



UNIVERSITY OF SASKATCHEWAN

College of Medicine

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

DEAN'S SUMMER RESEARCH PROJECTS 2024 GUIDELINES



FACULTY PROJECT PROPOSALS
DUE: 4:00 PM NOVEMBER 9, 2023

SUBMISSIONS TO DEANS.PROJECTS@USASK.CA

2024 Dean's Summer Research Projects

Timeline

Call for Submissions

OCT 5 2023

Project Proposal Application Form and Guidelines are posted to OVDR Funding Initiatives Website and announced via OVDR Newsletter.

Project Proposal Due Date

NOV 9

Project Proposal Application Forms due to deans.projects@usask.ca.

Cancer Agency data requests due to datarequests@saskcancer.ca.

SCA Data Request Outcome

DEC 20

Cancer Agency provides SCA Data Request approval letters to faculty.

Award Notification

JAN 5 2024

Applicants are notified on the outcome of their application.

Awardees begin securing appropriate approvals (operational, ethics, community, etc).

Student Call to Apply

JAN 8

Successful proposals in need of a student are posted on the Dean's Projects Google Drive. Students will contact faculty to apply to work on the research project.

Ethics Applications

MAR 1

Supervisors will submit their ethics application by Feb 15 for a preliminary review and Mar 1 for a guaranteed expedited review.

Funding Period

MAY - AUG

Student Reporting Duties:

Jul 17: Mid-point review due via SurveyMonkey.

Sep 11: Final review, Abstracts and Posters due.

Oct TBA: Undergraduate Research Showcase (URS) Presentation.

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Contact

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

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Project Coordinator

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Primary 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 are up to ten weeks in length and run over the summer months (May-August) exclusively. All projects must be completed by August 31. Each award pays the salary of a student for a ten-week project.

Please note: Due to the changes in the clerkship schedule, Year 2 students going into Year 3 will have a reduced number of weeks available to complete a Dean's Project. Awarded amounts are prorated according to the project length proposed. Any additional research expenses incurred during the summer are the responsibility of the supervisor.

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. The Undergraduate Medical Education (UGME) office will confirm that each student recipient is in good academic standing.

Physician Recruitment Agency of Saskatchewan's Rural Externship Program (PREP) and Other USask Summer Programs

Currently the Dean's projects are considered full-time employment (1.0 FTE) and students are not able to hold any other employment or summer programs during this time. Due to clerkship and exam schedules, it is not feasible to accommodate more than one program. Unfortunately, at this time this includes PREP summer experiences – students who choose to hold a Dean's summer project are unable to participate in the PREP program.

Supervisors must be faculty member in the College of Medicine for the duration of the award period.

Any questions regarding eligibility can be directed to deans.projects@usask.ca.

Multiple Applications

Supervisors may submit multiple applications; however, each project must be distinct with a clearly defined beginning, middle, and end. While projects may be related, they must be standalone projects that are not dependent on each other.

Choosing Your Project

All successful project proposals in need of a student will be posted on the Dean's Project Google Drive, found on the OVDR Funding Initiatives page under Dean's Projects. Students will contact the faculty member listed on the project proposals they are interested in working on.

Once a faculty member and student agree to work together, they will notify the Office of the Vice Dean Research (OVDR), and the project will be removed from the available projects listed. The OVDR will send out Student-Supervisor Agreements and Student Employment Contracts once all projects have been matched.

Adjudication Process

Each project proposal is assessed by a minimum of two qualified adjudicators. Adjudicators are selected on a voluntary basis and are College of Medicine faculty. In cases of high standard deviation between the adjudicators, the Vice-Dean of Research will make the final decision on the score. Project proposals must score a minimum of 70% to be funded.

Evaluation Criteria

The adjudicators will use Dean's Project Scoring Guide to score faculty project proposals. The Scoring Guide can be found on the [OVDR Funding Initiatives page](#).

Notification of Success

Faculty are notified of the outcome of their application in January. To avoid project delays, supervisors should begin immediately securing appropriate approvals (operational, ethics, community, etc.). **Supervisors can submit their ethics application by February 15, 2024, for a preliminary review and March 1, 2024, for a guaranteed expedited review.** Submitting approvals are the responsibility of the supervisor and not the student. All approvals must be submitted by March 1.

Written notification of student-supervisor project matches and the Student-Supervisor Agreement must be emailed to our office by March 1.

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 \(PORLET\)](#). 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 and Supervisor Responsibilities

Students

- Work 37.5 hours/week for the number of weeks stated in project proposal timeline.
- *Report to the OVDR immediately if you are not able to work as planned.*
- It is expected that students respond promptly to communications from the OVDR and from their supervisor. The OVDR expects responses within 48 hours or two working days.
- Complete a mid-point report via Survey Monkey to assess progress, timelines, and any concerns.
- Submit a final report via Survey Monkey
 - Present work at the Undergraduate Research Showcase.

Supervisors

- Supervisor is responsible for applying for the necessary approvals to conduct the project: ethical, community or operational approvals, and data requests.
- Mentor and supervise the student
- Establish expectations regarding communication with the student. Regular weekly check-ins are advised.
- Report to the OVDR as soon as possible if the student's attendance does not meet the requirements.
- Complete a mid-point report via Survey Monkey to assess progress, timelines, and concerns.
- Ensure that the student submits the final report.

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. In addition to this, students who do not adhere to the responsibilities outlined above may have a report put in their professionalism file.

Supervisor Expectations

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

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. This year it will be 1 – 4 pm, October 16, 2024.

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.