



UNIVERSITY OF SASKATCHEWAN

College of Medicine

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

BIOMEDICAL SUMMER RESEARCH PROJECTS **2022 GUIDELINES**



PROJECT APPLICATION
DEADLINE: 4:00 PM MARCH 2, 2022

2022 Biomedical Summer Research Projects

APPLICATION PROCESS & TIMELINE



- Release of guidelines and application form.
- Call to faculty and biomedical undergraduate students 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.

JAN
11



Applications are due to biomed.projects@usask.ca by 4:00 pm.

MAR
02

Applicants notified of results. Faculty are responsible for applying for necessary approvals to conduct the project. Failure to do so may result in project delays.



APR
06

Signed award letters are due to biomed.projects@usask.ca.



APR
15



PROJECTS BEGIN!

MAY
01



Mid-point reports are due via Survey Monkey.

JUL
01

All projects must be **completed** by Aug 31st.



AUG
31

Final reports are due via Survey Monkey. **Project posters** and **abstracts** are due via email.



SEPT
14

**Undergraduate Research
Showcase:
October 2022**

Primary Purpose

The Biomedical Summer Research Projects aim to assist in the research training of our undergraduate students enrolled in the Anatomy and Cell Biology, Biochemistry, Microbiology and Immunology, Physiology, and Pharmacology programs. The ultimate goal of these awards is to give students valuable research experience and to 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 must be completed by August 31 of this year. Each award is worth up to an \$8,000 stipend for a full 16-week project and covers the salary of the student.

The Biomedical Projects are a cost-shared award and supervisors must contribute 40% of the award amount (\$3,200 of the total \$8,000).

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

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, at minimum, completed their second year of undergraduate courses and **have a minimum GPA of 75% in their last 60 credit units.**

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. 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. *Note: Students are eligible to apply to the NSERC USRA and this competition for 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 website and submit an electronic copy to 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 at least two qualified adjudicators. Adjudicators are selected on a voluntary basis and are College of Medicine faculty. In cases of high deviation between the adjudicators, the Vice-Dean will make the final decision on the score.

Adjudicators are qualified individuals, though they cannot be experts in every field. Applicants should ensure they write their applications such that they can be comprehended and appreciated by a general scientific audience.

Assessment Criteria

Adjudicators will use the Biomedical scoring rubric to score applications.

Final ranking will be calculated from the student's application score (weighted 60%) and their 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 in early April. Successful applicants will have two weeks to return required paperwork to the OVDR.

Student and Supervisor Responsibilities

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

Students

- Work 40 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 report via Survey Monkey
- Submit a final report via Survey Monkey
- Present work at Undergraduate Research Showcase

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

If students do not live up to the responsibilities listed, the award may be terminated at any point during the funding period.

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, 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 Biomedical Project.

Although every effort will be taken to allow students to complete their summer projects within the lab, if this is not possible due to COVID-19 safety restrictions then we look to the supervisor and student to modify the project accordingly to comply with the current safety regulations.

Reporting Requirements

Funder 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 to communicate with the funders are 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 of each year.

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. They will then write 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 highlighting the strengths of the student.