DEAN'S SUMMER RESEARCH PROJECTS
2023 GUIDELINES

FACULTY PROJECT PROPOSALS
DUE: 4:00 PM NOVEMBER 9, 2022

SUBMISSIONS TO DEANS.PROJECTS@USASK.CA

Contact

For all inquiries, please contact:

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Project Coordinator   Student Project Coordinator

               By email: deans.projects@usask.ca

2023 Dean's Summer Research Projects

APPLICATION PROCESS & TIMELINE

Call for project proposals released to all CoM faculty. Data request form required if using Cancer Agency data.

OCT 05

NOV 9

- Project proposals due to **deans.projects@usask.ca**
- Cancer Agency data request forms due to **datarequest@saskcancer.ca**

Proposals submitted by faculty are sent to adjudicators.

NOV 14

DEC 17

Cancer Agency provides approval letters to faculty.

Faculty are notified of proposal success and begin securing appropriate approvals (operational, ethics, community etc.)

JAN 05

JAN 06

Successful proposals in need of a student are posted on the Dean's Project Google Drive. Students will contact faculty members to express their interest in participating in summer research project.

Signed student-supervisor agreements due to deans.projects@usask.ca.

FEB 08

FEB 16

Supervisors of projects involving Cancer Agency data must inform the Cancer Agency of the name of the student working on the project.

Faculty are responsible for applying for necessary approvals to conduct the project: ethical, community or operation approvals, and data requests. **Failure to do so will result in project delays.**

MAR 01

MAY 15

PROJECTS BEGIN!

Mid-point reports sent out via Survey Monkey.

JUL 15

AUG 31

All projects completed.

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

SEPT 14

Undergraduate Research Showcase to be held virtually mid-October.

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 can be 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 is worth up to $5,000 for a full ten-week project and covers the salary of the student.

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 (May 8 - July 18). 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.

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. 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 submit the Student-Supervisor Agreement to the Office of the Vice Dean Research (OVDR), and the project will be removed from the available projects listed. Student-Supervisor Agreements can be found on the OVDR Funding Initiatives page.

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 will be notified of the outcome of their application on January 5, 2023. Supervisors are strongly encouraged to begin securing appropriate approvals at this point (operational, ethics, community, etc.) in order to avoid project delays. Submitting approvals are the responsibility the supervisor and all approvals must be submitted by March 1, 2023, at the latest.

Written notification of student-supervisor project matches and the Student-Supervisor Agreement must be emailed to our office by February 8, 2023.

Award Conditions

Student and Supervisor Responsibilities

Students

- Work 37.5 hours/week for the number of weeks stated in project proposal timeline:
  - Yr 1 going into Yr 2 can work between the dates of May 1 to August 31
  - Yr 2 going into Yr 3 can work between the dates of May 9-July 18
- *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 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 fail to complete their project and do not 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.

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 research done in partnership with patients and their families and caregivers that answers research questions that matter to patients and aims to improve health care.

Patient-Oriented Research Criteria

Projects must meet the following criteria to be eligible, according to the [Patient-Oriented Research Level of Engagement Tool (PORLET)](#):

- Patients are partners in the research
- The project addresses a patient identified priority
- Outcomes of the study are important to patients
- Research team is multi-disciplinary
- Project aims to integrate and translate knowledge into practice

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 Maria Cruz (maria.cruz@usask.ca), SCPOR Training and Capacity Development Specialist.

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.