



RDC

RESEARCH & DEVELOPMENT CORPORATION
NEWFOUNDLAND AND LABRADOR

RDC Ocean Industries Student Research Awards Frequently Asked Questions

www.researchnl.com

What is RDC?

The Research & Development Corporation (RDC) is a Provincial Crown corporation that was established to support R&D growth in Newfoundland and Labrador. RDC works with R&D stakeholders including industry, academia and government agencies and departments. For more information about RDC, go to www.researchnl.com.

When is the deadline to submit my application?

The deadline for applications is 4:30 PM NST on January 27, 2012.

How do I apply for a full RDC award?

You must apply in English by 4:30 PM NST on January 27, 2012, and a complete application package consists of the following components:

1. An email submission from the applicant to application@researchnl.com, which should include the following two (2) documents attached separately:
 - ✓ A PDF, scanned copy of a signed, completed RDC application form (which includes a defined research plan that is relevant to Newfoundland and Labrador's ocean industries); and
 - ✓ A detailed resume or curriculum vitae (CV) outlining your career interests, relevant academic and work experience, extracurricular activities, publications and any other relevant research activities.
2. An email submission from the applicant's referee to application@researchnl.com, which should include:
 - ✓ A PDF, scanned copy of one (1) signed letter of reference from an academic or industry researcher.
3. An in-person or courier submission to 187 Kenmount Road, St. John's, NL, A1B 3P9, or a mail-in submission to P.O. Box 13067, Station A St. John's, NL, A1B 3V8, of the following:
 - ✓ An official transcript of your academic achievement over the previous 20 courses completed (minimum). If an official transcript is not available, a copy of the official transcript will be accepted only if notarized by a notary public.

Note that incomplete or late submissions will not be considered. Students are responsible to ensure that all four (4) of the above documents, including those being provided by external sources, are received at RDC by the application deadline.

Note that the original signed, completed RDC application form must be received in-person or by courier to 187 Kenmount Road, St. John's, NL, A1B 3P9 or by mail to P.O. Box 13067, Station A St. John's, NL, A1B 3V8 by 4:30 PM NST on February 10, 2012. Late submissions will not be accepted, and will deem the entire application incomplete.

RDC considers the receipt date of the application and all its components to determine lateness, and not the postmarked date of the submission.

Where can I get an application?

Applications are available online at the Research & Development Corporation's website at www.researchnl.com.

Can I apply online?

Yes, completed applications should be submitted to application@researchnl.com. Only email submissions will be accepted. The only exception is the official transcript, which should be submitted in-person, or via courier or regular mail.

Since the application submission process is online, how will you get my signature on the application form?

You should scan your signed application form into a PDF format and submit it via email to RDC by the application deadline. Unsigned application forms will not be accepted.

The original signed, completed RDC application form must be provided to RDC by regular mail by 4:30 PM NST on February 10, 2012.

How do I submit an official transcript?

Official transcripts should be obtained from the originating institution and sent by mail, or sent by the institution directly, using one of the following options:

By regular mail to:

Research & Development Corporation
P.O. Box 13067, Station A
St. John's, NL
Canada
A1B 3V8

By courier or in-person to:

Research & Development Corporation
187 Kenmount Road
St. John's, NL
Canada
A1B 3P9

If an official transcript is not available, a copy of the official transcript will be accepted only if notarized by a notary public.

Note: A key that describes the grading system is also required, along with an accurate translation if the transcript is non-English.

What is the deadline for RDC to receive my official transcript?

All application materials, including the official transcript, must be received at RDC by January 27, 2012.

My transcript contains more than the requested last 20 courses completed. What should I do?

If your transcript contains more information than required, that is fine. However, the transcript must be an official version provided by the institution, or a copy of the official transcript if notarized by a notary public.

I took a break in my studies, and have only just returned to academia. As such, some of the last 20 courses I completed were over 3 years ago at a different institution. Do I need to include that transcript as well?

You have to include transcripts for the previous 20 courses completed, which may come from several transcripts over a period of several years.

