DEAN'S SUMMER RESEARCH PROJECTS
MD SUMMER RESEARCH EXPERIENCES

2020 GUIDELINES

FACULTY PROJECT APPLICATION
DEADLINE: 4:00 PM NOVEMBER 13, 2019

STUDENT-SUPERVISOR AGREEMENT
DEADLINE: 4:00 PM FEBRUARY 1, 2020
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# Award Process Timeline

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<td>October 4, 2019</td>
<td>Call for projects released</td>
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| **November 13, 2019** | **4:00 PM**  
Deadline for faculty to submit Project Proposals to OVDR  
If using Cancer Agency data, completed data request form due to Cancer Agency by 4:00 pm |
| November 20, 2019     | Proposals sent to adjudicators                                          |
| January 3, 2019       | Faculty notified of Proposal success  
Successful faculty to secure appropriate approvals (operational, ethics, community) |
| January 6, 2020       | Applications of successful proposals to be posted online for students viewing  
Students to contact faculty members to express interest and interview  
When students and faculty agree to work together, they submit a student-supervisor agreement to the OVDR to remove the project from available project list |
| **February 1, 2020**  | **4:00 PM**  
Signed student-supervisor agreements must be submitted to OVDR |
| May 1/June 1, 2020    | Projects begin                                                          |
| June/July, 2020       | 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, 2020       | All projects must be completed                                           |
| September 25, 2020    | Final reports due                                                       |
| October 2020          | College of Medicine Undergraduate Summer Research Poster Day            |

## 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.

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 <em>Making the Links (MTL)</em> program or an <em>International Federation of Medical Students’ Associations (IFMSA)</em> exchange. Students will conduct a project with a modified timeline (6 to 8 weeks). Students may not overlap their research project with their participation with MTL or IFMSA.
Length and Value of Grants

Dean’s Projects are 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 $5,050 and covers the salary of the student and a $50 allowance for poster printing.

MD Summer Research Experience Projects are six to eight weeks in length and must also run over the summer months and be completed by August 31. Awarded amounts will be prorated according to the project length proposed.

Any additional research 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’s College of Medicine. Students interested in applying for a Dean’s project must be an active student in the current academic year, and in good standing. The Undergraduate Medical Education (UGME) office will be required to sign off that each student recipient is in good academic standing prior to awarding projects.

Dean’s Project 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.

Number of 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.

Award Process

1. An annual call for proposals is sent out to all faculty in the fall. Faculty will fill in the faculty application form and develop a 1-page proposal for a potential summer project. Faculty and students are permitted to pre-match and develop a proposal together if they choose to.
2. Proposals will be adjudicated, and the OVDR will award projects for the 2020 Summer Research Project program based on quality of proposals and funding available.
3. The OVDR will post awarded 2020 project proposals on the dean’s projects google drive for students to review.
4. Interested students may contact faculty with awarded proposals to express their interest in working with them.
5. Faculty and students who have agreed to work together return a student-supervisor agreement to our office, and we will remove the matched proposal from the google drive.

Assessment

Adjudication

Each faculty 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. In cases of high standard deviation
between the adjudicators, the Vice-Dean will make the final decision on the score for that particular application. Applications must score a minimum of 70% to be funded.

The Saskatchewan Centre for Patient-Oriented Research (SCPOR) will provide matched funding for up to twenty Dean’s Projects that focus on patient-oriented research (POR). Patient-Oriented Research projects will be reviewed by SCPOR to ensure the project fits their criteria for POR.

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

Award Conditions

Notification of Success
Written notification of the outcome of faculty project proposals will be sent to faculty January 3rd, 2019.

Written notification of student-supervisor project matches must be returned to our office by February 1st, 2020.

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, timelines, and concerns 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, timelines, and concerns 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 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.
SCPOR Patient Oriented Research Co-Funding

The Saskatchewan Center for Patient-Oriented Research (SCPOR) will provide matched funding for Dean’s projects focused on Patient-Oriented Research.

What is Patient-Oriented Research?

Patient-Oriented Research 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

Eligible projects must meet the following criteria:

- 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

If you have questions about the eligibility of your project, please contact Tamara Waldron (Tamara.waldron@usask.ca).

Benefits of SCPOR Partnership

Students who are matched to a SCPOR funded project will become SCPOR trainees, and have access to extra training, platform supports, and STEP funding.

STEP Funding: SCPOR Trainees are required to engage patients and families in their project. CIHR requires and SCPOR endorses that patients and families are provided honoraria and expense reimbursement for their participation on research project teams. To ensure SCPOR trainees have funds to support this, trainees may request funding through the SCPOR Trainee Engagement with Patient Funding (STEP Funding).

SCPOR Trainees may apply for up to $2,500.00 to support Patient and Families Advisors (PFAs) to meaningfully participate as members of the research project team. STEP funding applications must be submitted to SCPOR between May and August 2020. STEP Funding may be used to cover: Patient and Family Advisor honoraria, Patient and Family Advisor expenses, and expenses for the trainee to travel to Patients and Families Advisors if required. Trainees who wish to access STEP funding will be required to complete a one-day SPOR module training course on patient engagement.
Reporting Requirements

Funder Reporting

If an application is either partially or fully funded by endowments or SCPOR, 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. Failure to submit a report will exclude you from being eligible to apply for any future funding from the OVDR. Additionally, you will not 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 from the Vice-Dean Research 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.

Contact

Please contact deans.projects@usask.ca if you have any questions or concerns