

## Terms of Reference

### Summer Studentship Program

### Research Office

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#### Overview

Research and Innovation is at the heart of modern medicine. The Faculty of Medicine's *Summer Studentship Program* provides up to 54 first- and second-year undergraduate students the opportunity to participate in research projects. This competitive program provides Medical students the opportunity to gain first-hand training in research methodologies and skills while working on a summer research project with a faculty supervisor/mentor. In addition, the program provides real-world skills in science communications through presenting their research as a poster presentation during the annual uOttawa Faculty of Medicine Research Day in the Fall (date TBD). By learning how to conduct research, analyze data and synthesize medical research, we aim to provide Faculty of Medicine undergraduate Medical students with experience and skills to support their clinical and research career development.

Projects offered through this program aim to reflect the diversity and breadth of research at the Faculty of Medicine. This is an open competitive program that accepts projects from across the medical research continuum, from fundamental research on the mechanisms of disease and drug discovery to evidence-based medical education and practice-changing clinical research. All faculty members with a primary academic appointment to the Faculty of Medicine at the level of Assistant, Associate or Full Professor (PhD or MD) are eligible to submit a project to this program and supervise a summer medical student. (Adjuncts & Lecturers are not eligible)

In addition, in order to promote research in strategic areas of development as outlined in the Faculty of Medicine's 2020-2025 Strategic Plan, each year we will make priority announcements in collaboration with our partners. These priority areas may require additional application information and reporting criteria.

#### Key Dates

Supervisor application due	February 1, 2022
Students application due	March 1, 2022
Notice of decision sent	April 1, 2022

#### Funding

Each successful medical student applicant will be awarded a stipend of \$5,500 for their summer research project. It is expected that each awardee spends 10 weeks working on the project.

## Who can Apply?

**Supervisors** must hold a primary appointment in the Faculty of Medicine\*, be in good standing with their departments, and be eligible to supervise undergraduate students. Potential supervisors must also:

- Contribute \$1,750 to the program (an invoice will be sent at the end of the summer)\*\*
- Serve as a judge during the poster session of the annual Faculty of Medicine Research Day
- Ensure the project will follow all the required ethics procedures, including having approval before the project commences (if required)
- Use best EDI practices in selecting summer student candidates
- Agree to submit only one project and supervise one student

\*Limited to Assistant, Associate, and Full Professors. (Adjuncts & Lecturers are not eligible)

Priority area partners will need to link with a Faculty member to submit an application.

\*\*Note for some priority announcements the supervisor contribution may be paid by program sponsors.

**Undergraduate medical students at the University of Ottawa** who are enrolled in their first or second year of training are eligible to apply. Successful candidates must also:

- Prepare and present a poster of their research results during the annual Faculty of Medicine Research Day in the Fall (date TBD).
- Notify the Medical Education Office (BLOCKY2 or medyear3) by June 1, 2022 of their absence to present the poster during the annual Faculty of Medicine Research Day in the Fall (date TBD).

Please note that only one project per supervisor will be accepted, except in extraordinary circumstances. Students can only be funded to work on one project each summer they are eligible to apply. Students are not allowed to receive 2 studentships within the Faculty for the same work.

## Application Process

1. Potential supervisors are invited to submit a full project description by February 1, 2022 through our online [Supervisor Application Form](#). Submission includes:
  - a. Summary of the project, which includes: research question, introduction, objectives, methods, training plan and impact statement.
  - b. Short description of how research project will incorporate sex- and gender-based analysis+ ([SGBA+](#));
  - c. Research ethics board approval (if required)
  - d. Any additional information required for those applying for priority announcements.
2. The projects are circulated to all first- and second-year medical students.
3. Students directly contact supervisors to discuss projects that interest them.
4. Supervisors will interview the students ensuring the principles of EDI are respected as outlined in the [Tri-Agency Best Practices in EDI in Research](#).

5. Supervisors will notify the student they select for their project in writing so students can then include this confirmation in their application.
6. Selected students must submit a [\*\*STUDENT APPLICATION FORM\*\*](#) and up-to-date CV by March 1<sup>st</sup> 2022. The application form includes the following details:
  - a. how this position fits with their future plans and career path;
  - b. how the project will provide them with a unique research training opportunity;
  - c. student role in the project as they understand it;
  - d. what skills and experience they offer that are relevant to the project (e.g. previous research experience).
7. A review committee comprised of faculty, students and community members will assess the and rank the applications using merit indicators (see below).
8. Supervisors and students will be notified of the committee's decision via email.
9. Upon receipt of the award notice, both student and supervisor must confirm they accept the award.

