2020 Summer Studentship Program Guidelines
Updated November 2019

These guidelines provide detailed information regarding the Summer Studentship Grant program offered by the Women & Children’s Health Research Institute (WCHRI).

These guidelines will be reviewed annually and may be subject to amendment. It is the responsibility of awardees to ensure continued compliance with these guidelines.

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1.0 Award overview
The Women and Children's Health Research Institute (WCHRI) Summer Studentship Program offers undergraduate students the opportunity to engage in health research under the supervision of a WCHRI member over the summer months. This program seeks to encourage students' consideration of a research career in fields relevant to women and/or children's health. Students and supervisors from all departments and disciplines are encouraged to apply. Primary funding criteria is scientific merit and relevance to the WCHRI vision, mission and strategic roadmap.

2.0 Eligibility
All applications to WCHRI must align with our relevance criteria in order to be eligible for funding.

- Undergraduate students (including medical education students) registered in a recognized degree program at time of application from any Canadian university may apply.
- Students must complete the WCHRI in-training membership requirements prior to submission of the application.
- Students must commit to the proposed research for a minimum of three months from May to August. Medical education applicants with a minimum of 11 weeks available for summer research are eligible to apply.
- Projects must be supervised by a WCHRI member and carried out at the University of Alberta.
- Supervisors may put forward only one applicant per year. Co-supervision is not permitted.
- Supervisors must be WCHRI academic members for not less than 1 year prior to application; except new recruits with an academic appointment of less than 1 year at time of application deadline.

All applications must be complete and signed by the University of Alberta on behalf of the applicant and their supervisor prior to application submission. Refer section 9.0 Institutional sponsorship for further details. The WCHRI Summer Studentship awards are tenable at the University of Alberta only. Funding is non-transferrable.

3.0 Award funding
The WCHRI Summer Studentship award is paid as a bursary and is therefore not subject to the Income Tax Act and Regulations of the Government of Canada. The value of the full WCHRI Summer Studentship award is $1,300 per month.

Bursary payments are made as either 3 month or 4 month contributions. In the event of award termination, payments may be pro-rated. Where program interruption, and/or human resources concerns arise that necessitate changes to the payment schedule, WCHRI must be contacted without delay.
3.1 Incentive funding
A student may NOT hold both a qualifying peer reviewed summer studentship from another source and a full WCHRI summer studentship award at the same time. WCHRI incentive funding provides WCHRI awardees who receive summer studentship funding from another source with a stipend supplement of up to $250 per month.

It is the responsibility of the student and/or the supervisor to inform WCHRI if another summer studentship award for, or related to, this research is awarded. Formal evidence of the other offer of award is required by WCHRI to determine incentive eligibility. This includes but is not limited to the formal offer of award and the abstract and/or research proposal. In the event that a WCHRI incentive is offered, WCHRI will become the secondary funder; guideline compliance remains unchanged.

3.2 Payment schedule compliance
Awardee implementation is confirmed by payment schedule; institutional sponsors assume responsibility for timely disbursement of funding according to the payment schedule.

All awardees are required to report funding changes and delays non-compliant with their payment schedule within 30 days. Where award funding is non-compliant with the payment schedule for a period exceeding 60 days, the WCHRI Summer Studentship Award will be withdrawn and all financial commitments will end.

3.3 Award limitations by area of research
WCHRI may limit awards by area of research; where limitations apply, up to one (1) application (maximum) may be considered for funding based on committee recommendation and availability of financial resources. For the summer studentship program, funding contributions to global health and breast cancer research will be limited.

Excluded from this limitation, is breast cancer research done under the supervision of a WCHRI academic member at the Allard Hereditary Breast and Ovarian Cancer Clinic (HBOC) at the Royal Alexandra Hospital (RAH).

3.4 Award priority and/or priority calls
WCHRI may offer priority calls to building and/or attract applications in areas of research. All applications in an area of priority must evidence scientific merit and relevance with WCHRI to be eligible for WCHRI funding.

4.0 Supervision
All candidates are required to complete their research project under the supervisor who sponsors their application and adhere to the research project outlined in the application. The supervisor must provide direct and continuous supervision for the term of the award. Co-supervision is not permitted.

5.0 Application
WCHRI supports the University of Alberta’s efforts to ensure the highest standards of research and scholarship practice and behavior. By submission of the signed application, the applicant and their supervisor(s) asserts that the information provided in the document(s) adheres to all research policies and procedures in place at the University of Alberta. WCHRI reserves the right to request institutional confirmation of assertions contained within this application.