I have a print-out from my university's website containing all my marks. Can I submit that to fulfill your transcript requirement?

No. An official transcript must be submitted directly by the institution, or obtained from the institution and submitted by the applicant. If an official transcript is not available, a copy of the official transcript will be accepted only if notarized by a notary public. Non-official transcripts will not be accepted.

Note: A key that describes the grading system is also required, along with an accurate translation if the transcript is non-English.

Someone at my university signed a copy of my transcript, will that be accepted?

No. If an official transcript is not available, a copy of the official transcript will be accepted only if notarized by a notary public. Non-official transcripts will not be accepted.

My transcript is not in English, will that be accepted?

Only if submitted with an official or notarized translation into English. However, the original transcript or a notarized copy of the original transcript must also be included in the event of a translation. Note that the grading scale cannot be changed in the translated version.

How do I submit a letter of reference?

The letter of reference should be submitted directly by your referee (the person who provided the reference). Your signed letter of reference should be scanned as a PDF and submitted to RDC by the referee via email to application@researchnl.com by January 27, 2012. The letter should clearly state who the reference is for and should be on official letterhead from the referee's research institution. Unsigned reference letters will not be accepted.

Can I just include the letter of reference with the rest of my application package?

No. The letter of reference must be submitted directly to RDC by the referee via email to application@researchnrl.com by January 27, 2012.

What kind of information should be included in my resume or curriculum vitae (CV)?

Your resume or CV should outline your work experience, academic and research experience, awards received, publication history, committee involvement, conference attendance, volunteer and extracurricular activities, and any other information you feel is relevant to your application. The type of information required is normally found in a researcher's CV.

Who is eligible to apply?

Full-time students from Newfoundland and Labrador, other Canadian provinces and countries, with an interest in studies and research in fields related to ocean industries, and a desire to study in Newfoundland and Labrador. Specifically:

- Undergraduate students who are enrolled in a Newfoundland and Labrador college, institute or university (including diploma and bachelor degree programs) and will be entering the last year of their undergraduate program in September 2012.
- Graduate students (master's and doctoral) attending or planning to attend Memorial University of Newfoundland

Research programs in applied sciences, engineering and technology programs related to ocean industries are eligible for this competition.

Do I have to attend an institution in Newfoundland and Labrador to avail of the RDC awards?

Yes. There are no exceptions to the requirement of full-time student status at an institution in Newfoundland and Labrador to receive this award.

What does "related to Newfoundland Labrador's ocean industries" mean? What are some examples?

RDC requires that the supervised research focus on areas that are relevant to Newfoundland and Labrador's ocean industries such as offshore petroleum engineering and geoscience, ocean engineering, fisheries, aquaculture, marine science, and other areas that support innovation and the commercialization of ocean technologies. The proposed research may address areas such as company-specific R&D requirements, technical solutions to industry needs, or development opportunities in the province of Newfoundland and Labrador. A list of projects funded under previous calls is available on RDC's webpage: http://www.researchnrl.com/research_awards/index.htm.

What is the minimum academic average required to be considered for this award?

A minimum 75% average is required in the last 20 courses completed.

Do I need to be a registered full-time student?

Yes. Prior to first disbursement, you must be considered a full-time student (in a study or work term) by the academic institution you are attending in Newfoundland and Labrador.

Am I eligible if I plan to undertake my research while on a work term?

Yes, students may undertake their supervised research project while on a work-term.

Do I need to be enrolled in September 2012 to be eligible for this award?

Yes, students must be enrolled full-time in the program for which they received the award in the Fall of 2012 and Winter of 2013 to be eligible for this award. Note that if your program end date is prior to December 2012, then you are ineligible for this award.

What period is this award for?

This award will be for the period beginning September 2012. Note that if your program end date is prior to December 2012, then you are ineligible for this award.

How many awards are available?

There will be an estimated 20 awards available but the total number of awards will vary depending on the number at the undergraduate and graduate levels and whether they are postgraduate supplements to a NSERC CGS or PGS.

What awards are available for full-time undergraduate students?