## 2022 Priority Areas

### 1. *Mach-Gaensslen Foundation*

Up to five (5) awarded will be funded through the Mach-Gaensslen Foundation. The Foundation's objectives are to: i) carry out, support and promote medical research in the fields of **cardiology, oncology and psychiatry**, ii) disseminate the findings of such research to the interested public and iii) promote excellence in education in the fields of cardiology, oncology and psychiatry.

### 2. *Social Accountability*

In 2022, eight (8) summer studentships will be allocated to the priority area of Social Accountability:

- Four (4) of these will be awarded to faculty members working in collaboration with community stakeholders
- Four (4) of these will be awarded directly to community stakeholders themselves

Participating community organizations in both groups are eligible to receive a small research stipend of \$500

At least one studentship will be allocated to each of our priority areas of **Indigenous, Francophone, rural/remote and marginalized populations**. Please see program Terms of Reference for additional details.

### 3. *Wellness / Equity Diversity and Inclusion / Professionalism*

Up to three (3) studentships will be allocated to the priority areas of **wellness, professionalism, and/or equity, diversity and inclusion (EDI)** in partnership with the Faculty Wellness Program, Office of Equity, Diversity and Inclusion and the Professionalism Office.

## Review Committee

The review committee will assess and rank the summer studentship applications. The committee commits to a fair and transparent review assessment to promote excellence in research across Faculty of Medicine's diverse research fields. In alignment with the University of Ottawa's Office of the Vice-President, Research policies, the committee will foster an equitable research, education and training environment that provides equal opportunities for everyone and that respects and values diversity.

### *Mandate*

1. The Committee will provide rankings of summer studentship applications using the merit indicators (see below) while ensuring the Faculty's core values of equity and diversity are respected.
2. The Committee will provide feed-back on the summer studentship application and review process.

### *Membership*

The Committee will reflect the diversity of the University of Ottawa and Faculty of Medicine community with respect to the four diversity categories identified in the Canada Equity Act (gender, minority status, indigenous status, disability status). In addition, the review committee should reflect the diversity of our uOttawa community, including stakeholders from our partner institutions and reflective of the diverse research fields at uOttawa. It will be comprised of:

- a) Faculty of Medicine Assistant Dean, Research and Special Projects (Chair);
- b) At least three (3) Faculty representatives from biomedical or basic research fields;
- c) At least six (6) Faculty representatives from clinical research fields ;
- d) Three (3) former summer studentship recipients;
- e) Ad hoc members representing priority areas .

Staff/Non-Voting Members:

- f) Administrative Assistant of the Faculty of Medicine Research Office

## Merit Indicators

All applications will be reviewed according to the following merit indicators:

- Excellence of the Research Project (50%)
  - o Impact, innovation, feasibility, methods, SGBA+ considerations
- Excellence of Training Opportunity (50%)
  - o Research training experience and skills development, training plan, fit with career goals of the trainee

In addition, applicants indicating they wish to be considered for priority areas, the following criteria will be used:

1. *Mach-Gaensslen Foundation*

Projects in the Mach-Gaensslen priority area must:

- Carry out, support and promote medical research in the fields of **cardiology, oncology and psychiatry**;
- Help disseminate the findings of such research to the interested public; and
- Promote excellence in education in the fields of cardiology, oncology and psychiatry

2. *Social Accountability*

Projects must have engaged at least one eligible stakeholder and demonstrate they meet at least two of the following criteria:

- Demonstrate relevance to one of more priority needs for community stakeholders as determined by those stakeholders themselves;
- Have the potential to reduce health inequity;
- Demonstrate an understanding and sensitivity to the context in which the research is being conducted;
- Increase the quality, relevance, and efficiency of care;
- Establish realistic pathways to achieve impact.

3. *Wellness / Equity Diversity and Inclusion / Professionalism*

Projects for the Wellness, EDI and Professionalism priority area must meet one or more of the following criteria:

- *Wellness:*

- Have the potential to improve wellness;
- Demonstrate relevance to one of more priority wellness needs for Faculty of Medicine stakeholders;
- Establish realistic pathways to achieve impact.

- *Equity Diversity and Inclusion:*

- Identify and address issues relevant to equity, diversity and inclusion;
- Lead to a better understanding of equity gaps at the Faculty of Medicine;
- Promote a more equitable and inclusive environment.

- *Professionalism:*

- Identify and address issues relevant to promoting a professional learning environment;
- Lead to a better understanding of gaps in the current professionalism program at the Faculty of Medicine.