

**Brock University, Office of Research Services Match of Minds  
PROGRAM SYLLABUS 2023**

**DEADLINE: March 10, 2023 at 12:00 pm noon ET**

***Applications for Match of Minds Awards are being administered through an online portal,  
accessible by faculty and staff***

**PROCESS OVERVIEW (further detail below):**

The steps for completion are as follows:

1. Please complete the application found in the [online portal](#) (requires faculty/staff log in).
2. The first portion of the application is submitted by the faculty/staff supervisor.
3. The faculty/staff's submission of the application will trigger an email to the student to complete their portion of the application via the email address the faculty/staff supervisor provides (only a Brock email address will be accepted).
4. The student then completes their portion, which must be submitted by the deadline:

**Noon (ET) on Friday, March 10, 2023. *Late applications will not be accepted.***

Notes:

- It is recommended that the applicant and the student review the program syllabus in detail in advance of beginning the application so that the student has sufficient time to prepare their portion of the application (we recommend at least two weeks in advance of the deadline).
- Please ensure all required information (details below) is prepared before beginning the application, as your responses will not save automatically in the online form.
- The written components of the application must be inputted into text boxes that have a maximum character limit of 4,000.
- Only one application per faculty member/staff is permitted.

**Purpose**

The Match of Minds program provides research employment opportunities for students across all faculties as well as non-faculty units, which are intended to expand their potential to participate in research. The program also encourages the development of skills and abilities of students for future employment, in turn also improving the quality of Research Assistants available to faculty researchers at the graduate level.

**Value**

The Match of Minds program offers up to \$5,000 for student employment. Students may be hired over the course of the full year. Faculty/staff supervisors are responsible for all elements of the hiring process, which is coordinated by the supervisor and Human Resources.

**Program Dates**

Students may be employed between May 1st and April 30th each year.

### **Current Student Status**

Currently, there is no limit on the number of hours undergraduate students or those transitioning to a graduate program can work. However, by agreement with the provincial government, full-time graduate students are allowed to work a maximum average of 10 hours per week for the duration of a given term. Full-time graduate students who wish to seek additional employment appointments for on-campus work (including TA or RA hours) that result in more than an average of 10 hours per week must first seek and obtain the approval of their supervisor (if applicable), the Graduate Program Director, and the Dean of Graduate Studies. In this event, a completed and fully signed Request [Request for Approval of Extra On-Campus Hours](#) will be required before a Match of Minds award can be confirmed with successful applicants.

#### Eligible activities

- Funding for full-time undergraduates for a research assistant position.
- Funding for full-time graduate students, or incoming graduate students,\* to gain skills that will improve their employability in their chosen field.
- Funding for full-time undergraduate or graduate students to develop a commercial enterprise.
- Funding for full-time undergraduate or graduate students to assist with the development of a Service-Learning or Experiential Learning initiative.

***\*If Faculties are recommending an incoming graduate student for an award, the student must already be accepted at the time of application into a full-time program at Brock. In this case, faculty supervisors should contact [jlittle3@brocku.ca](mailto:jlittle3@brocku.ca) to obtain required application materials, as the system will not allow those without Brock IDs to access the application platform.***

### **Eligibility Criteria: Students**

1. Students must be a full-time undergraduate or graduate student at Brock University, OR, in exceptional cases, be an incoming full-time graduate student to Brock University;
2. Students cannot have received Match of Minds funding in the past. Students may hold only one (1) Match of Minds award.
3. Students are not eligible to hold both the NSERC Undergraduate Student Research Award (USRA) and Match of Minds awards in the same year.

### **Eligibility Criteria: Supervisors**

1. Researchers and professional Librarians in all Brock departments, faculties and units are eligible to apply, including researchers holding limited-term appointments and adjunct professors.
2. Applicants who are adjunct or in limited-term positions must include documentation of current employment status with Brock.
3. Recipients whose affiliation with Brock ends on a date before the end of the grant period may not access any unspent grant funds following that date.
4. Retired faculty are ineligible to apply.
5. Faculty and staff may hold only one (1) Match of Minds award per year

6. Faculty and staff may submit only one (1) Match of Minds application. Potential supervisors are encouraged to direct students to other faculty members who could submit an application.

### **Assessment Criteria**

Match of Minds applications must be initiated by a Brock faculty or staff member via the [online portal](#). Applications should address, and will be assessed on, the following:

#### **1. Research project, job description & responsibilities (text box in the application allows a maximum of 4000 characters.)**

- a) The significance, feasibility, and merit of the research project itself.
- b) Whether the objectives can be met within the proposed timeframe such that the student learning outcomes are likely.
- c) The extent to which the research project will provide the student with meaningful opportunities to engage in theoretical and empirical or discovery-based learning and develop research skills.
- d) Whether the activities and student's responsibilities are clearly outlined and whether the scope of work is appropriate for the student's experience level.
- e) How the project will enhance the student's experience at Brock and future research endeavours.
- f) How the project will operate in the event of pandemic conditions. Guidelines for researchers are provided [here](#).

