



UNIVERSITY OF SASKATCHEWAN

College of Medicine

OFFICE OF THE VICE-DEAN RESEARCH
MEDICINE.USASK.CA/RESEARCH.PHP

DEAN'S SUMMER RESEARCH PROJECTS

GUIDELINES



FACULTY APPLICATIONS

DUE: 4:00 PM OCTOBER 30, 2026

SUBMISSIONS TO DEANS.PROJECTS@USASK.CA

CANCER AGENCY DATA REQUESTS SUBMITTED THROUGH
RESEARCH SUPPORT UNIT (RSU)'S [INTAKE FORM](#)

DUE: 4:00 PM OCTOBER 30, 2026

Revisions

The revisions to the Dean's Summer Research Projects program are intended to refine rather than fundamentally redesign the existing program. The primary changes occur on the student experience, matching, preparation, and funding sides of the program.

1. A student registration survey will establish the number of eligible students interested in completing a Dean's Project and identify broad research-area preferences.
2. Students will indicate preferred research areas, and OVDR will use these preferences to match students to approved projects.
3. All students will complete a structured one-week academic/research preparation program before beginning their research experience.
4. Students will receive a total award of \$2,500 for the eight-week academic/research experience.
5. OVDR will provide departments with a final list of matched students and supervisors. Department Heads, Research Directors and Research Facilitators will provide mentorship/support when issues arise.
6. Required ethics approval must be secured by March 15. Projects that do not meet the deadline will be forfeited.
7. All faculty will be invited to submit projects with the goal of having enough feasible projects to match the student demand. However, if there are more interested students than approved projects, the College will use the information gathered through the survey to prioritize placements.
8. Shifting the application and scoring guide away from primarily evaluating scientific merit and toward evaluating how well the project will support the student experience, provide meaningful mentorship, and align with the program's goal of being student-centered and sustainable.

Revisions, September 2026

Contact

For all inquiries, please contact deans.projects@usask.ca.

Ally Wiegers

Project Coordinator

Timeline

The annual timeline outlined below is intended as a general framework and may be adjusted by the OVDR as needed to accommodate program requirements and operational considerations.

September 2026 Student Registration	Students must complete registration survey if they would like to participate in a Dean's Project in summer 2027.
October 1, 2026 Faculty Applications Open	Dean's Projects Faculty Application Form and Guidelines are posted to OVDR Funding Initiatives Website.
October 30, 2026 SCA Data Requests Due	All cancer agency data requests must be submitted through the Research Support Unit (RSU)'s intake form.
October 30, 2026 Faculty Applications Due	Dean's Projects Faculty Application Forms due to deans.projects@usask.ca.
December 15, 2026 SCA Data Request Outcome	Cancer Agency provides SCA Data Request approval letters to faculty.
Late December 2026 Award Notification	Faculty are notified of awarded projects.
January 8, 2027 Ethics Application Deadline	Supervisors are responsible for applying for the necessary ethical approvals to conduct the project.
January 2027 Student Matching	Student project matching complete.
March 15, 2027 Ethics Approval Deadline	- All awarded projects must have ethics approvals in place. - Projects without required approval by March 15 are forfeited.
May - August 2027 Project Period	Eight-week summer program consisting of one structured academic/research preparation week followed by approximately seven weeks of supervised research experience.
July & September 2027 Reporting Duties	- Mid-point review due via SurveyMonkey - Final review, Abstracts and Posters due
October 2027 Undergraduate Research Showcase	Students present their summer research projects through a virtual poster showcase.

DEAN'S SUMMER RESEARCH PROJECTS GUIDELINES

Purpose

The Dean's Summer Research Projects introduces undergraduate medical students to scientific research and is intended to ignite a passion for research, as well as facilitate an understanding of the vital role research plays in today's health care.

Duration and Funding Available

Dean's Projects include an eight-week summer program consisting of one structured academic/research preparation week followed by approximately seven weeks of supervised research experience. The preparation week provides foundational training in research principles, methods, ethics, and expectations, while the research component includes a defined project, faculty mentorship, and a required final poster. Each student receives a \$2,500 Dean's Award, paid on a bi-weekly basis over the full eight-week period (May–August).

Eligibility

This program is available for first and second year undergraduate medical students at the University of Saskatchewan's College of Medicine. Students interested in applying for a Dean's Project must be an active student in good standing in the current academic year.

Supervisors must be faculty members with primary appointment in the College of Medicine for the duration of the award period.

Multiple Applications

Supervisors may submit up to two applications each year. While projects may be related, they must be standalone projects that are not dependent on each other.

