Alberta Innovates Health Solutions (AIHS) Summer Studentship Program Guide for Applicants & Award Recipients (2017)

Please note: The AIHS Summer Studentship application form and adjudication criteria have changed for the 2017 application cycle. Please review this new program guide for information about student and supervisor eligibility, award conditions, adjudication criteria, and application instructions.

Information for AIHS Summer Studentship Applicants

1.0 Purpose of the AIHS Summer Studentship

The Alberta Innovates Health Solutions (AIHS) Summer Studentship program provides funding to support students engaging in health sciences research during the summer months (May-August). The intent of the program is to encourage such students to consider careers in medical/health research.

As of January 2016, the Undergraduate Research Initiative administers the AIHS Summer Studentship program at the University of Alberta. Please contact URI for all inquiries related to the program. **Please do not apply to AIHS directly.**

2.0 Student eligibility

To be eligible, students must meet ONE of the criteria listed below.

- ❏ Student is currently registered in an undergraduate or MD program at U of A
- ❏ Grade 12 student with an interest in pursuing a health research career
- ❏ Student is registered in an undergraduate or MD program at another institution, and wishes to engage in research during the summer months at the U of A
  - ❏ International students are eligible to apply, provided their study or work permit allows them to work in Canada and is valid for the entire term of their award. Please consult University of Alberta International for more information or to confirm your status prior to applying for the AIHS Summer Studentship award.

Students must also meet ALL of the following criteria.

- ❏ Students must have a **satisfactory academic standing** prior to the start of the project. (see Calendar Sec 23.6). Transcripts will be provided to adjudicators and will be used by URI to confirm enrollment status, GPA, coursework and satisfactory academic standing, as well as for consideration for other awards (for eligible applicants, see sec 5.1, 5.2, 5.3)
- ❏ The AIHS Summer Studentship award may not be held for an honours projects or research-based course for which academic credit is concurrently being obtained.
- ❏ Students may **not** hold another award for the same project concurrently (i.e. URI stipend, NSERC). *Other awards may be used to supplement ("top-up") the AIHS Summer Studentship, provided this does not conflict with the policies of the secondary granting agency, and that the student does not receive the full value of the second award.*
- ❏ Students must be available to work a **minimum of 8 consecutive weeks (2 months)** between May and August.

Students must have a confirmed supervisor at the U of A (who meets supervisor eligibility requirements, Sec 3.0) **prior to** applying for funding. Students may only apply with one supervisor.

3.0 Supervisor eligibility

Supervisors must hold a primary faculty appointment at the University of Alberta, and must demonstrate a record of relevant research with trainees, and sufficient funding to support the proposed research. Supervisors must be prepared to provide direct and continuous supervision of the

student throughout the term of the award. Supervisor eligibility is subject to verification by their Faculty.

Supervisors are fully responsible for obtaining ethics certification for research involving humans or animals.

> **Please Note:**
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> Students may only apply with ONE supervisor. Each supervisor may sponsor a maximum of TWO students per year and each student must have a separate project.

4.0 Award details

- The AIHS Summer Studentship consists of a $1500 (per month) stipend that will be paid out in semi-monthly installments over the duration of the project. Discontinued projects will receive partial funds pro-rated to the date of discontinuation. (Sec 8.0)
- The AIHS Summer Studentship may be held for a period of 2-4 months. (Sec 9.1)
- The project must take place at the University of Alberta.
- Students and supervisors must submit a final report within 10 days of the completion of the project. Students are also strongly encouraged to present their work at an on-campus venue (Sec 10.2)
- URI staff will contact students and supervisors periodically to see how their project is progressing. Students may also be contacted for media requests.
- Upon satisfactory completion of the project and submission of the final report, University of Alberta students are eligible to have their AIHS Summer Studentship recognized in their Co-curricular Record.

5.0 Application process

AIHS Summer Studentship applications must be submitted online here. Paper or email applications will not be accepted. **Incomplete applications will not be sent for adjudication.**

We recommend that students and supervisors work together to complete their respective sections of the application using the template provided, then copy the final version into the online form as Google Forms does not save work in progress.

5.1 Note to applicants with supervisors from the Faculty of Medicine & Dentistry

If your supervisor is from the Faculty of Medicine & Dentistry, you will be asked in the application form to provide your consent to share your AIHS application package (including transcripts) with the Faculty of Medicine & Dentistry. In the event that your AIHS Summer Studentship application is not successful, URI will forward your application package to the Faculty of Medicine & Dentistry for consideration for other Faculty-based awards. These awards are administered internally by the

Faculty of Medicine & Dentistry, and all subsequent notification/administration related to these awards is the responsibility of the Faculty.

