



UNIVERSITY OF SASKATCHEWAN

College of Medicine

MEDICINE.USASK.CA

**Office of the Vice-Dean Research Guidelines for:**

## **Dean's Projects**

**10-week dedicated summer research projects**

## **MD Summer Research Experience**

**Designed for Making the Links (MTL) and International Federation of Medical Students' Association (IFMSA) Research exchange students**

*Please contact [deans.projects@usask.ca](mailto:deans.projects@usask.ca) if you have any questions or concerns*

**Application Deadline: January 23, 2019, at 4:00 pm**

**One Electronic Copy of the Application should be submitted to [deans.projects@usask.ca](mailto:deans.projects@usask.ca) with "Student last name, Student first name" as the file name**

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## Award Process Timeline

<b>Date</b>	<b>Process</b>
October 10, 2018	Call for Projects sent out to all faculty
November 22, 2018	Deadline for faculty to submit Project Proposals
November 30, 2018	All projects posted on Google Docs for viewing by MD students
December 14, 2018	Supervisor must submit data request form to the Cancer Agency at <a href="mailto:datarequest@saskcancer.ca">datarequest@saskcancer.ca</a> by this date if project requires access to Cancer Agency information
January 23, 2019	Deadline for students to submit applications
February 27, 2019	Award recipients notified
March 6, 2019	Paperwork due to the Office of the Vice Dean Research
March 31, 2019	Ethics applications due
May 1/June 1, 2019	Projects begin
June/July, 2019	Mid-point evaluation due (start date of May 1 <sup>st</sup> due June 19 <sup>th</sup> , start date of June 1 <sup>st</sup> due July 24 <sup>th</sup> )*
August 31, 2019	All projects must be completed
September 25, 2019	Final reports due
October 2019	Fall Poster Day

\*Please contact our office at [deans.projects@usask.ca](mailto:deans.projects@usask.ca) if these dates do not suit your specific project or timeline.

## Primary Purpose

The Dean's Summer Research Projects act to facilitate undergraduate medical students' exposure to scientific research, which will assist them in their careers. The program is intended to foster a spark and ignite a passion for research in our medical students, facilitating an understanding of the vital role research plays in today's health care. This program is open to all first and second year undergraduate medical students. Topics cover all aspects of medical research.

The MD Summer Research Experience Projects fall under the same umbrella as Dean's projects, but are variable in length and are designed for students who are participating in either the *Making the Links* program or an *International Federation of Medical Students' Associations* exchange. Students fill out the same application form as Dean's students with a modified timeline (6 to 8 weeks).

### *Number of Applications*

Only **one** application per year will be accepted from eligible students and any additional applications submitted will not move forward to adjudication.

Supervisors may submit more than one application, 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 all projects submitted will be funded.

### *Length and Amount of Grants*

Dean's Projects are 10 weeks in length and run over the summer months (May-August) exclusively. All projects must be completed by August 31. Each award is worth \$5,050 and covers the salary of the student and a \$50 allowance for poster printing.

MD Summer Research Experience Projects are 6 to 8 weeks in length and must also run over the summer months and be completed by August 31. Awarded amounts will be variable depending on the timeline submitted.

Any additional expenses incurred during the summer are the responsibility of the supervisor.

## Eligibility

Dean's Projects and MD Summer Research Experience Projects are for first and second year undergraduate medical students at the University of Saskatchewan, College of Medicine.

Dean's Project supervisors must be faculty in the College of Medicine for the duration of the award period.

Before any Dean's Projects are awarded, the Undergraduate Medical Education (UGME) office will be required to sign off that each recipient is in good academic standing. Your award will be contingent on getting this sign off from the UGME office before your project begins. The Office of the Vice Dean Research (OVDR) will work with the UGME office directly once a list of potential recipients is identified.

