2019 FoMD IDEAS Office

Summer Studentship in Health Professions Education

Grant Information Sheet

The Summer Studentship in Health Professions Education Grant Program (i.e., HPE Summer Studentship grant) is a competitive program sponsored by the FoMD IDEAS Office that supports annual studentships for either: (1) an educational research study in the health professions or (2) a curriculum development and evaluation project in the health professions. The online application form can be found at: https://is.gd/HPE_summerstudentship_2019

Only online applications will be reviewed.

Dates

- Health Professions Educational (HPE) Summer Studentship grant applications must be submitted no later than 12:00 pm, on March 11, 2019. Applications must be submitted online:

- The committee decisions regarding funding will be emailed to applicants no later than March 22, 2019.

General Funding Eligibility, Requirements, and Process

- Any FoMD faculty/academic staff member may submit a project in health professions education for consideration.

- Students and their principal investigator (PI) can apply for HPE Summer Studentship funds, AIHS funds and/or to other 2019 summer student funding sources. (https://www.ualberta.ca/medicine/research/studentships/applicationprocess). In the case of projects being funded by HPE Summer Studentship funds, AIHS, or another funding agency, students can only receive a stipend from any one agency at the same time, as the studentships are full-time positions.

- Each faculty/academic staff member can only apply for ONE HPE Summer Studentship grant in one funding cycle (e.g., in the 2019 cycle) either as a PI or as a Co-Investigator (Co-I).

- Funding can only be requested for projects that were not previously funded by HPE Summer Studentship funds.

- Students are expected to work a 35-hour week and the PI is expected to spend a minimum of four hours a week in supervision of the student.

- Students may be awarded funding for projects lasting 2-4 summer months, with a stipend of $1,500/month. Typically, projects are provided with two months of funding. PIs requesting 3-4 months of funding for a project must include a budget justification supporting the request for additional funding and provide assurance that the student will be available to work full-time on the project and received supervision for the allotted time.

- All PIs receiving funding from this funding source are required to attend a 2-hour orientation session. PIs are required to attend the orientation session once every 3 years after the first orientation session (date TBD).
Student-specific Information

In addition to tasks associated with their studentship:

- **Students will be required to complete the HPE Summer Studentship “Noon-Time Seminar Series” course on educational scholarship (13:00-15:00 p.m. June 10-14, 2019).** If the student will be unavailable for these sessions, you must indicate this on your application form, along with a justification.

- All students awarded a *HPE Summer Studentship* grant will be **required to complete** the online Collaborative Institutional Training Initiative (CITI) Social and Behavioral Research Course (http://www.reo.ualberta.ca/en/Education-Training-User-Support/Human-Research-Ethics-Training.aspx) **following** the completion of the *HPE Summer Studentship “Noon-Time Seminar Series”* course.

- **The student is expected to submit a two-page project summary by September 27, 2019** and to **present the outcome of the project** at the FoMD Celebration of Teaching and Learning. You may also elect to present your work at the Research Office, Student Research Day (date TBD); this event requires a pre-registration with the Research Office. All students may choose to have their poster judged at the FoMD Celebration of Teaching and Learning poster session. The winner of the *HPE Summer Studentship Best Poster Award* will receive $500.00 toward presenting their work at a health professions conference.

The *HPE Summer Studentship Program Grant Review Subcommittee* will review all applications. Decisions by the *Review Committee* are final. For more information about the program, please contact Dr. Carol Hodgson (Chair, *HPE Summer Studentship Program Grant Review Subcommittee*) at carol.hodgson@ualberta.ca or call 780-492-1515.

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**HPE Summer Studentship Program Information**

**Overview**

- **All HPE Summer Studentship grant applications MUST be completed online by the deadline (March 11, 2019 at 12:00 p.m.)**

- Applications may include either: (1) an *educational research study in the health professions* or (2) a *curriculum development and evaluation project in the health professions*. The focus of the project **must be education**, but can be at any level (e.g., students, residents, etc.); it can also be a patient education project.

- Grant proposals may have multiple PIs if applicable for the project. The experience of each PI must be included in the *PI Statement* and you must provide a brief CV (4 pages maximum) for each PI as part of the online application. However, you must select one PI as the primary supervisor and then ONLY provide the demographic information (e.g., department) for that person.

