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

BIOMEDICAL SUMMER
RESEARCH PROJECTS

2020 GUIDELINES

APPLICATION DEADLINE: 4:00 PM FEBRUARY 26, 2020

SUBMIT APPLICATION TO BIOMED.PROJECTS@USASK.CA
Addendum
This is an addendum to the previous Biomedical Summer Research Project Guidelines that were released November 28, 2019. The revision in the guidelines below affect the details of the 2020 Biomedical Summer Research Projects. The following changes have been made to the program:

- The deadline for applications has been moved from March 11 to **February 26, 2020** at 4:00pm.
- Applicants no longer need a GPA of 80% or higher to apply for this program.
- The length of Biomedical Summer Research Projects has changed. **OVDR student salary support can now be applied for a maximum of 16 weeks in length.**
- Each award is worth approximately $8,050, contributing to the salary of the student and cost of printing the poster.

### Award Process Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Process</th>
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<tr>
<td>December 2019</td>
<td>Call-out to faculty and students</td>
</tr>
<tr>
<td></td>
<td>Release of Guidelines and Application form</td>
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<tr>
<td>February 26, 2020 4:00 PM</td>
<td>Application Deadline</td>
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<tr>
<td>April 1, 2020</td>
<td>Award recipients notified</td>
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<tr>
<td>May 1, 2020</td>
<td>May 1st funding start date begins</td>
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<tr>
<td>June 1, 2020</td>
<td>June 1st funding start date begins</td>
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<tr>
<td>June/July, 2020</td>
<td>Mid-point evaluation due (evaluation form will be sent by OVDR, based on student start date)</td>
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<td>August 31, 2020</td>
<td>All projects must be completed</td>
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<tr>
<td>September 23, 2020</td>
<td>Final reports due</td>
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<td>October 2020</td>
<td>Fall Poster day</td>
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### Primary Purpose
The Biomedical Summer Student Research Program is intended 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.
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

This year, Biomedical Summer Research Projects are a maximum of 16 weeks in length, starting either May 1st or June 1st, and run over the summer months (May-August) exclusively.

Each award is worth up to $8,050, depending on project length, which covers the student’s ~$500/week salary for up to 16 weeks, and a $50 allowance for poster printing.

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

Biomedical Summer Research Project supervisors must be faculty in the College of Medicine for the duration of the award period.

Any questions regarding your eligibility should be directed to biomed.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 and Submitting a Project

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, 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.

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 deviation between the adjudicators, the Vice-Dean will make the final decision on the score for that application.
Adjudicators will be qualified individuals; however, they cannot be experts in every field. For that reason, applicants must ensure they write their applications in a manner that can be understood by a non-expert adjudicator.

**Assessment Criteria**

The complete grading guide is available online on the OVDR website. Adjudicators will use this guide to assist them with their scoring.

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 should 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.

**Supervisor and Student Responsibilities**

Recipients of Biomedical Project awards have certain responsibilities they are expected to complete. The responsibilities are as follows:

**Students**

- Work 12-16 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 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**

- Apply for and secure ethical and other 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 evaluation to assess progress, timelines and concerns and return it to the OVDR
- Ensure that the student submits the final report

**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 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 Biomedical Project.

Reporting Requirements

Written Report

All grant recipients must submit an electronic report to the OVDR by September 25, 2020. **Failure to submit a report will exclude you from being eligible to apply for any future funding from the OVDR.**

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](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)

Mid-Point Evaluation

All grant recipients, students and supervisors, must submit a mid-point evaluation to assess progress, timelines and any concerns, to the OVDR.

Poster Presentation

Successful recipients will be required to participate in the Fall Poster Day in October of each year. Details regarding the location and time of the research day will be sent out in the summer. Failure to participate in the poster day means you will be ineligible to apply for any future funding from the OVDR. If you are completing your degree and are unable to present at the poster day, you are still required to submit a completed poster to be displayed.

Please note: It is the responsibility of the student to print their poster according to the specifications of 42” x 36” outlined by our office and will be reimbursed $50 to do so after presentation at poster day.

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 be required to write 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.