

## **Summer Studentship Stipend Terms of Reference:**

### **Department of Laboratory Medicine and Pathology**

#### **STIPEND DESCRIPTION:**

LMP Department Summer Studentship Stipend provides funding to excellent undergraduate student currently enrolled at a Canada's post-secondary institutions to support a clinical or basic science laboratory research projects at the University of Alberta during the summer months (May to August). The aim of this Stipend is to attract and encourage students to consider careers in research, as well as to foster research in the Department of Laboratory Medicine and Pathology. **The Stipend is in the amount of \$ 1500/month, paid directly to the student in monthly installments over the term of the stipend (2-4 months, between May and August) or to the student supervisor as operating funds (up to \$ 3000) to support the costs of a student research project.**

#### **STIPEND GOVERNANCE**

The LMP Summer Studentship Stipend is funded by the Department of Laboratory Medicine and Pathology Research Fund, governed by the LMP Research Committee. The stipend adjudication and management decisions shall be made per consensus of the LMP Research Committee. If no consensus can be achieved decisions will be made by a 2/3 majority vote of the LMP Research Committee members in attendance excluding the Chair. If a tie vote results, the Chair will cast the deciding vote. Adjudication criteria include merit of the research project, student academic record, student research potential, supervisor's research record and potential contributions to the research mission of laboratory medicine and pathology field. The Department Chair has the signing authority and reporting responsibility for the LMP Summer Studentship Stipend. The stipend may be terminated at any time for good and sufficient reason by the stipend recipient, or by the LMP Department Research Committee.

#### **ELIGIBILITY:**

##### **STUDENTS**

To be eligible to apply for the LMP Department Summer Studentship Stipend, students must meet one of the following criteria:

- Students currently registered in an undergraduate or MD program at a Canadian or international post-secondary institution
- Students completing the final semester of their undergraduate program and who have applied to an MD or graduate program that would start in the upcoming fall.
- Applicants intending to work with blood or blood products must provide evidence of Hepatitis B vaccination before the stipend may commence.
- To encourage more applications for other major studentships, preference will be given to students that meet all requirements, but whose applications for other summer studentships were declined. LMP Department needs to be notified of the results of these summer studentship award applications by April 15th.

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- Priority for allocation of operating funding (up to 3000\$) will be given to candidates with secured salary stipends for a summer studentship from other sources (e.g. AIHS, FOMD, WCHRI, CBS).
  - Applicants may only submit ONE application each cycle.
  - In the event that the student is offered another summer studentship, LMP Research Committee must be notified. LMP award recipients may NOT hold award funding from multiple sources concurrently, external award will be prioritized. In that case, LMP Summer studentship award will be considered for the following highest ranked candidate or carried forward for the following academic year.
  - Preference will be given to applicants who have not previously been supported by the LMP Summer Studentship Stipend.

#### SUPERVISORS:

Supervisors must hold a primary faculty appointment in the Department of Laboratory Medicine at the University of Alberta, and also meeting the eligibility criteria below:

- Be able to provide continuous and direct mentorship to the stipend recipient
- Has access to the resources (samples, space, date, equipment, operating funding) necessary to conduct the proposed research
- Have appropriate research (human and/or animal) ethics approvals in place prior to the stipend commencement
- Each supervisor may apply with a maximum of TWO students per year and each student must have a separate project
- Students are expected to complete the project they were approved for, and the summer studentship award is not transferable to another project. Major deviations from the proposed project or project scope must be approved by the LMP Research Committee.

#### **SUBMISSION:**

Applications must be submitted on the prescribed forms (see attachment) and forwarded to the Chair, LMP Department, University of Alberta by **midnight, March 1<sup>st</sup>**. for funding start May of the same year. Each application will be given careful consideration, however LMP Research Committee reserves the right to grant or refuse any application. Incomplete or late applications will not be sent for adjudication. Applicants and their supervisors will be notified of the adjudication results by **April 24<sup>th</sup>**. Adjudication decisions are not appealable.

#### **REPORTS AND PRESENTATIONS:**

Stipend recipients are required to submit a Final Report by midnight, **September 15<sup>th</sup>**, describing the results of their program (1 page, single space), as well as giving an outline of their future career plans (500 words). This Final Report must be counter-signed by the supervisor. Stipend recipients and supervisors who do not provide the final report will not be considered for future LMP Summer Research Stipends.

Stipend recipients are also encouraged to present the results of their research project (poster or oral presentation) at the annual Discovery, Research, InnoVation and Education (DRiVE Days)

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event jointly organized by the Department of Laboratory Medicine and Pathology and Alberta Health Services, Department of Laboratory Services.

Stipend recipients are also strongly encouraged to present their research work at other on-campus events, national and international conferences. All publications, including public messages arising from the research supported by this stipends must acknowledge the support of the LMP Department.