#### **2. Transferrable skills (text box in the application allows a maximum of 4000 characters)**

- a) What transferrable skills the student will gain through the project, including (but not limited to):
  - i. Critical thinking skills
  - ii. Technical skills
  - iii. Organizational skills
  - iv. Interpersonal skills
  - v. Time management skills
  - vi. Communication and presentation skills
- b) Training and mentorship plans

#### **3. Student "match" to the project (text box on application allows a maximum of 4000 characters)**

- a) How the faculty/staff supervisor knows the student
- b) An assessment of the student's research capabilities
- c) What skills and knowledge the student will bring to the project
- d) Student 'fit' with the project

#### **4. The following should be addressed by the *student* in their letter of interest (text box in the application allows a maximum of 4000 characters):**

- a) Why the student is interested in the project
- b) Prior relevant research experience
- c) What the student hopes to gain from participating in the project
- d) How the project, and the skills developed during the project, relate to, or will enhance future academic or career objectives
- e) Any other relevant information (volunteer experience, scholarships, and awards etc.)

**5. Student's grade:** Inputted by the **student**, confirmed with student's upload of recent Statement of Academic Standing (dated from March 1, 2023 or later). To access your Statement of Academic Standing, open your "Program Status, UG1" from BrockDB. This will show your current academic average. Save it as a PDF (or get a screen shot).

Faculty or staff members who have identified an interested student as a potential Research Assistant are invited to complete the application via the [online portal](#).

### **Award Conditions**

Awards made under this program are provided to a researcher and must follow all Brock policies and procedures for research spending compliance.

**The funds must be used for the salary and benefits of a student Research Assistant** and must be paid through the University payroll system as part of a contract or a timesheet authorization. Hiring rates are those set by Human Resources for student research assistants.

All research conducted under this funding must comply with all Human Ethics, Animal Care, Biosafety, and other applicable protocols. Access to funds is subject to receipt of animal care, human ethics, and/or any other required certifications, as applicable. (Please visit Brock's Research Ethics and Certifications Website for more information.) It is the recipient's responsibility to notify the Office of Research Services once those certificates are received by emailing [jlittle3@brocku.ca](mailto:jlittle3@brocku.ca).

Due to the popularity of this program and in the spirit of maximizing opportunities for students, the program can only support a student once. Thus, applications for students who have already benefitted from Match of Minds funding are ineligible.

### **Detailed Application and Review Process Summary**

1. Eligible faculty and staff identify an eligible student recipient and discuss the application requirements with them.
2. Eligible faculty and staff complete the application in the [online portal](#) found on the Research Enterprise SharePoint. All applications must be submitted through the portal.

The full application must include the following (in the online application form), but the supervisor and student are responsible for different components:

- a. The faculty member or staff supervisor’s descriptions of the research project, job description & responsibilities; transferable skills; and student “match” to the project, as discussed above;
  - b. The faculty or staff supervisor’s current CV (in any format);
  - c. A letter of interest from the student; and
  - d. A copy of the student’s current statement of academic standing.
3. The full application must be submitted by **Friday, March 10, 2023, at 12:00 (noon) ET**. Applications received after the deadline will not be considered.
  4. The Office of Research Services (ORS) will review the applications received for eligibility and completeness and will then forward them to the appropriate Faculty for adjudication.
  5. Applications will be assessed using set criteria and ranked by a committee internal to each Faculty.
  6. Each Faculty will then send the ranked list of students and the evaluation rubric for all applicants to [jlittle3@brocku.ca](mailto:jlittle3@brocku.ca) for validation.
  7. An award notice will be sent by the Office of Research Services to successful faculty or staff members **in April 2023** and funding will be transferred.

**Additional Guidance for the Intake and Adjudication Process**

Faculties and non-Faculty units are assigned a certain number of awards each year based on an equation that takes into consideration historical program subscription and student enrolment.

The Office of Research Services will advise each Faculty and non-Faculty unit of the number of awards they are able to offer each year. The Office of Research Services adjudicates all applications coming from non-Faculty units (e.g., Library, Wellness Centre), and each Faculty adjudicates applications from within their Faculty, including from non-faculty staff (e.g. lab demonstrators). Applicants are, therefore, evaluated against other applicants received by their Faculty or non-Faculty unit.

**Timelines**

This process incorporates the decision timelines of the NSERC Undergraduate Student Research Awards (USRA), because many students apply to both and are encouraged to select the USRA over the MoM.

Timeline	Actions
January 2023	Program Launch: <ul style="list-style-type: none"> <li>• Application in the <a href="#">online portal</a> available on ORS website</li> <li>• Advertisement of program launch, dates and eligibility, and submission instructions</li> </ul>

By noon, March 10, 2023	Online application submitted
April	Adjudication
April 2023	Notice letters sent to students & supervisors: <ul style="list-style-type: none"> <li>• ADR or delegate sends letters within their faculty</li> <li>• ORS sends letter to staff supervisors &amp; their students</li> </ul>
April 2023	Accounts set up for faculty & staff to hire students, which is coordinated by supervisors through Human Resources

**Deadline to submit applications via the [online portal](#): Friday, March 10, 2023 at 12:00 noon ET**

CONTACT: For questions regarding the program, please contact [jlittle3@brocku.ca](mailto:jlittle3@brocku.ca).