CALL FOR PROPOSALS

McMaster Institute for Research on Aging

Undergraduate Summer Research Fellowship (USRF)

The McMaster Institute for Research on Aging (MIRA) will fund up to **six** summer Fellowships at a value of **$2,000** each for undergraduate students working with MIRA researchers between May and August 2025.

MIRA supports research that develops and leverages interdisciplinary connections across the University and has the potential to benefit end users, including older adults, their caregivers, and other stakeholders. Researchers and students from across all six Faculties at McMaster are encouraged to incorporate principles of design thinking into their proposal for a summer research project that advances and explores a topic in aging. Students submitting proposals to work on existing MIRA- or LCMA-funded projects must include details on how their proposed work will complement or enhance the funded project. The application should be jointly completed and submitted by the student and supervisor.

**USRF funding is paid out to the supervisor at the end of the summer**. It is the supervisor’s responsibility to pay the student’s wages during the Fellowship. Accumulated wages for the summer position must be equal to, or greater than the value of the USRF funding.

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| Submission and selection process |
| Deadline: **March 28, 2025, 4 p.m. ET**  The application package must be uploaded as a **single PDF file** in the order listed on pg. 3 under Required documents.  Applications will be reviewed based on the quality of the research proposal, its alignment with MIRA’s mission, goals and approach, and the student’s academic record. **Successful recipients are expected to be announced in late April 2025.**  [Submit applications through the online application portal](https://www.surveymonkey.com/r/86BQ3Y5) |

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| Eligibility |
| * The student must be supervised by a member of MIRA\* * The student must be a full- or part-time undergraduate student registered for courses in the fall semester of 2025 * External candidates who have a MIRA supervisor may be given consideration, however, McMaster candidates will be given priority * MIRA supervisors are encouraged to provide additional cash or in-kind support for the student and describe this support in the application.   *\*Potential supervisors can request MIRA membership by emailing* [*mirainfo@mcmaster.ca*](mailto:mirainfo@mcmaster.ca) |
| Expectations and deliverables |
| All scholarship recipients are expected to actively participate in MIRA activities and trainee events, including delivering a poster at the annual MIRA & Labarge Knowledge Exchange. Recipients will be required to submit a final report to MIRA. |
| Other requirements and notes |
| * Students may undertake a full- or part-time summer research project between May and August 2025, providing the total amount paid to the student is equal to or exceeds the value of this award. * Students and supervisors are encouraged to seek and demonstrate additional support for the fellowship, including but not limited to: additional student awards, cash support from supervisory grants or other funding, departmental or faculty-level support, in-kind contributions such as lab materials, software licenses, etc. * MIRA funding is intended to support the student’s wages; research costs must be supported by the supervisor and should be described in the application. * At the end of the fellowship, recipients will be asked to submit a short summary of the progress made on the proposed project, as well as an indication of the future work necessary to complete the work. * During the fellowship, recipients are expected to join the [MIRA Trainee Network](https://mira.mcmaster.ca/team/researchers/trainee-network), and participate in the Network’s activities. * Fellowship recipients are expected to present a poster at the MIRA and Labarge Knowledge Exchange in the 2025/26 academic year. |
| Proposal requirements |
| The research proposal should be two pages maximum, not including the references page(s), in 11 pt. Calibri or Arial font, with 2.5 cm margins, written in lay terms with references, that includes the following headings: |
| 1. Background, relevance to aging, and alignment with MIRA’s goals 2. Purpose 3. Methods – **please use lay language where possible.** Applicants are encouraged to describe how their project can use MIRA’s [Voice Canada](https://ca.voice-global.org/) – a digital platform connecting researchers to older adults – to connect with the community and facilitate knowledge exchange. 4. Anticipated outcomes 5. Student’s specific contributions 6. Novel contributions 7. Anticipated benefits – a paragraph clearly stating, “**how this opportunity fits in with your future goals**.” |
| Required documents |
| The following documents must be uploaded **as a single** **PDF file** in the order outlined below: |
| 1. Application cover sheet 2. Supervisor payment confirmation form 3. Research proposal (2-page maximum plus reference page(s)) 4. Student’s CV 5. A copy of the student’s unofficial transcript(s) |

For further information, please contact [mirafund@mcmaster.ca](mailto:mirafund@mcmaster.ca)

APPLICATION COVER SHEET

McMaster Institute for Research on Aging

Undergraduate Summer Research Fellowship (USRF)

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| --- | --- | --- |
| Student name: |  |  |
| Supervisor name: |  |  |
| Project title: |  | | |
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| Lay summary |
| *This section should use plain language and be understandable to those without background in your field. It should make clear why the research is interesting and important, and what you intend to accomplish.* |

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|  |  |  |
| Supervisor signature |  | Date |
|  |  |  |
| Student signature |  | Date |

SUPERVISOR PAYMENT CONFIRMATION FORM

McMaster Institute for Research on Aging

Undergraduate Summer Research Fellowship (USRF)

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| To be completed by Supervisor |

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| Fellows must be paid by the supervisor or their supervisor’s department directly. At the end of the Fellowship, MIRA will reimburse the supervisor/department directly.  The MIRA USRF should be part of broader support for the student and their project, therefore both student and supervisor are encouraged to apply for other sources of funding or identify other support (cash or in-kind) that will support the student and/or the research project.  Please summarize the total estimated support for the student project below:  The student will work on the project for                   hours per week for                    weeks at a rate of $ /hour. The total amount of salary estimated to be paid to the student for the duration of the fellowship is $ | | | |
| Sources of cash contribution to student wages | | | Cash amount |
| MIRA USRF | | | $2,000 |
| (e.g., Supervisor’s grant) | | | (e.g., $2,000) |
| (e.g., Student award) | | | (e.g., $1,000) |
| **TOTAL support**  *(this figure should equal the total amount to be paid to the student as noted in the paragraph above)* | | |  |
| ***Note:*** *MIRA can only reimburse fund “20” accounts directly. If the trainee is being paid from a fund “50”, “55”, “80” or “85” the award will need to be reimbursed into a Miscellaneous Recovery Project. MIRA will assist in the creation of a Miscellaneous Recovery Project should you not already have one.* | | | |
| Other contributions to project, if applicable | | | |
| Source | Activities supported | Cash/in-kind | Value |
| (e.g., Supervisor’s start-up funding) | (e.g., software, lab materials, participant compensation, etc.) | (e.g., Cash) | (e.g., $2,000) |

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| Is this project affiliated with your MIRA or Labarge funded grant? YES  NO |