Awards are available for full-time undergraduate students enrolled in either diploma or degree programs as follows:

- Undergraduate students enrolled full-time in a three year diploma program and interested in pursuing supervised research in a field related to ocean industries will receive \$5,000 in their last year of study.
- Undergraduate students enrolled full-time in a degree program and interested in pursuing supervised research in a field related to ocean industries will receive \$7,500 in their last year of studies.

What awards are available for master's and Ph.D. students?

Recipients of this award will receive up to \$20,000 per year for up to two years provided they are full-time students pursuing studies and supervised research at the master's level in a field related to ocean industries.

Recipients of this award will receive up to \$30,000 per year for up to three years provided they are full-time students pursuing studies and supervised research at the Ph.D. level in a field related to ocean industries.

The award value may be less if you receive other awards. The award will be subject to a maximum in total annual awards of \$35,000 at the master's level and \$50,000 at the doctoral level.

This award must not displace the academic unit's minimum funding requirement for graduate research.

If you are an NSERC CGS or PGS recipient, you may be eligible for the RDC Ocean Industries Student Research Award Supplement.

How many awards can I receive while I complete my degree?

Students are restricted to a maximum of one award per diploma or degree.

Do I have to notify RDC of other financial awards I receive?

Yes. If another financial award is received at any time during the evaluation process, and up to final disbursement of funds, the award recipient must notify RDC of that award within 30 days of receipt of notification.

I received an award during my master's program, and am now starting my Ph.D. Can I apply for another award?

Yes, students may receive one award per diploma or degree. However, your new application will be assessed based on its merit using the same criteria as all other applications.

I submitted multiple copies of my application via email. Which one will be evaluated?

In the event that multiple submissions are received, the final package received before the application deadline will be assessed and all previous versions will be disregarded.

How are students selected for an award?

All applications are reviewed and scored against the assessment criteria by RDC. The assessment results are reviewed with a research awards advisory committee, comprised of representatives from academia, industry and government stakeholders in ocean industries. The committee provides advice on the number of awards at each level, as well as the scope and industry applicability of the research.

Award recipients are determined on the basis of academic achievement, technical merits of the research plan, and relevance to Newfoundland and Labrador's ocean industries.

Selection Criteria	Criteria Weighting
Academic achievement	40%
Technical merits of the research plan	30%
Relevance to Newfoundland and Labrador's ocean industries	30%

For information about previous award recipients and their projects, please visit RDC's website at www.researchnl.com.

How do I apply for an RDC award as a supplement if I don't yet know the outcome of my NSERC CGS or PGS application?

An application package according to the rules of the RDC supplement award must be submitted January 27, 2012, followed by a copy of your NSERC notification, including award amount and timeframe, within 30 days of receipt of notification. Note: You may still be eligible for a full RDC Ocean Industries Student Research Award in the event that your NSERC application is unsuccessful.

I am applying for a RDC Supplement to my NSERC award, but I wish to be considered for a full RDC award in the event that my NSERC award is unsuccessful. Do I need to submit two applications?

No, you must simply indicate on your NSERC Supplement Application that you are interested in receiving the full RDC award in the event of an unsuccessful submission to NSERC.

If I win a CGS or PGS from NSERC, do I need to apply for the RDC award?

Yes, to be considered for the RDC award as a supplement to your CGS or PGS you must submit a complete application package, prepared in English, by 4:30 PM NST on January 27, 2012. A complete application package consists of the following components:

1. An email submission from the applicant to **application@researchnl.com**, which should include the following three (3) documents attached separately:

- ✓ A PDF, scanned copy of a signed, completed RDC supplement application form;
- ✓ A copy of your completed NSERC scholarship application (Form 201 and any related attachments, including a research plan that is relevant to Newfoundland and Labrador's ocean industries); and
- ✓ A detailed resume or curriculum vitae (CV) outlining your career interests, relevant academic and work experience, extracurricular activities, publications and any other relevant research activities.

2. An email submission from the applicant's referee to **application@researchnl.com**, which should include:

- A PDF, scanned copy of one (1) signed letter of reference from an academic or industry researcher.