5.2 Note to applicants with supervisors from the Department of Surgery

If your supervisor is from the Department of Surgery, you will be asked in the application form to provide your consent to share your AIHS application package (including transcripts) with the Department of Surgery. In the event that your AIHS Summer Studentship application is not successful, URI will forward your application package to the Department of Surgery for consideration for the Department of Surgery Summer Studentship. **Students no longer need to apply separately to the Department of Surgery.** These awards are administered internally by the Department of Surgery, and all subsequent notification/administration related to these awards is the responsibility of the Department.

5.3 Note to applicants with supervisors affiliated with the Alberta Diabetes Institute

If your supervisor is a member of the Alberta Diabetes Institute (ADI), you will be asked in the application form to provide your consent to share your AIHS application package (including transcripts) with ADI. In the event that your AIHS application is unsuccessful, URI will forward your application to ADI for consideration for the ADI Summer Studentship. **Students no longer need to apply separately to ADI.** The ADI Summer Studentships are administered internally by the ADI, and all subsequent notification/administration related to these awards is the responsibility of the ADI.

5.4 Transcript submission

Students are required to submit their current transcripts via email to aihs.studentships@ualberta.ca. Submission instructions are outlined in the application form. Be sure to follow instructions carefully.

Your transcripts must be received by the application deadline. Your application is not considered complete until the transcripts have been received. Transcripts will be provided to adjudicators and will be used by URI to verify enrollment status, GPA, coursework and satisfactory academic standing. Students must provide all relevant information supporting their academic preparedness in the application form.

Note: If your application is shared with the Faculty of Medicine & Dentistry, Department of Surgery or the Alberta Diabetes Institute (see Sec 5.1, 5.2, or 5.3 above), your transcripts **may** be used for their internal adjudication processes. The URI is not involved in administration of these other awards.

5.5 Support for AIHS Summer Studentship applicants

The URI offers the following support for AIHS Summer Studentship applicants. The date/time below is tentative and subject to change. Please visit the URI website for the most current information or to register.

AIHS Info Session (for students)

6.0 Deadline to apply

The deadline for AIHS Summer Studentship applications for the 2017 competition is **February 6, 2017 at 11:59 p.m. MST.** Late applications will not be accepted.

Please note: Transcripts must also be submitted (via email to aihs.studentships@ualberta.ca) by the deadline. Applications will not be considered complete until transcripts are received.

7.0 Adjudication process & criteria

Applications are reviewed by at least three faculty members knowledgeable in health sciences.

Applicants are normally notified of the competition results within six weeks of the application deadline. Adjudication decisions are not appealable. Applicants who are unsuccessful are welcome to reapply in a future application cycle, and are encouraged to contact URI for feedback regarding their application.

AIHS Summer Studentship Adjudication Rubric (Revised 2017)

Note to adjudicators: Intermediate or half points may be given in any category. Each adjudicator's raw scores will be standardized prior to ranking. Please provide some written feedback that URI may share with the student – this is incredibly valuable to students and much appreciated!

Criterion	Weight	Relevant Application Sections/Instructions	Scoring Rubric
Merit of the Project	x1	**Project proposal - written by supervisor -** *Please describe the proposed research project. Proposals should address the background (e.g. context/need for the research), hypothesis, specific project objectives, proposed methods, and expected outcomes/benefits of the research. (max 500 words)*	0 = The project is of limited relevance to health and/or has a poorly defined hypothesis/scope. Proposal lacks sufficient detail to determine the project feasibility and appropriateness of the proposed methods. 3 = The project is relevant to health and provides sufficient rationalization and methodological detail. It has some potential to make a contribution to the field. 5 = Proposed project addresses an important research need relevant to the medical and health sciences. The project has a clearly defined hypothesis, and uses methods appropriate for the stated research objectives. The research is feasible in the proposed time frame, and has strong potential to make a contribution to the field.
Quality of the Proposal	x1	**Project proposal (see above) - written by supervisor** **Abstract - written by student -** *Briefly describe the objectives of your project, your methods, and the expected outcomes of the research, in language accessible to a non-technical audience. (max 150 words)*	0 = poorly developed proposal, unclear, proposal not accessible to adjudicator. Student's abstract disagrees with project proposal and/or suggests student is unfamiliar with the project. 3 = some aspects of the proposal are not clear or are undeveloped; some aspects not accessible to adjudicators. 5 = well-written and well developed proposal, acronyms & jargon are defined and made accessible to readers with a general knowledge of the health sciences. The student's abstract is congruent with the project proposal and reflects the student's understanding of the project.