Any questions regarding your eligibility should be directed to [deans.projects@usask.ca](mailto:deans.projects@usask.ca). **Please be sure to approach our office at least a week before the deadline so that we have the opportunity to assist you with assessing your eligibility.**

## Choosing/Submitting a Project

An annual call for projects is sent out to all faculty in the fall. Faculty are encouraged to put together a brief outline for a potential project on the template provided to them. This includes background, research topic, and description of general duties. Students can then approach these faculty members to work on pulling together an application for submission.

Students who have an idea for a project or an interest in a particular area are encouraged to approach faculty with their ideas.

Please be aware that 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.

To submit an application, fill out the application form found on our website: (<https://medicine.usask.ca/deans-summer-research.php>) and submit it to [deans.projects@usask.ca](mailto:deans.projects@usask.ca) by the application deadline.

## Assessment

### *Adjudicators*

Each application will be assessed by at least two qualified adjudicators. Adjudicators will be selected on a voluntary basis and will be College of Medicine faculty (mostly former summer student research project supervisors). In cases of high standard deviation between the adjudicators, the Vice-Dean will make the final decision on the score for that particular application.

Adjudicators will be qualified individuals however they cannot be experts in every field. For that reason, applicants **must ensure** they write their application in a manner that can be understood by a non-expert in their field.

### *Assessment Criteria*

The adjudicators will use the following guide to assist them with their scoring:  
<https://medicine.usask.ca/deans-summer-research.php>.

## Approvals

### Operational Approvals

Any research, funded and non-funded, involving a Regional Health Authority's resources must receive formal "Operational Approval" before it may begin. This includes any research that utilizes the resources, data, programs and/or services of the Health Region, its patients/clients/residents, and also includes research conducted in its affiliates and community-based organizations. Research conducted in Saskatoon must receive operational approval from the Saskatoon Health Region, while research occurring in Regina must receive operational approval from the Regina area of the Saskatchewan Health Authority. Projects requiring access to Cancer Agency information (charts or electronic data), must receive approval from the Agency.

### *Saskatoon Health Region (SHR)*

For further information on the SHR Operational Approval visit the following link:

[https://www.saskatoonhealthregion.ca/locations\\_services/Services/research/Pages/Research-Approval.aspx](https://www.saskatoonhealthregion.ca/locations_services/Services/research/Pages/Research-Approval.aspx).

For inquiries regarding the Operational Approval process for Saskatoon, please contact Shawna Weeks at [shawna.weeks@saskhealthauthority.ca](mailto:shawna.weeks@saskhealthauthority.ca).

### *Regina area of Saskatchewan Health Authority*

For further information on the Regina area of the Saskatchewan Health Authority Operational Approval, please visit the following link:

<http://www.rqhealth.ca/department/research-and-performance/operational-approval>.

For inquiries regarding the Operational Approval process for Regina, please contact the Research Approval Coordinator, Jenny Wang, at [ResearchApproval@rqhealth.ca](mailto:ResearchApproval@rqhealth.ca).

### *Saskatchewan Cancer Agency Data*

**Student** - If your project involves access to Cancer Agency information (charts or electronic data), you are required to submit a Cancer Agency conditional approval letter along with your application to the college. This will be completed in conjunction with the project supervisor. Please contact the data access coordinator at [datarequest@saskcancer.ca](mailto:datarequest@saskcancer.ca) for more information on obtaining approval from the Cancer Agency.

**Supervisor** – If your project requires access to Cancer Agency information (charts or electronic data) you are required to submit a data request form to the Cancer Agency by **December 14, 2018**. To obtain a copy of the form or any questions regarding Cancer Agency approval, contact the data access coordinator at [datarequest@saskcancer.ca](mailto:datarequest@saskcancer.ca). You will be informed of a decision by January 15, 2019, at which time you will need to provide the applying student a copy of the conditional approval letter to submit along with their application to the college.

### *Research Ethics approvals*

Any research conducted at University facilities, or undertaken by persons connected to the University, involving human participants, human tissue or human data, animals or biohazardous materials must be reviewed and approved by the appropriate Research Ethics Board (REB).

