

**SUMMER RESEARCH STUDENTSHIPS**  
**Calgary Health Research Office**  
**Room 1101, South Tower, Foothills Site**  
**1403 - 29 Street NW, Calgary, AB, T2N 2T9**  
**Phone: 403-944-4343, Fax: 403-944-4775**

## **INFORMATION FOR COMPLETION OF APPLICATION FORM**

### **A. Guideline Summary for Summer Research Studentship Program**

The Calgary Health Region and Calgary Laboratory Services offer a limited number of summer studentships on a competitive basis to well motivated students with records of exceptional academic performance. This is an opportunity to participate directly in medical/health research in Calgary during the summer months (May to August). The intent of the program is to encourage such students to consider formal training and a career in medical/health research.

*Please note that the projects to be funded by the Calgary Health Region will be restricted to those that have human or population based applications that have an immediate and direct link to human/clinical application (ie. should have a clinical component) including studies involving biological correlates of human disease. Basic science projects will not be funded from this source.*

*Projects to be funded by Calgary Laboratory Services will be restricted to those with a laboratory medicine focus. The project supervisor must have an appointment with CLS.*

If you are applying to the **AHFMR Summer Studentship Program**, you may also apply to the CHR/CLS program for funding with the same supervisor on the same project. If you receive a studentship award from AHFMR, your application will be removed from the CHR/CLS competition as you may only receive funding from one source.

### **B. Eligibility Criteria**

1. Applicants will be registered **full-time** (3 or more courses, or equivalent) in an **Alberta undergraduate** degree program. Students registered in an undergraduate degree program outside Alberta may also apply; however the student must be a **resident of Alberta** and be able to provide evidence of Alberta residency.

A student registered in a M.D. program, who may already hold an undergraduate or graduate degree, may also apply.

2. Project supervisors who sponsor a student must hold an appointment with either the CHR, the University of Calgary, or Calgary Laboratory Services. It is expected that the supervisor has a record of productive research and sufficient funding to ensure the satisfactory conduct of the research. The supervisor must be prepared to provide direct and continuous supervision during the term of the award.

3. A LIMIT OF ONE APPLICATION MAY BE SUBMITTED PER SUPERVISOR.
4. Ideally, candidates should be continuing their education in the Fall of 2008 following completion of the Summer Studentship. It is **highly recommended** that candidates in their **final year** of an undergraduate program submit evidence of registration in or application to a graduate or another undergraduate program.

### C. Conditions of the Award

1. Students must be willing to participate full-time in the project for the duration of the award (14 full weeks) and agree not to change supervisor or project during the brief term of the award without permission from the Chair of the Summer Studentship Committee.
2. The student must begin and complete the project within the time period. The recipient may not accept any other studentship during the tenure of this award.
3. A studentship is non-transferable. If for any reason the student funded cannot carry out the project, the Calgary Health Research Office must be notified and the funds returned.
4. Recipients of the Summer Studentship Awards will be paid a total of \$5,200.00 for a 14-week (full time) tenure during the period May to August.

### D. Competition Closing Deadline and Evaluation Procedure

Applications must be received by the Calgary Health Research Office, Room 1101, South Tower, Foothills site by **March 14, 2008**. A review committee of Calgary Health Research Office and Calgary Laboratory Services representatives will review applications. **The Review Committee WILL NOT consider applications that are not complete, or in which the required information is not provided in the manner requested. Incomplete applications will be eliminated immediately upon receipt.**

In its evaluation of each application, the Review Committee will look primarily for:

1. evidence that the candidate has a very sound academic record
2. a well-defined role that the student will take in the supervisor's project
3. that the supervisor is conducting a productive research program in health or biomedical research and has clearly outlined project(s) in which the student will be involved.

**Competition results will be released only through the Calgary Health Research Office.**

#### **Note to Students & Supervisors**

Due to the length of time involved in completing the application process (ie. completing the application form, collating applicable documents, obtaining transcripts, etc), it is recommended that students contact prospective supervisors no later than mid-January. It is also recommended that students submit a resume when contacting prospective supervisors in order to assist in their preliminary review process.

## **E. Instructions for Completion of Application Form**

**IT IS IMPORTANT THAT THE INSTRUCTIONS FOR COMPLETING THE FORM BE FOLLOWED PRECISELY.**

1. The application must be **TYPEWRITTEN** and the font size must not be greater than 12 characters per inch (cpi). **DO NOT** photo reduce material.
2. The **original plus six copies** of the application, complete with the candidate's up-to-date **official transcripts (ie. sealed)** and **one letter of reference to be sealed in an envelope by the referee**, are required. The letter of reference **CANNOT** be from the supervisor. **Transcripts should be forwarded directly to the supervisor** from issuing institutions and **NOT** to the Calgary Health Research Office
3. **DO NOT** include extraneous information such as additional letters of reference, resumes, abstracts, etc. These **WILL NOT** be forwarded to the Review Committee.
4. For research projects that involve **human subjects**, it is the responsibility of the supervisor of the project to ensure that the project receives approval from the Conjoint Health Research Ethics Board (CHREB). The studentship application must provide proof that the project has either received approval from the CHREB or that it has been submitted to ethics for review prior to the summer studentship submission deadline of March 14, 2008. For details regarding ethics approval process, refer to the guidelines for administrative, scientific and ethics review, available from Office of Medical Bioethics.

## **F. Final Report**

A one-page summary by the student of the completed research project must be submitted to the Center for Advancement of Health no later than September 30, 2008. This summary should include plans for publication and for presentation. Copies of the abstracts and/or publications should be submitted to the Calgary Health Research Office when they become available. Failure to comply with the submission of a final report will result in the project supervisor not being offered future summer studentships.