

SCOPE:

These terms and conditions apply to all students participating in the 2023 Royal Victoria Regional Health Centre (RVH) Summer Student Research Award program (the "Award"), as well as to all RVH employees and professional staff acting as supervisors within the program.

BACKGROUND:

Accelerate Teaching and Research is a major focus of RVH's patient-centred **MY CARE** strategic plan. The RVH Research Institute is committed to supporting the scholarly development of students enrolled at a Canadian university or college.

The Award enables qualified students to engage in an immersive summer research experience intended to supplement and give practical meaning to their academic coursework. The objectives of the Award are to stimulate interest in applied health research and to help prepare students for post-graduate studies or research-related careers.

Successful candidates will receive compensation in the form of a stipend to help support the following activities:

- Collaborate with local supervisors to facilitate RVH-led research activities
- Gain knowledge scientific techniques and methodologies
- Implement and conduct new RVH-led research projects
- Collect and analyze data for RVH-led research
- Publish and/or present research findings

SOURCE OF FUNDING

The Award is funded through the efforts of the RVH Foundation.

The RVH Research Institute shall administer the Award in accordance with the conditions below. Applications will be reviewed and approved by members of the RVH Research Council.

DEFINITIONS:

Supervisor: A supervisor is defined as an RVH employee or professional staff member with active privileges who will take responsibility for the supervision of students through the tenure of the Award. The supervisor will be responsible for:

- developing an investigator-led research project with the student;

- training and mentoring students through appropriate research related processes, as needed (e.g., Research Ethics Board submission, participant recruitment, eligibility, and consent, data collection, statistical analysis, manuscript writing); and
- ensuring that the student is not assigned administrative tasks or deliverables that are not critical to the implementation or performance of a research project

RVH Summer Student Research Award (the “Award”): A competition-based award intended to support qualified students to undertake an immersive summer research experience that supplements and gives practical meaning to their academic coursework. Compensation is provided in the form of a stipend and does not represent a salary or wage. The stipend is treated as employment income with T4A slips issued.

PROCEDURE:

The RVH Research Institute shall administer the Award in accordance with the eligibility criteria below. Applications will be reviewed and approved by a sub-committee comprised of members from the RVH Research Council.

Eligibility Criteria:

1. Applicants must be students actively enrolled in a bachelors degree program or professional degree program (e.g., MD, PharmD) at a Canadian university or college during the time of the Award
2. Students actively enrolled in a graduate program (e.g., MSc, PhD) during the time of the Award are *not* eligible to apply
3. Students who are transitioning between two distinct post-secondary degree programs during the time of the Award are eligible to apply, but must provide proof of upcoming enrollment
4. Applicants must be Canadian citizens or permanent residents of Canada
5. Applicants must be eligible to work in Canada and hold a valid Social Insurance Number for the duration of the Award
6. Applicants must demonstrate a cumulative grade point average (GPA) of at least 3.30 (or “B+” or 77-79%) at the time of submission of their application
7. Applicants may not be immediate family members (parents, guardians, spouses, siblings, and children) of anyone on the study team **NEW 2023**
8. Projects considered Quality Improvement or Quality Assurance will not be considered
9. The Award period is from the beginning of May to the end of August of each year the Award is offered (exact dates to fulfill a full sixteen (16)-week term may vary)
10. Successful candidates may receive only one (1) RVH Summer Student Research Award per fiscal year (April 1-March 31)
11. Students may be awarded a maximum of two (2) RVH Summer Student Research Awards **NEW 2023**
12. Successful candidates are expected to sign a confidentiality agreement, code of conduct agreement, and adhere to the standards and policies set forth by RVH

13. Award holders must be engaged on a research project at RVH during the length of the Award
14. Awardees will become ineligible if they start a graduate degree program at any time during the Award period
15. Awardees will become ineligible if they are performing non-research related work or conducting industry-sponsored research
16. Awardees may be required to repay all or part of the stipend if the information they have provided is found to be inaccurate or if the awardee becomes ineligible while holding the Award

Application Process:

1. Candidates must submit the completed RVH Summer Student Research Application and all supporting documents prior to 11:59 p.m. EST on the application deadline to be considered for the upcoming summer research period. Late or incomplete applications will not be considered

2022 RVH Summer Student Research Award Dates and Deadlines:

Call for Applications: **Monday, December 19, 2022**

Application Deadline: **Friday, March 17, 2023**

Award Decision: week of **Monday, April 10, 2023**

2. Email completed applications to:
Mitchell Greene
Medical Education & Research Specialist
Centre for Education & Research
Royal Victoria Regional Health Centre
201 Georgian Drive, Barrie, ON L4M 6M2
greenem@rvh.on.ca
3. While we strive to inform all applicants of the outcome of their submission, high volumes may require that only successful candidates be contacted following completion of the selection process
4. In the event of a discrepancy between RVH and an applicant, RVH maintains the right to refuse the Award to the applicant for any reason

Selection Process:

1. The number of awards offered each year is contingent upon available funding. There must be sufficient funding to support the Award for the designated period
2. Each application will be reviewed by at least two (2) members of the RVH Research Council. Reviewers will declare that no conflict-of-interest exists and recommendations for funding will be made based on different criteria, including research aptitude (applicant's expertise, experience, and merit), concept (significance and impact of

proposed research), feasibility (approaches and methods), and environment (supervisor and available resources); additional criteria may be applied at the discretion of the reviewers

3. Preference will be given to students who have already identified a supervisor and project
4. Applications from students who are unable to identify a supervisor by the submission deadline may be reviewed on a case-by-case basis and under a separate criteria. At the recommendation of the reviewer and contingent upon the availability of unmatched supervisors and funding, information from select applications may be provided to a prospective supervisor for review and consideration. Applicants whose information is provided to unmatched supervisors does not guarantee a successful match or Award outcome.
5. Successful applicants will be notified by e-mail and will have seven (7) days to accept or decline the Award offer from the date of notification. Successful applicants who do not accept or decline the Award within seven (7) days will automatically forfeit the Award to another applicant.
6. Successful applicants may not defer the Award
7. Reviewer scores and feedback will not be made available to applicants

Award Payment:

1. The Award will be paid in the form of a stipend. Successful applicants must complete an RVH Summer Student Research Award Payment Authorization Form to be submitted to the RVH Human Resources Department.
2. Stipends will be paid directly to successful candidates, not to the supervisor or host program/department
3. The supervisor must review and sign the completed RVH Summer Student Research Award Payment Authorization Form to attest to the nature of the payment. The supervisor should confirm the recipient, amount, and disbursement schedule. The completed and signed RVH Summer Student Research Award Payment Authorization Form will be retained in the RVH Human Resources Department for at least seven (7) years as supporting documentation in the event of financial inspection or audit
4. Successful candidates will be eligible to receive up to \$4,500 Canadian dollars (CDN) for a full sixteen (16)-week period; stipends may be prorated to reflect changes to the start and/or end time of the student's Award period
5. The *Laura E. Crook Scholarship for Community Health Research* may be awarded to the highest ranking student committed full time to a project focused on Family Medicine or Child and Maternal Health. If no applications are submitted or approved for those fields in any given year, then the scholarship will be awarded to the overall highest ranked application with a full time commitment. The scholarship will provide compensation to the awardee in the form of a \$6,000 CDN stipend **NEW 2023**
6. Stipend amounts may be commensurate with an awardee's commitment to the project. Students must identify the estimated commitment to the project in their application

7. Stipends will be paid over four equal monthly installments by direct deposit to a Canadian bank account or by cheque. The payment of monthly installments are authorized by the Director, Research
8. RVH maintains the right to withhold and/or terminate stipend payment(s) should awardees not satisfactorily participate in the program or become ineligible, each as determined by the supervisor or the Director, Research
9. No payment will be approved for any vacation leave or sick time the research student takes during the tenure of the Award
10. RVH will not withhold tax from stipend payments. A T4A slip will be issued to awardees for individual tax purposes. Legislative changes may overrule this process at any time