



UNIVERSITY OF SASKATCHEWAN

College of Medicine

OFFICE OF THE VICE-DEAN RESEARCH  
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# BIOMEDICAL SUMMER RESEARCH PROJECTS **2025 GUIDELINES**



PROJECT APPLICATION

DEADLINE: 4:00 PM FEBRUARY 5, 2025

# 2025 Biomedical Summer Research Projects Timeline

## Call for Submissions

**JAN 7, 2025**

Application Form and Guidelines are posted to OVDR Funding Initiatives Website and announced via OVDR Newsletter. Faculty and biomedical undergraduate students are invited to submit project applications. Faculty project proposals that are looking for a student are posted on Google Drive. Students interested in a particular proposal can contact faculty to submit an application together.

## Application Due Date

**FEB 5, 2025**

Application Forms due to [biomed.projects@usask.ca](mailto:biomed.projects@usask.ca).

## Award Notification

**MAR 12, 2025**

Applicants notified of the outcome of their application. Faculty are responsible for securing the necessary approvals to conduct the project.

## Signed Award Letters Due

**MAR 21, 2025**

Signed award letters are due to [biomed.projects@usask.ca](mailto:biomed.projects@usask.ca).

## Funding Period

**MAY - AUG**

Projects take place beginning in May and ending by August 31.

## Reporting

**Student Reporting Duties:**  
**Jul 16** : Mid-point review due via SurveyMonkey.  
**Sep 10**: Final review, Abstracts and Posters due.

## Undergraduate Research Showcase

**OCT TBA**

Undergraduate Research Showcase (URS)  
Students will virtually present their summer research project. Date TBA

## Primary Purpose

The Biomedical Summer Research Projects aim to assist in the research training of our undergraduate students enrolled in the Biomedical Sciences programs, including: Biomedical Foundations, Biochemistry, Microbiology and Immunology, Cellular, Physiological, and Pharmacological Sciences, Interdisciplinary Biomedical Science, Biomedical Neuroscience and Undeclared (BMSC). The goal of these awards is to give students valuable research experience and encourage them to continue on to a graduate studies program.

## Duration and Award Amount

Biomedical Projects are up to 16 weeks in length and run over the summer months (May-August). All projects will be completed by August 31 of this year. Each award covers the salary of the students for a full 16-week project (rate paid at \$15/hr).

**The Biomedical Projects are a cost-shared award, and supervisors must contribute 40% of the award amount (\$3,989.80 of the total \$9,747).**

Any additional research expenses incurred during the summer are the responsibility of the supervisor. This includes paying the student a higher wage, extending projects longer than 16 weeks and paying out vacation days.

## NSERC USRA Awardees

**In order to recognize and appreciate the success of NSERC USRA awardees, the OVDR will provide the supervisor top-up portion on behalf of the supervisor.**

## Eligibility

These awards are open to undergraduate students enrolled in the Biomedical Sciences programs at the University of Saskatchewan. Students are eligible if they have **completed their second year of undergraduate courses, have a minimum GPA of 75% in their last 60 credit units, and are accepted into their biomedical sciences major prior to the project start date.**

Biomedical Summer Research Project supervisors must be faculty in the College of Medicine for the duration of the award period.

Any questions regarding eligibility can be directed to [biomed.projects@usask.ca](mailto:biomed.projects@usask.ca). Please be sure to contact us at least one week before the deadline so that we have the opportunity to assist you with assessing your eligibility.

## Number of Applications

**Students may submit one application per year.** Additional applications submitted will not move forward to adjudication. However, students **are** eligible to apply to the NSERC USRA and this competition with the same project.

**Supervisors may submit up to two applications per year;** however, each project must be distinct with a clearly defined beginning, middle, and end. While projects may be intertwined, they must be standalone projects that are not dependent on each other because there is no guarantee that both projects submitted will be funded.

## Choosing and Submitting a Project

Students are encouraged to approach faculty if they have an idea for a project or an interest in a particular area.

