



## SUMMER STUDENTSHIP RESEARCH AWARD GUIDELINES

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### OBJECTIVE

The Diagnostic Services Manitoba (DSM) Summer Studentship Program provides an opportunity for a limited number of well-motivated students with records of strong academic performance (and/or previous research experience) to participate in translational research (research that involves patient oriented preclinical and clinical applications) with preference given to laboratory medicine and diagnostic imaging research (research that involves use of imaging/radiology with the goal of improving patient management).

### ELIGIBILITY

Applicants must be registered at a Canadian institution in an undergraduate degree program or Co-Op program. Canadian citizens and landed immigrants will receive first consideration.

Applications must be sponsored and supervised by a DSM staff member or a University of Manitoba faculty supervisor who must have research experience or experience in scientific methods and validation of new tests and procedures, and who must be prepared to provide the student with direct supervision during the term of the award. Students must be prepared to participate in the project on a full-time basis, and to agree not to change supervisors during the term of the award.

DSM reserves the right not to make an award in any year in which the above criteria are not fulfilled.

### PERIOD OF SUPPORT

Each award will be for three summer months (May 15<sup>th</sup> to August 15<sup>th</sup>). At the conclusion of the award period, and in consultation with the supervisor, the student will submit a written report of approximately 1000 words to the DSM Research Support Office (attention Kimberly Sawchuk) giving an overview of the work carried out. This report should include methods used; an evaluation of the results with a discussion of their significance and an evaluation of the experience gained, and must be submitted by October 1<sup>st</sup> of the given year.

### FUNDING

The award will be \$5000 (3 payments of \$1666.67) for the student's stipend. Payment of the award to the student will be made by DSM beginning on or about June 15<sup>th</sup>, and on a monthly basis thereafter, up to August 15<sup>th</sup> of the given year.

The number of awards presented in any given year will be dependent on the number of suitable applicants and the funds available. A maximum of two awards will be given each year.

### ASSESSMENT PROCEDURES

Each application is assessed by the Award Review Committee which is responsible for establishing a rating based on its scientific merit and relevance.

The DSM Director of Research considers the ratings and recommendations of the Award Review Committee, then approves and announces the final decision.

## **DEADLINE DATE**

Applications must be received at the DSM Research Support Office no later than April 1<sup>st</sup> of the given year. All documentation, including transcripts and reference letters must be received by the DSM Research Support Office at this time. **Late documentation and incomplete applications will not be submitted for review.**

## **NUMBER OF COPIES**

**One hardcopy original and one electronic copy** of the application and all attachments. Attachments include: transcript, a current photograph of the applicant (only a high resolution electronic copy is needed of photograph), and any supervisor's reprints that may be relevant to this project. The transcript may be the most recent online copy from the student's University website.

## **MAILING ADDRESS**

DSM Research Support Office  
#1502-155 Carlton Street  
Winnipeg, MB R3C 3H8  
Attention: Kimberly Sawchuk

## **NOTIFICATION**

Awards will be announced on the last Friday of April of the given year. The applicant, the sponsoring institution, and the faculty supervisor are notified of grants awarded.

## **APPLICATION**

It is the responsibility of the applicant to provide clear and concise answers to all questions on the application form and to submit the required number of copies and supporting documentation with the application.

Sections 1 through 10 and a signature on Section 18 are to be completed by the applicant. Sections 11 to 18 are to be completed by the sponsoring supervisor.

Material which is received over and above the limits noted on the application will not be submitted for review. Use only 8½" by 11" paper for all attachments, typed on one side only. The print must be of letter quality and easy to read. Use single spaced type NO smaller than 12 points; condensed type or spacing is not acceptable. Applications not meeting these standards may not be submitted for review.

Where there is a requirement for the insertion of a separate page, for example; Sections 12 or 15, please number the additional page or pages in the following manner; 12.1, 12.2, etc. or 15.1, 15.2, etc.

### Supporting Documentation

Each application shall include a copy of the most recent transcript, complete academic year and one letter of reference from someone other than the applicant's supervisor, which may be included or sent under separate cover to the DSM Research Support Office by the application submission deadline.

### Official Language Policy

Applicants are invited to submit the application in English.

### Applicant (Section 3 - Page 1)

The applicant is recognized by DSM as the individual participating in a training program under the supervision of an established investigator.

### Supervisor (Section 3a - Page 1)

The supervisor is recognized by DSM as the author of the intellectual content of the application submitted and as the individual undertaking a training program for the applicant.

### Institution (Section 7 - Page 1)

If the supervisor has an academic position with the University and has indicated that the proposed research will be carried out at that institution, then the University is considered to be responsible for the provision of space, facilities, furniture and general services for the conduct of the research project described. However, if the proposed research will be conducted at DSM or DSM affiliated facilities, then DSM will take responsibility for the provision of space, facilities, furniture and general services for the conduct of the research project described.

### Payment and Administration of Grant Funds

Funds will be administered by DSM.

### Lay Summary (non-scientific Abstract) (Section 11 - Page 3)

The project description should be written in **non-scientific language**, in a style suitable for the lay members of the Review Committee or a press release. It should not exceed 200 words.

### Summary of Research Proposal (Section 12 - Page 3)

Highlight the objective(s), hypotheses, methodologies and expected outcomes of the proposed research program. Limit to one page only.

### Signatures (Section 18 - Page 4)

The signatures on the application commit the applicant, supervisor and institution to specific responsibilities. All are jointly responsible for adherence to the general conditions governing the award of the research grant as outlined in the Canadian Institutes of Health Research (CIHR) Grants and Awards Guide, including the guidelines of the Canadian Council on Animal Care with respect to animal experimentation, the review for ethical propriety of all proposals relating to human experimentation, the CIHR guidelines that may apply to handling recombinant DNA molecules and animal viruses and cells, and to the administration of the funds provided according to accepted accounting practices.

### **DISCLAIMER AND INDEMNITY**

In no event shall the Diagnostic Services Manitoba (herein called "DSM") or its officers or their respective agents, employees or representatives be liable for any loss, injury or damage whatsoever to persons or property due to or arising out of the said research, either directly or indirectly, whether attributable to negligence or otherwise, including any loss, injury or damage to the health or well-being of any research subject or innocent bystander or any loss, injury or damage whatsoever to an agent, employee or representative of the Hospital, University or Individual Grantee(s).

The University, Hospital and Individual Grantee(s) also hereby covenant and agree that they will at all times indemnify and save harmless DSM, its officers and their respective agents, employees and representatives from and against:

- a) all claims, liabilities or demands in respect to death, injury, loss or damages whatsoever to person or property which the DSM sustains in or about any claim, action, suit or proceeding which is alleged, threatened, commenced or prosecuted against it, for or in respect of any act, deed, matter or thing whatsoever, made, done or permitted to be done by DSM directly or indirectly, whether attributable to negligence or otherwise arising out of or by virtue of its having granted funds for research to the individual Grantee(s), an appointed member of the staff of the University or Hospital, or for or in respect of its having acted or omitted to act in connection with such research except for any such damage, claim, liability or demand that has been sustained or incurred by DSM's own willful and intentional misconduct; and,
- b) all other costs, charges and expenses, including legal fees and expenses on a solicitor and his own client basis, whether such costs, charges and expenses relate to the foregoing damages, claims, liabilities or demands or otherwise, which DSM sustains or incurs in or about or in relation to the research, except for such costs, charges or expenses as occasioned by DSM's own intentional misconduct.