### *University of Saskatchewan Research Ethics Board*

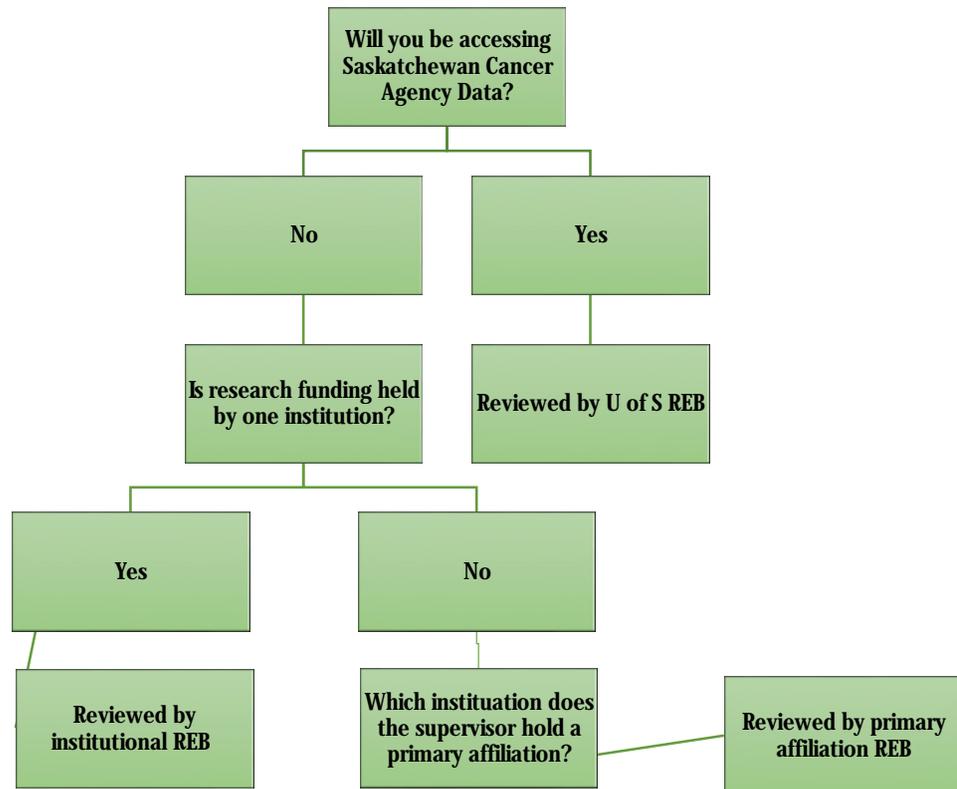
Students with a supervisor located in Saskatoon must seek ethics approval from the U of S Research Ethics Board before beginning the research. For inquiries regarding the ethics approval process in Saskatoon, please contact [ethics.office@usask.ca](mailto:ethics.office@usask.ca).

**How Do I Get Ethics Approval** will provide you with the step-by-step guide on how to obtain ethics approval for research involving human participants, tissue or data and the **RSEO Animal REB Handout** will explain how to obtain ethics approval for research involving animals.

## Regina Research Ethics Board

Students with a supervisor located in Regina must seek ethics approval from the Research Ethics Board of the former Regina Qu'Appelle Health Region (RQHR). For inquiries regarding the ethics approval process in Regina, please contact Dr. Rashmi Pandya at [rashmi.pandya@saskhealthauthority.ca](mailto:rashmi.pandya@saskhealthauthority.ca) or Tricia Lawrie at [tricia.lawrie@saskhealthauthority.ca](mailto:tricia.lawrie@saskhealthauthority.ca). Application forms and instructions for submitting your application can be found at: <http://www.rqhealth.ca/department/research-and-performance/research-ethics>

If your research is occurring at two sites (Regina and Saskatoon), the determination of which site will conduct the review will be made as follows:



If you still have questions, please contact [ethics.office@usask.ca](mailto:ethics.office@usask.ca) or [tricia.lawrie@saskhealthauthority.ca](mailto:tricia.lawrie@saskhealthauthority.ca).