To submit an application, please fill out the Biomedical Projects Application Form found on the [OVDR Funding Initiatives website](#) and submit an electronic copy to [biomed.projects@usask.ca](mailto:biomed.projects@usask.ca) by the application deadline.

The intention of the application is to assess the student, not the faculty member. The application should be written primarily by the student with the faculty member assisting in an advisory capacity.

## Assessment

### Adjudicators

Each application is assessed by a minimum two qualified adjudicators from the College of Medicine faculty. In cases of high deviation between the adjudicators, the Vice-Dean will make the final decision on the score. While adjudicators are qualified individuals, they cannot be experts in every field. Applicants should ensure they write their proposals in a way that they can be comprehended and appreciated by a general scientific audience.

### Assessment Criteria

Adjudicators will use the Biomedical Scoring Guide to score applications. Final ranking are calculated from the application score (weighted 60%) and the student's academic average from their last 60 credit units (weighted 40%).

## Research Ethics Approvals

**Obtaining research ethics approval is the responsibility of the supervisor** and must be in place prior to project start date.

## Award Conditions

### Notification of Success

Written notification of the outcome of applications will be sent to applicants mid-March.

## Student and Supervisor Responsibilities

Recipients of Biomedical Project awards have certain responsibilities they must complete:

### Students

- Work 37.5 hours/week for length of project proposed during May-August.
- **Report to the OVDR immediately if there are reasons that prevent them from following through on their commitment so that we can discontinue payment.**
- It is expected that students respond promptly to communications from the OVDR office and from their supervisor.
- Complete a mid-point and final report via Survey Monkey.
- Present work at Undergraduate Research Showcase held in October, includes submitting a project poster and abstract along with a presentation of research.

### Supervisors

- Supervisor is responsible for applying for the necessary approvals in time to conduct the research project.
- Mentor and supervise the student.
- Establish expectations regarding communication with the student. Regular weekly check-ins are advised.
- Report to the OVDR immediately if the student's attendance does not meet the requirements.
- Complete a mid-point and final report via Survey Monkey to assess progress, timelines and concerns.
- Ensure that the student submits the final report, project poster and abstract.

The award may be terminated at any point during the funding period if the responsibilities are not completed.

## Supervisor Expectations

Based on feedback from previous Biomedical Summer Research Projects, supervisors are strongly advised to have regular meetings with the student(s) they are supervising. Many students have found that having weekly check-ins were ideal.

It is mandatory that if a proposed project has any impact on a third party, the supervisor is to inform the third party of the project and obtain written permission to carry on with the project. Failure to comply with this could result in the cancellation of an awarded Biomedical Project.

Although every effort will be taken to allow students to complete their summer projects within the lab, if this is not possible, then we look to the supervisor and student to modify the project accordingly to comply with the current safety regulations.

## Reporting Requirements

### Donor Reporting

If an application is funded by endowments, in part or in full, the recipient of such funds will be required to acknowledge the source of the funding and may need to submit additional documentation for the donors. The OVDR will work with recipients if this is required.

## **Reports**

All recipients are required to submit a mid-point and final report to the OVDR via Survey Monkey. These reports must be submitted to be eligible to apply for any future funding from the OVDR.

## **Undergraduate Research Showcase Presentation**

Successful recipients will be required to participate in the Undergraduate Research Showcase in October, after summer research has concluded.

## **Publication Acknowledgement**

All publications resulting from the research funded by the grant should acknowledge University of Saskatchewan, College of Medicine, Biomedical Summer Research Project funding.

## **Letters of Excellence**

Letters of Excellence acknowledge students who demonstrated outstanding performance and commitment to their research projects. Students must be nominated by their supervisors to be considered for this additional honor.

At the end of the summer, supervisors will be sent a call for nominations via SurveyMonkey and have the option to submit a recommendation of the student. Once the nomination is received by the OVDR, it will be reviewed and, if deemed successful, a Letter of Excellence will be written by the Vice-Dean Research and Vice-Dean Education highlighting the strengths of the student.