- All project PIs are required to apply for and receive Ethics approval from the University of Alberta Research Ethics Office prior to conducting their *evaluation/research study* funded by this grant mechanism. If trainees will be included in your study, you may also need to submit an application to the *Trainee Research Access Committee (TRAC)*. Please contact Jocelyn Plemel (jplemel@ualberta.ca) for more information.
Proposal Checklist [responsibility for task]

☐ Project Title [PI]
☐ Project Abstract [PI]

Contact and Academic Information
☐ Names and Contact Information for All PI(s), Co-PIs, and Co-Is [PI]

Project Logistics and Prior Funding
☐ Student Project Start & End Dates [PI]
☐ Amount of Funding Requested [PI]
☐ Prior HPE Summer Studentship Funding: IF any of the PIs received HPE Summer Studentship funding over the past 3 years, attach a copy of the 2-page project summary that your student submitted to the HPE Summer Studentship Committee Chair for the most recent project in which the PI received HPE Summer Studentship funding [PI]
☐ Other Funding Received for This Project [PI]

Prior Submissions and Ethics
☐ Prior Submissions and Ethics [PI]

PI(s) Statement(s) and CV(s)
☐ Attach a copy of each PI’s brief CV (maximum 4 pages) [PI]
☐ Complete the PI Statement for each PI [PI(s)]

Student Statement and CV
☐ Attach a copy of the student’s brief CV (maximum 4 pages) [Student]
☐ Student Contact Information [Student]
☐ Student’s Educational Program (e.g., Dental or Medical Student) [Student]
☐ Complete Student’s Project Interest Statement [Student]
☐ Special Job Requirements for the Student [PI]

Type of Project and Project Summary
☐ Type of Project (i.e., Curriculum or Research/Scholarly) [PI]
☐ Complete the Project Summary – Curriculum Project question OR the Research Project question [PI]
☐ Project Timeline: Describe the project timeline for the larger project IF it goes beyond the summer, but also include the timeframe in which the student will participate on the project [PI]

Additional Funding Information
☐ Additional Funding Needed [PI]
☐ Complete a Budget Justification IF you are requesting > 2 months of funding. [PI]

Agreement to Attend Training
☐ Agree or disagree that your student will attend the required course on educational scholarship. [PI]
☐ Agree or disagree that you (the PI/Supervisor) will attend the required PI Orientation session. [PI]
Submit your online (https://is.gd/HPE_summerstudentship_2019) HPE Summer Studentship Grant application (i.e., all required fields and short CVs) no later than 12:00 p.m on March 11, 2019 [PI]
In compliance with Alberta Innovates Health Solutions guidelines (http://www.aihealthsolutions.ca/media/General-Policies-and-Conditions-for-Summer-Studentship-Awards.pdf)

**Termination of Award**
AIHS and the HPE Summer Studentship program reserve the right to terminate any award if the conditions of the award are not met, or if there is evidence of unsatisfactory progress.

The trainee and/or supervisor must immediately notify the HPE Summer Studentship program administration at ideasctr@ualberta.ca of any changes to the training status that could affect the candidate's eligibility for an award. This includes termination of enrolment or of employment, completion of the requirements for the degree for students, or leave of absence.

**Support of Research Integrity**
The IDEAS Office supports Alberta research institutions in their efforts to promote and ensure the highest standards of research and scholarship practice and behavior.

It is incumbent upon each applicant to adhere to all research policies and procedures in place at his/her institution, including those regarding integrity in research and scholarship.

The IDEAS Office reserves the right to confirm, through independent means, representations of authorship, credentials or research support.

In the event of material deviations in the submitted information, including citation sources (in the case of authorship), issuing organization(s) (in the case of credentials), or granting agencies (in the case of research support), the IDEAS Office reserves the right to disqualify any applicant from the competition in question. Further, the IDEAS Office actions may include disqualifying the applicant from future HPE Summer Studentship competitions for a time period to be set at the IDEAS Office’s sole discretion, withdrawal of any remaining installments of support for any existing IDEAS Office grant or award for which misrepresentation appears in the submission, and seeking partial or full repayment of any past financial support under any IDEAS Office grant or award.

All students awarded a HPE Summer Studentship grant will be required to complete the Collaborative Institutional Training Initiative (CITI) Social and Behavioral Research Course https://www.ualberta.ca/research/support/ethics-office/education-training-user-support/human-research-ethics-training