Student Choice & Matching

Stage 1 - Student Registration Survey

A student registration survey is distributed in the fall before the project matching process. The purpose of the survey would be to:

- Determine the actual number of students interested in completing a Dean's Project.
- Identify the level of student interest.
- Identify student preferred broad research areas.
- Determine how flexible students are regarding research area.
- Help OVDR determine whether the number of approved projects is sufficient to meet student demand.

The survey would be an expression of interest rather than an application for a specific project. Students who do not complete the registration survey in the fall will not be eligible to participate in a Dean's Summer Research Project the following summer.

Stage 2 - Project Matching

The OVDR will match students to available projects using the information gathered from the registration survey. If there are more interested students than approved projects, the College will use the information gathered through the survey to prioritize placements.

- Students who have not previously participated.
- Students' research-area preferences.
- Student flexibility across multiple research areas.
- Available project capacity and appropriate project fit.

Projects may be matched with more than one student. Supervisors will note on their applications how many students they are able to accommodate on each project.

Adjudication Process

Each project proposal is assessed by a minimum of two qualified adjudicators. Department Heads will be asked to identify adjudicators from their respective Departments. In cases of high standard deviation between the adjudicators, the Vice-Deans of Research will make the final decision on the score.

Evaluation Criteria

Projects receiving less than 50% of available points in the Mentorship and Student Support category are not eligible for funding, regardless of their overall score.

Applications will be evaluated using the Dean's Projects Reviewer Scoring Guide, available on the [OVDR Funding Initiatives](#) webpage. Supervisors should review the Scoring Guide prior to submitting an application, as projects are evaluated on feasibility, student learning experience, mentorship and support, and student-centred design.

Notification of Success

After consideration by all applicable parties, the OVDR will provide a formal letter of notice directly to supervisors. Department Heads and Research Directors will also be provided with a list of approved projects, including the completed student-supervisor matches.

Saskatchewan Centre for Patient-Oriented Research (SCPOR) Funding



Saskatchewan Centre for Patient-Oriented Research (SCPOR) will co-fund Dean's projects that are focused on Patient-Oriented Research (POR).

What is Patient-Oriented Research?

POR is a continuum of research that engages patients as partners, focuses on patient-identified priorities and aims to improve patient outcomes. This research, conducted by multidisciplinary teams including patients, researchers, health system decision makers, and other relevant stakeholders, aims to apply the knowledge generated to improve healthcare systems and practices. To learn more about POR, please see the [Canadian Institutes of Health Research Strategy for Patient-Oriented Research](#).

Patient-Oriented Research Criteria

Projects must meet a minimum of '2' in each category of the [Patient-Oriented Research Level of Engagement Tool \(PORLET\)](#) or, where appropriate for projects involving Indigenous partners, the [Patient-Oriented and Indigenous Research Level of Engagement Tool \(PaIRLET\)](#). Projects must also demonstrate that trainees will engage with Patient Partners during their project.

Benefits of SCPOR Partnership

Students who are matched to a SCPOR funded project will become SCPOR trainees and will have access to extra training and platform supports.

Traineeship Requirements

As part of their traineeship, SCPOR Trainees are required to adhere to SCPOR's [Terms of Reference for Trainees](#).

If you have questions about the eligibility of your project or how to conduct POR, please contact scpor@usask.ca.

Award Conditions

Student Responsibilities

If students do not complete their project or maintain communication with our office or their supervisor about any issues or delays, they have had, they will need to reimburse our office for the funding they have received.

Supervisor Responsibilities

Supervisors are responsible for applying for the necessary approvals to conduct the project: ethical, community or operational approvals, and data requests. **To have ethics approval in place for March 15, supervisors need to submit their application by January 8.** Projects that do not meet the deadline will be forfeited.

Supervisors are expected to have regular meetings with the student(s) they are supervising. Student and supervisors should meet at the start of the project, so all details and expectations are communicated. Report to the OVDR and department Research Director as soon as possible if the student's attendance does not meet the requirements.

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

Reporting Requirements

Funder Reporting

If an application is either partially or fully funded by endowments, 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 to communicate with funders as required.

Final Report

All recipients will submit a final report to the OVDR via Survey Monkey. This report must be submitted before recipients are 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 held in October of each year.

Publication Acknowledgement

All publications resulting from the research funded by the grant should acknowledge University of Saskatchewan, College of Medicine, Dean's Project funding.

Letters of Excellence

Letters of Excellence are provided by the Vice-Dean Research and Vice-Dean Education to 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. This information will be sent out to Supervisors via SurveyMonkey in September at the conclusion of the research projects.