Misrepresentations of authorship, credentials or research support may result in disqualification of the candidate from this competition. Further actions may include: disqualifying the applicant and/or
supervisor(s) from future competitions for a time period determined solely by WCHRI, withdrawal of any remaining installments of support for any existing WCHRI grant or award for which misrepresentation appears in the submission, and seeking partial or full repayment of any past financial support under any WCHRI grant or award for which misrepresentation appears in the submission.

Please refer to UAPPOL for further information on the University of Alberta’s research and scholarship integrity policy.

5.1 Application Process
The complete, signed application must be submitted on a current WCHRI application form through the WCHRI Grant electronic submission portal by the deadline. Printed or late application material will not be accepted. Applications with missing information or documentation may be submitted to the Committee “as is” provided program eligibility is confirmed. It is the applicant’s responsibility to ensure the application is accurate and complete. Where information is not provided as required in the application, eligibility to participate in the competition and/or hold funds may be affected.

5.2 Letters of reference
Letters of reference are to be submitted by the referee in confidence to wcgrants@ualberta.ca. Letters of reference must be signed, on letterhead (as appropriate), and be dated to within six (6) months of the competition deadline.

5.4 Ethics approval
Ethical approval for the project is not required at the time of application submission however; all supervisors must have appropriate ethics approvals in place to commence the work.

6.0 Review process
The WCHRI Summer Studentship Advisory Committee is broadly composed and representative of the application demographic for this program opportunity. All eligible applications are forwarded to the WCHRI Summer Studentship Advisory Committee and undergo peer-review using the Summer Studentship grading grid. For access to the current grading grid, please refer to the website.

7.0 Competition results
Successful applicants will be posted on the WCHRI website by April. Official result letters will be emailed to the applicant, supervisor and institutional sponsors 1 week following the competition result posting. In the event of discrepancy between the website posting and the formal outcome letter, the formal outcome letter constitutes our notification of outcome.

Reviewer feedback and/or scoring information is not provided for this competition.

Institutional sponsors also receive notification of application outcome.

8.0 Funding implementation
WCHRI Summer Studentship offers of award must be implemented within the time-frame stipulated on the formal award letter. Any offers of award not implemented within this period, will be withdrawn and the offer of award voided.
9.0 Institutional sponsorship
Application sponsorship confirms that adequate support exists at the institutional level to achieve the proposed/ funded research and that all signees have reviewed and agreed that: 1. the application meets research scholarship and practice requirements and 2. is consistent with UAPPOL policies and procedures. Please refer to the Meaning of Signatures for details on sponsorship responsibilities. Institutional sponsors also agree to the public release of information and/or support of any WCHRI communication initiatives subsequent to award funding.

By signing the application, institutional sponsors agree to administration of award funding to awardees in a timely manner following fund transfer. All award disbursements are processed by the sponsor according to the WCHRI payment schedule from RSO established accounts. Changes to institutional support must be reported to WCHRI without delay.

10.0 Time commitment
Students are advised to discuss the expected time commitment with their supervisors prior to applying for the award. During the term of the award, awardees are expected to conduct full-time (~35 hrs per week) training.

The Summer Studentship is an award/bursary therefore vacation time or vacation pay are not accrued. Any time off during the term of the award must be arranged between the student and the supervisor.

11.0 Reporting
Awardees are expected to participate in two Summer Studentship Lunch & Share workshops (in May and August). Awardees are required to contribute to a WCHRI Summer Student Program Awardee Profile. Awardees must also present their research at WCHRI Research Day, held in the fall.

The awardee and supervisor must submit a completed final report within two months of the end of the awardee period of support. A link to an online final report will be provided.

12.0 Communications
Awardees will be highlighted in the WCHRI Summer Student Program Awardee Profiles. All publications, including public messages, arising from research supported by WCHRI grants and/or awards must acknowledge the support of WCHRI. Funding acknowledgement is provided in the formal offer of award letters and can found on our website.

Awardees are asked to inform WCHRI in advance if their research will be published in a major journal and/or receive media coverage. WCHRI reserves the right to publish and/or disseminate information relevant to grants and awards.

13.0 Award termination
WCHRI reserves the right to terminate any award if the conditions of the award are not met, or if there is evidence of unsatisfactory progress.

The awardee and/or supervisor must immediately notify WCHRI of any changes to the training status that may affect the recipient’s eligibility to hold an award. This includes termination of enrolment, completion of degree requirements or leaves of absence.
14.0 **Contact information**
If you have any questions regarding this program or application process, please contact WCHRI grants administration at [wcgrants@ualberta.ca](mailto:wcgrants@ualberta.ca).