribute to the applicant pool. Input from additional departments can be sought by the committee depending on the applications received.

Non-voting

Student Research Engagement Coordinator; Scholarship, Research, and Creative Activity (SRCA) Office.

Length of Voting Membership

Membership will generally be for four years, renewable. Membership will be selected by department chairs. When recruiting new members, there should be an attempt to maintain a gender balance.

Chairperson

The Chair of the Committee shall be the Student Research Engagement Coordinator, SRCA.

Vice-Chairperson

The Vice-Chair of the Committee shall be a faculty member elected by the voting membership. The Vice-Chair will serve for a term of up to two years and may only serve two consecutive 2-year terms.

See SRCA [Committee web page](#) for current membership.

Quorum

Quorum is 60% of the voting membership.

Meetings

Frequency

The committee will meet one to two times per year, or as needed.

The approximate meeting schedule is:

- First Planning Meeting, if required for new members: January
- USRA Selection Meeting: February (subject to change if NSERC changes their application deadline)

Committee Support

Provided by SRCA

Conflict of Interest

It is the responsibility of each voting member, in consultation with the Chair, to identify possible conflicts of interest. Committee members can refer to [VIU's Conflict of Interest in Research Guidelines](#) for committees overseeing research funding and award decisions for further guidance.

For the purpose of this committee the following statement, 'absent himself or herself from the proceedings during discussion or voting on that particular matter', will allow the member to remain in the room, but they will not engage in the conversation. If this arrangement becomes challenging, the chair, either by declaration or by majority committee vote, can request the member to leave the room.

Governance

Award Selection Criteria: NSERC

Executive Responsibility: Associate Vice-President, SRCA