



**THOMPSON  
RIVERS  
UNIVERSITY**

Research &  
Graduate  
Studies

October 6, 2022

Dr. Ann Cheeptham  
Faculty of Science

Dear Dr. Cheeptham,

**RE: SUCCESSFUL APPLICATION – UNDERGRADUATE RESEARCH APPRENTICESHIP  
– Malika Sharma – T00542200**

Congratulations on receiving funding through the Undergraduate Research Apprenticeship Fund Program. This award is valued at \$3,000 per student and is available to hire an undergraduate student researcher to assist in your research endeavors and provide the student with a meaningful training opportunity. **Note that funds must be used by March 1, 2023. There will not be a further extension to this award.**

Student research assistants are hired through [Deltek](#). If you are familiar with [Deltek](#), you may proceed with creating the requisition to hire your student at any time.

***The account code to use for your request: 160841-285042-612480-999999***

If you are unfamiliar with Deltek:

- Please email [HRServices@tru.ca](mailto:HRServices@tru.ca) to request set-up and login credentials. If you encounter any issues, contact People & Culture directly by phone at 250-828-5466.
- Review the guide to hiring Student Research Assistants located on the [People & Culture sharepoint](#) site.
- Students are not permitted to begin working until their applications have been fully processed by People & Culture and Payroll. People & Culture recommends allowing approximately three weeks for processing time.
- If your grant activities require ethics approval (human subjects, animals, biohazard material use, etc.), please contact Tricia Lawrie ([tlawrie@tru.ca](mailto:tlawrie@tru.ca)), Ethics, Grants, and Contracts Compliance Coordinator, for advice and support in meeting your ethics requirements.

We look forward to hearing about your progress this academic year.

Sincerely,

Will Garrett-Petts  
Vice-President Research (Interim)

CC: Anita Sharma, Manager Research Services  
Aniljit Uppal, Research Budget Officer  
Megan Prins, Grants Development Officer  
Tricia Lawrie, Ethics, Grants and Contracts Compliance Officer  
Finance  
People & Culture