UNIVERSITY OF SASKATCHEWAN
College of Medicine
OFFICE OF THE VICE-DEAN RESEARCH
MEDICINE.USASK.CA/RESEARCH.PHP

DEAN'S SUMMER RESEARCH PROJECTS
2021 GUIDELINES

FACULTY PROJECT APPLICATION
DEADLINE: 4:00 PM NOVEMBER 13, 2020

STUDENT-SUPERVISOR AGREEMENT
DEADLINE: 4:00 PM FEBRUARY 10, 2021

Contact

For all inquiries, please contact:

Keleigh Garcea
Project Coordinator
Office of the Vice Dean Research
deans.projects@usask.ca

Award Process Timeline

OCTOBER 6, 2020

Call to College of Medicine faculty for project proposals (two-page application and one page proposal). If using Cancer Agency data, a completed data request form is also required with the project proposal.

NOVEMBER 13, 2020

- Project proposals are due to deans.projects@usask.ca.
- Data request forms are due to datarequest@saskcancer.ca

NOVEMBER 16, 2020

Proposals submitted by faculty are sent to adjudicators.

DECEMBER 18, 2020

Deadline for Cancer Agency data agency request to provide approval letters to the U of S.

JANUARY 6, 2021

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

JANUARY 8, 2021

Successful proposals are posted on the Dean's Project Google Drive for student viewing. Students interesetd in a project are to contact faculty members to express their interest and interview.

FEBRUARY 1, 2021

Once student and supervisor have matched, a signed Student-Supervisor Agreement must be submitted to the OVDR.

FEBRUARY 15, 2021

If project involves Cancer Agency data, supervisor must inform the Cancer Agency of the name of the student working on the project.

MARCH 1, 2021

Faculty are responsible for applying for necessary approvals to conduct the project, ethical community or operation approvals, and data requests, by this date at the latest. Failure to do so will result in project delays.

MAY 1, 2021

Projects begin!

JULY 1, 2021

Mid-point reports are due via Survey Monkey.

AUGUST 31, 2021

All projects must be completed by August 31, 2021

SEPTEMBER 22, 2021

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

OCTOBER 2021

Students present a poster and abstract at the Undergraduate Research Showcase

Primary Purpose

The Dean's Summer Research Projects aim to facilitate undergraduate medical students' exposure to scientific research. 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.

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 10 - July 19). 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

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, and in the current academic year. The Undergraduate Medical Education (UGME) office will sign off that each student recipient is in good academic standing prior to awarding projects.

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

Any questions regarding your eligibility should be directed to 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.

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

Students: All awarded proposals for the current year will appear on the Dean's Project Google Drive and interested students should contact the faculty member listed on the projects 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 OVDR., and the project will be removed from the available projects listed.

Adjudication Process

Each project proposal 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 standard deviation between the adjudicators, the Vice-Dean will make the final decision on the score. Applications must score a minimum of 70% to be funded.

Evaluation Criteria

The adjudicators will use the following guide to score faculty project proposals.

Award Conditions

Notification of Success

Faculty will be notified of the outcome of their application on January 6, 2021. Supervisors are strongly encouraged to begin securing appropriate approvals at this point (operational, ethics, community, etc.) in order to avoid project delays.

Written notification of student-supervisor project matches must be emailed to our office by February 10, 2021.

Student and Supervisor Responsibilities

Recipients of Dean's Projects have certain responsibilities they must complete:

Students

- Work 40 hours/week for the amount of weeks stated in project proposal timeline:
  - o Yr 1 going into Yr 2 can work between the dates of May 1 to August 31
  - o Yr 2 going into Yr 3 can work between the dates of May 10-July 19
- **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 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 does not maintain communication with our office or 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 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 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 are required to submit a final report to the OVDR via Survey Monkey. This report must be submitted in order for recipients to be eligible to apply for any future funding from the OVDR and to receive the final $500 of the award.

Undergraduate Research Showcase Presentation

Successful recipients will be required to participate in the Undergraduate Research Showcase in October of each year to receive the final $500 of the award.

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 from the Vice-Dean Research and Vice-Dean Education 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.