Student	x2	**Anticipated professional development - written by student -** *Please describe how the proposed project will contribute to your skill development, and how it will help advance your professional goals. For example, what new technical or transferable skills do you expect to learn as a result of the project? How will the project further advance the skills and knowledge you already have? (max 150 words)* **Relevance of your background (coursework and/or past experience) to the proposed project - written by student -** *Please describe the relevance of your academic background and/or previous experience to the proposed research. List the most relevant courses you have taken and describe how they provide the necessary background for you to undertake the proposed research. If you have not taken any courses directly relevant to your proposed research, indicate how you will compensate, and your motivation for doing so. (max 150 words)* **Student's role & skill development - written by supervisor -** *Please describe the student's role in the proposed project. If the student is completing part of a larger overall project, describe the scope of the student's involvement and how the student's work will be achieved through the proposed project. Describe how the student's involvement in the proposed research will contribute to their personal and professional skill development. (max 200 words)*	0 =minimal impact on student; student's role in the project is not clearly described, superficial, or poorly developed. It is unclear how the student is a suitable fit for the project. Relevance of student's background is not explained or weakly connected to proposed research, and it is unclear how gaps will be addressed. 3 = some impacts on student skill development. Proposal describes generic skills that could be obtained in a variety of settings (weak tie to specific proposed research). Student's role is described, but does not clearly support the proposed skill development. The student has the minimal background knowledge (coursework/ experience) to undertake the project, and there is a clear plan to address any gaps. 5= multiple impacts on student skill development, proposal makes a strong case for how proposed research specifically contributes to student's overall professional development. Student's role is well developed and integral to the project's success. The student's background is an excellent fit for the proposed research and/or there is excellent potential and support for the student to branch into a new area of research.
Supervisor	x1	**Supervisor's Funding and Publications - written by supervisor** **Please list 3-5 of your most relevant research publications from the past three years.** *Please provide the complete citation for each publication, and briefly describe the relevance of your chosen publications to the proposed research. Do not list manuscripts that are in preparation or submitted. Please indicate co-authorships with trainees by listing their names in CAPITAL letters.* **If you have fewer than 5 relevant publications and/or you are in your first 3 years of your academic appointment, please address the relevance of your background/expertise to the proposed research project.** **Please list the operating grant(s) that will support the student's research project.** *Supervisors must demonstrate they have sufficient operating funding to support the student's project. Please list the grant(s) that will support the proposed research. Provide the grant title, award amount, end date, and principal investigator. For award amounts on team grants, list only the amount allocated to your individual research activities.* **What are your next steps in the event that the student does not receive AIHS funding?** **Supervisor's degree of commitment:** *Please comment on how the student will be mentored through the proposed project. Indicate how progress will be monitored and how feedback will be provided (e.g. weekly contact hours, communication, reporting expectations). (max 100 words)*	0 = supervisor's background/expertise is unclear, insufficient, or unsuited to the proposed research, supervisor lacks sufficient operating funds to support the proposed project, and/or mentorship plan for the student is poorly developed. 3 = supervisor's background/expertise is sufficient to undertake the proposed project, has sufficient resources/funding to support the proposed project, and a minimally-developed plan for mentoring the student. 5 = supervisor's expertise is a strong fit for the proposed research, the supervisor has a demonstrated record of publications with trainees, has sufficient funding/resources to support the proposed project, and a well-developed plan for mentoring the student.
This project MUST be funded: place an "X" in the Must Fund column for truly outstanding proposals you feel really MUST be funded.			

Information for AIHS Summer Studentship Recipients

8.0 Award payment

8.1 Pay administration

The AIHS Summer Studentship is $1500 per month, which will be paid directly from URI to the student, in semi-monthly installments, over the term of the award (2-4 months). The Summer Studentship payments are administered directly by URI, and not through individual departments or faculties.

8.2 Multiple awards

Students may **apply** for other awards, however, no other major award (e.g. NSERC, URI Stipend) may be held concurrently for the same project.