## Human Ethics Studies

If your project is a chart review, you are **required** to complete the McMaster Chart Review Research Ethics Tutorial online, <https://ethics.mcmaster.ca/chart/>. The tutorial should only take approximately 15 minutes to complete. You will be required to submit a copy of your certificate of completion with your ethics application.

We also recommend that you complete the Tri-Council Policy Statement (TCPS) CORE tutorial online at <http://pre.ethics.gc.ca/eng/education/tutorial-didacticiel/>, which can take anywhere from 3–8 hours to complete depending on how many links and quizzes you choose to access. This is only a requirement if you are doing prospective research (e.g., a survey, interviews, etc.). When submitting your ethics application, please include a copy of the certificate of completion along with your ethics application.

## Award Conditions

### *Notification of Success*

Written notification of the outcome of applications will be sent to applicants in February. Successful applicants will have two weeks to submit their required paperwork to the OVDR.

### *Supervisor/Student Responsibilities*

Recipients of Dean's Projects have certain responsibilities they are expected to complete. The responsibilities are as follows:

#### **Students**

- Work the equivalent of 10 weeks at 40 hours/week during May-August
- **Report to the OVDR immediately if this is not possible so that we can discontinue payment**
- It is expected that students respond promptly to communications from the OVDR office and from their supervisor. The OVDR office expects responses within 48 hours or two working days.
- Complete a mid-point evaluation to assess progress and timelines and return it to the OVDR
- Submit a final report—see below
- Present at the Fall Poster Day

#### **Supervisors**

- 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 evaluation to assess progress and timelines and return it to the OVDR
- Ensure that the student submits the final report

If students fail to complete their project and do not maintain communication with our office and their supervisor about any issues 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 advised to have regular meetings with the student(s) they are supervising. Many students found that having weekly check-ins were ideal.

It is obligatory that if a proposed project has any impact on a third party, that 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 Dean's Project.

### *Research Education Day*

Recipients will be required to attend a day-long research education event in order to provide training for the summer research experience. Research Education Day will provide sessions on the core aspects of a research project – from initial planning, ethical considerations to the final dissemination of results.

## Reporting Requirements

### *Endowments*

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 submit additional documentation for the donors. The OVDR will work with endowment recipients to communicate with the donors.

### *Final Report*

All recipients are required to submit a final report to the OVDR. **Failure to submit a report will exclude you from being eligible to apply for any future funding from the OVDR.** Additionally, you will not be eligible to receive the final \$500 of your award.

Recipients are provided the following options when submitting a final report:

1. Submit the standard report to the OVDR (template will be provided)
2. Submit a paper to the University of Saskatchewan Undergraduate Research Journal (USURJ) as well as a copy to the OVDR. Please keep in mind that USURJ does not guarantee publication. For more information on submitting, please see: <https://usurj.journals.usask.ca/about/submissions>
3. Submit a research snapshot and abstract to USURJ as well as a copy to the OVDR (template will be provided)

Late penalties will be incurred for any reports submitted after the deadline. Late fees begin at \$10 per day off of the final \$500. If the delay in submission is caused by a supervisor, it is the responsibility of the student to inform the OVDR of this immediately. In such cases, the late penalty may be waived.

### *Poster Presentation*

Successful recipients will be required to participate in the Fall Poster Day in October of each year. **Failure to participate in the poster day means you will not receive the final \$500 of your award and will be ineligible to apply for any future funding from the OVDR.**

Please note: It is the responsibility of the student to print their poster according to the specifications outlined by our office and have been provided an allowance of \$50 to do so.

### *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 acknowledge those 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. They will then be required to write a short letter of recommendation which should address some of the following key areas:

- Commitment to learning
- Keen interest in the topic
- Quality work ethic
- Student contribution to the research

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 highlighting the strengths of the student.