

2021 WCHRI Summer Studentship Program Guidelines

Updated November 2020

These guidelines are reviewed annually and may be subject to amendment. Participation in this funding opportunity requires guideline compliance for the duration of the participation, commencing at application access and where funding has been awarded, through to completion of reporting requirements.

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1.0 Award overview

The Women and Children's Health Research Institute (WCHRI) Summer Studentship Award Program offers undergraduate students the opportunity to engage in health research under the supervision of a WCHRI academic member for three or four months during the summer. 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 detailed on the summer studentship grading grid.

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 full-time degree program at the time of application from any Canadian university may apply.
- Students must commit to the proposed research for either three or four months between May and August..
- Students must be willing and able to participate in the proposed research activities as per [University of Alberta guidelines and policies](#) supporting summer student engagement in research. Projects must be supervised by a WCHRI academic [member](#).
- Supervisors must be WCHRI academic members for not less than one year prior to application; except new recruits with an academic appointment of less than one year at time of application deadline.
- Co-supervision is permitted where the co-supervisor is a currently funded WCHRI Postdoctoral Fellow and the work proposed in the summer studentship application directly supports the research project supported through the WCHRI Postdoctoral Fellowship award.
- Students and/or supervisors, including co-supervisors, may access and submit a maximum of one application.

Program eligibility is determined based on the Application Access Request Form and the submitted Application Form.

3.0 Award funding

The WCHRI Summer Studentship award is paid as a bursary. Refer 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. All awards are pro-rated based on the actual period of support. Where program interruption, and/or human resources concerns arise that necessitate changes to the payment schedule, WCHRI must be contacted without delay.

WCHRI Summer Studentship awards are tenable at the University of Alberta only. Funding is non-transferrable.

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 successful with another summer studentship award for, or related to, this research. 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 WCHRI incentive is offered, WCHRI becomes 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 are 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 build and/or attract applications in specific areas of research. Priority calls are determined annually by WCHRI. All applications in an area of priority must evidence scientific merit and relevance with WCHRI to be eligible for funding.

4.0 Supervision

All awardees 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 or co-supervisor must provide direct and continuous supervision for the term of the award.

Co-supervision is allowed only where the proposed co-supervisor is a currently-funded WCHRI Postdoctoral Fellow and the work proposed in the summer studentship application directly supports the (co-supervisor's) research project supported through the WCHRI Postdoctoral Fellowship Award Program.

5.0 Application

WCHRI supports the University of Alberta's efforts to ensure the highest standards of research and scholarship practice and behavior. By participating in the application process, the applicant and their supervisor(s) assert that information provided to WCHRI 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.

Information not requested in the application form will not be forwarded to the committee for review and applications with missing information or documentation will be submitted to the committee "as is" provided applications meet administrative eligibility requirements.

It is the applicant's responsibility, with the support of the sponsoring supervisor, to ensure the application is accurate and complete.

5.1 Application Process

Submission of the Summer Studentship Application Access Request is required to establish access for the applicant, supervisor and co-supervisor and referees. Applicants and/or supervisors, including co-supervisors, are able to access a single application. All applications must be completed and submitted through the application platform.

Refer to the [WCHRI Summer Studentship Award Program information](#) for deadlines; application access requests and/or applications are not accepted after submission deadlines.

5.2 Letters of reference

Letters of reference are confidential and solicited directly by WCHRI from the referee. Letters of reference may be authenticated by WCHRI. Letters of reference will be solicited a maximum of 3 times on the applicant's behalf, commencing at the time of application form release.

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. Committee composition includes both academic faculty and WCHRI-funded Postdoctoral Fellows in their second year of program funding. 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. Result letters will be available to the applicant, supervisor and institutional sponsors 10 days following the competition result posting. In the event of discrepancy between the website posting and the formal outcome letter, the website posting constitutes our notification of outcome.

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

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 the applicant and supervisor have reviewed and agreed that: 1. the application meets research scholarship and practice requirements and 2. is consistent with UAPPOL policies and procedures.

By supporting 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.

Institutional sponsors also agree to the public release of information and/or support of any WCHRI communication initiatives subsequent to award funding.

WCHRI will request institutional sponsorship on behalf of all applicants and their supervisors. Applications that do not meet institutional sponsorship or where sponsorship is not confirmed by the institutional sponsor by the required deadline date are not eligible for funding.

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 award is paid as a bursary therefore vacation time or vacation pay are not accrued. 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 Summer Studentship awardee sessions. 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. Access 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 be 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 eligibility to hold the award. This includes but is not limited to termination of enrolment, institutional sponsorship 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.