3. An in-person or courier submission to 187 Kenmount Road, St. John's, NL, A1B 3P9, or a mail-in submission to P.O. Box 13067, Station A St. John's, NL, A1B 3V8, of the following:

- An official transcript of your academic achievement over the previous 20 courses completed (minimum). If an official transcript is not available, a copy of the official transcript will be accepted only if notarized by a notary public.

Note: A key that describes the grading system is also required, along with an accurate translation if the transcript is non-English.

Note that incomplete or late submissions will not be considered. Students are responsible to ensure that all five (5) of the above documents, including those being provided by external sources, are received at RDC by the application deadline.

Note that the original signed, completed RDC application form must be received in-person or by courier to 187 Kenmount Road, St. John's, NL, A1B 3P9 or by mail to P.O. Box 13067, Station A St. John's, NL, A1B 3V8 by 4:30 PM NST on February 10, 2012. Late submissions will not be accepted, and will deem the entire application incomplete.

A copy of any notification of awards, including award amount and timeframe, from NSERC and other sources must be submitted within 30 days of receipt of notification.

RDC considers the receipt date of the application and all its components to determine lateness, and not the postmarked date of the submission.

What awards are available as a supplement to an NSERC CGS or PGS?

The supplement values are as follows:

- CGS Master's - up to \$17,500 per year for 1 year
- PGS Master's - up to \$17,700 per year for 1 year
- CGS Doctoral - up to \$15,000 per year for up to 3 years
- PGS Doctoral - up to \$29,000 per year for up to 3 years

When do I have to submit notification of my NSERC CGS or PGS award?

A copy of any notification of awards, including award amount and timeframe, from NSERC and other sources must be submitted to RDC within 30 days of receipt of notification.

I have previously held an NSERC award, but it is now finished. Which RDC award should I apply to receive?

If your NSERC award is finished, then you should apply for a full RDC award as a new applicant.

If my PGS or CGS award will end within the RDC award period, how do I specify my award level in my application?

You must specify the supplement amount for the time that you are receiving a PGS or CGS award. You may specify the maximum RDC award amount for your level for any remaining period of the RDC award following when the PGS or CGS award ends.

Can a post-doctoral fellow apply for an award?

No. The RDC awards are only for students pursuing undergraduate, master's, or doctoral studies at College of the North Atlantic or Memorial University within the province of Newfoundland and Labrador.

Is there research funding available to my research supervisor?

Yes, academic and/or industry research supervisors will receive up to \$1,500 per award for undergraduates and \$3,000/yr for graduate students. This funding will be in support of the research supervisor's costs (i.e., materials, travel and other costs) associated with the student's proposed research activities.

When will award winners be notified?

Notifications will be sent within 12 weeks of the application deadline.

If you move after submitting your application, please inform RDC by sending an email to application@researchnl.com.

RDC reserves the right to publish the names and other information about award recipients.

What are the award's disbursement conditions?

Prior to initial disbursement of funds, the recipient must:

- Be a registered full-time student in an academic institution in Newfoundland and Labrador;
- Be accepted into a program of study related to ocean industries;
- Submit proposed changes to their research plan to RDC;
- Submit the signed acceptance of the award and its terms and conditions to RDC;
- Submit the signed acceptance from their research supervisor to RDC; and
- Submit a description of the project's activities and milestones, referred to as the Statement of Work.

If I receive an award, what obligations will be expected of me during the award period?

- If another financial award is received at any time prior to final disbursement of funds, the award recipient must notify RDC of that award within 30 days of notification.
- Changes to the program, supervisor or research project also require notification, with such changes being evaluated on an individual basis.
- Twice a year, the student must submit a 1-page progress report to RDC on their research activities.
- Confirmation of academic standing (a minimum 75% average throughout the award period) and a summary report of the research findings, approved by the research supervisor, are required prior to final disbursement (equal to a maximum of 20% of the student research award).
- All award recipients may be required to complete an annual survey providing results measurement information for evaluation of these awards.



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