Other awards may be used to supplement ("top-up") the AIHS Summer Studentship, provided this does not conflict with the policies of the secondary granting agency, and that the student does not receive the full value of the second award.

8.3 Award top-ups

Supervisors may, at their discretion, provide a "top-up" to the stipend from their own funding sources. Any supplementary pay offered by the supervisor is administered through the supervisor's department or faculty independently of the AIHS stipend payment.

9.0 Expectations during the project

9.1 Time commitment to the project

Students must be committed to completing a minimum of **8 consecutive weeks** (2 months) of research between May and August. Given the diversity of AIHS Summer Studentship projects and project timelines, the URI does not prescribe specific hours of work for students. Students should discuss the expected time commitment with their supervisors prior to applying for the award, and the time commitment should be considered when determining the project scope and term of the award.

Considering the limited duration of AIHS Summer Studentship projects (2-4 months), it is generally expected that students will not have other conflicting commitments (i.e. summer courses, exams, volunteer work). Therefore, **in advance of undertaking a project**, students are encouraged to discuss with their supervisors any commitments that may influence their availability, and come to a mutual agreement with their supervisors about hours of work during the project.

Supervisors are responsible for ensuring that the student's hours of work comply with University of Alberta's policies and procedures.

9.2 Vacation/time off

Because the Summer Studentship stipend is considered an award/bursary, students do not accrue vacation time or receive vacation pay. Any vacation or other time off during the term of the award must be arranged between the student and the supervisor.

9.3 Research ethics, risk management, and safety

For projects involving humans, animals, or biohazardous materials, supervisors are responsible for obtaining research ethics approval, and for ensuring that students receive the appropriate training and supervision to comply with the approved protocol(s). For information about research ethics approval and training, please consult the Research Ethics Office.

Supervisors are also responsible for ensuring that students receive adequate safety training for their projects. Many research-related safety training courses are offered online through the Environmental Health & Safety office, free of charge to U of A students and staff. The Field Research Office also offers training and resources for projects involving field research.

9.4 Changes to the project

Students are generally expected to complete the project they were approved for, and the AIHS stipend is not transferrable to another project. Major deviations from the proposed project or project scope must be approved by URI.

9.5 Communication with URI

Students are encouraged to consider URI a resource for any questions or concerns related to their research. The URI hosts an introductory mixer for AIHS Summer Studentship recipients, which covers general expectations of the program, as well as other resources that may be helpful to students in their projects. Students are also invited to a closing mixer near the end of the project's term.

URI also conducts periodic check-ins with students and supervisors to ensure that students are making progress in their projects and to address any concerns.

10.0 Reporting & sharing results

10.1 Student final report

Within 10 days of the project end date, students are required to submit a final report/reflection summarizing their research and learning outcomes from the project. The final report is to be submitted online (via Google forms) here.

The student final report is not a technical report, and should be written in language accessible to a general audience. Students may, if they wish, share supplementary information (e.g. posters, photos, etc.) via email.

The supervisor will also have a short final report to complete, separate from the student's final report. It comprises a brief description of research activities carried out by the student, along with an evaluation of the student's commitment and performance throughout the project.

The information provided in the final report may be used to help URI improve the AIHS Summer Studentship program, as well as in reports to our stakeholders and funder.

10.2 Dissemination

Students are strongly encouraged, but not required, to present the results of their work at an on-campus venue. Many faculties and departments host student research days, or offer opportunities for students to present their work.

The URI also hosts a campus-wide Festival of Undergraduate Research & Creative Activities (FURCA) in March of each year. Abstract submissions are typically due in late January. All undergraduate students are welcome to submit abstracts for FURCA.

Acknowledging AIHS is vital to ensuring public awareness and support so health research and innovation can continue to prosper. AIHS has created a document for funding recipients to use as a resource when discussing the impact of their research and the support of AIHS. Download for their logo and documents on how to refer to AIHS can be found on their website at: http://www.aihealthsolutions.ca/about-us/acknowledging-aihs-support/

10.3 Media and donor stewardship requests

All publications, including public messages, arising from research supported by AIHS grants or awards must acknowledge the support of AIHS (Sec 10.2). Awardees are asked to inform the URI in advance if their research will be published in a major journal such that it might result in a press release from the University and/or the journal. AIHS reserves the right to publish and/or disseminate information regarding its grants and awards.

11.0 Contact information

If you have any questions regarding the AIHS Summer Studentship program, please contact URI staff at aihs.studentships@ualberta.ca