

**SCOPE:**

These terms and conditions apply to all students participating in the 2020 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:

- Connect 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 submission, participant recruitment, eligibility, and consent, data collection and statistical analysis); 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:** A competition-based award intended to support qualified students undertake an immersive summer research experience to supplement and give 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 members of 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 future 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. 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 will vary)
8. Successful candidates may receive only one (1) RVH Summer Student Research Award per fiscal year (April 1-March 31)
9. Students may be awarded a maximum of three (3) RVH Summer Student Research Awards
10. Successful candidates are expected to sign a confidentiality agreement, code of conduct agreement, and adhere to the standards and policies set forth by RVH
11. Award holders must be engaged on a research project at RVH during the length of the award

12. Awardees will become ineligible if they start a graduate degree program at any time during the award period
13. Awardees will become ineligible if they are performing non-research related work or conducting industry-sponsored research
14. 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

### 2020 RVH Summer Student Research Award Dates and Deadlines:

Call for Applications: **Monday, January 13, 2020**

Application Deadline: **Friday, March 13, 2020**

Award Decision: week of **Monday, April 6, 2020**

2. Email or courier completed applications to:  
Kelly Cruise, BHSc, CCRP  
Centre for Education and Research, Room 3355  
Royal Victoria Regional Health Centre  
201 Georgian Drive,  
Barrie, ON L4M 6M2  
[CruiseK@rvh.on.ca](mailto:CruiseK@rvh.on.ca)
3. Only successful candidates will 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, or are returning to continue on an existing project

4. 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 forfeit the award to another applicant.
5. Successful applicants may not defer the award to a later period
6. 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 the changes to the start and/or end time of the student's award period
5. The total stipend 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 of Academic and Medical Affairs
6. 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 of Academic and Medical Affairs
7. No payment will be approved for any vacation leave or sick time the research student takes during the tenure of the award
8. 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