



Faculty of Nursing Undergraduate Student Summer Research Award Program Guidelines & Application Instructions

The Faculty of Nursing offers a summer research program for undergraduate nursing students, providing them with an opportunity to experience the research environment first-hand. Students will be involved in a research project under the supervision of a Faculty of Nursing tenure track member. Students will engage in activities that develop their research skills and experience. The award is meant to encourage students to pursue graduate education and possibly a research career. The overall purpose of this program is to strengthen nursing-related research and talent development by providing research training support to students. The goal is to lead to the development of the next generation of nursing researchers.

The number of Faculty of Nursing Undergraduate Student Awards is dependent on the availability of funds.

VALUE OF THE AWARD

The value of the summer studentship award is up to **\$2500/month**, paid as a bursary and is therefore not subject to the Income Tax Act and Regulations of the Government of Canada. The award supports an engagement in research from **May 1 – August 31** of the year of implementation. **The minimum term of support is 2 months; the maximum is 3 months.** All awards are tenable at the University of Alberta only. Funding is non-transferable.

There is no limit to the number of awards the student may hold as a designated recipient. However, only one summer student financial award will be paid to any given applicant during the award period. Applicants are responsible for notifying the Associate Dean (Research), Faculty of Nursing (c/o Research & Funding Support Coordinator) by email to nursing.research@ualberta.ca of their decision to accept or decline all respective awards.

Nursing students who have been successful in obtaining both the Faculty of Nursing Undergraduate Student Summer Research Award and another external peer-reviewed competitive summer student award (e.g. Alberta Innovates, CFN, etc.) may be eligible to receive a financial top-up incentive award. The amount of top-up is dependent on the value of the external award, with both awards combined not exceeding \$2,500/month. (**NOTE: A WCHRI Summer Student Award is not considered an external student award**). To be eligible for the financial top-up incentive award, successful applicants must forward the external agency's written *Notification of Award* to the Coordinator by email to nursing.research@ualberta.ca within one week of notification. Payment of the top-up incentive award will be made during the award period.

ELIGIBILITY

The Faculty of Nursing Undergraduate Student Summer Research Award is open to undergraduate students working on supervised research projects. Supervisors must hold a tenure track appointment with the Faculty of Nursing, University of Alberta.

Students are eligible to apply if they:

- Have completed at least “year one” by the start date of the award and registered full time in any of the Undergraduate Nursing programs at the University of Alberta.
- Meet a minimum GPA of 3.5 in their University of Alberta Nursing program.
- Agree to submit a final report.
- Agree to attend the *Undergraduate Student Summer Series: Launchpad to Research* during the award period. **Failure to attend may result in termination of the award.**
- Agree to present their findings at the Faculty of Nursing Shirley Stinson Nursing Research Conference (prev. Margaret Scott Wright Research Day) in the fall (as applicable).
- Agree to work with their supervisor to develop publications from their project work.

APPLICATION PROCEDURE

Registration

Registration is required. The student’s proposed supervisor is required to email a *Notification of Intent to Apply* to nursing.research@ualberta.ca no later than **January 25, 2019 at 3:00 p.m. (MST)**

Include the **supervisor’s name** and **“Registration for FoN Undergraduate Student Summer Research Award”** in the email subject heading. Include the following information in the notification of intent to apply:

- Name of supervisor
- Name of student
- Title of project
- Number of months of support the student is applying for (2-3) and specify which summer months (May-August)

A student may only submit one application to the Faculty of Nursing competition per year. A Faculty of Nursing tenure track supervisor (and/or co-supervisor) may sponsor no more than two summer students per year; each student must have a separate and unique project.

Application Form

Applicants must complete the application form according to the program guidelines. Observe the page limits; additional pages may not be added unless specified. Where allowed, use 12 point font, single spaced, minimum margin of 2 cm ($\frac{3}{4}$ ”) around the page. For each allowable page appended, place your name and title of the research project at the top of the page and clearly indicate the page number at the bottom of the page, (e.g. 3a, 4a, etc...).

A hard copy of the application is required. Applicants must submit the complete, original, signed **hard copy** of the application to the Research & Funding Support Coordinator on or before the deadline. Applicants must include:

- One up-to-date copy of the candidate's official University transcripts received **in a sealed envelope**. Only University of Alberta transcripts are required. Other post-secondary transcripts are not required.
- One signed, original letter of support/reference from past or current supervisor or instructor **in a sealed and signed envelope**

The applicant is responsible for submitting an application with his/her signature and the signature of his/her supervisor(s). The Coordinator will facilitate obtaining the signature of the Associate Dean (Research), Faculty of Nursing.

The application form and guidelines are available on the Faculty of Nursing Research website.¹

Application Deadline

Applications must be received by:

February 1, 2019 @ 3:00 pm (MST)

It is the applicant's responsibility to ensure applications are received by the deadline.

Direct questions and applications to:

Research & Funding Support Coordinator
5-168 Edmonton Clinic Health Academy, University of Alberta
11405 87 Avenue
T6G 1C9
Telephone: (780) 492-6832
Email: nursing.research@ualberta.ca

Applications that are submitted late, incomplete, and/or non-compliant with the program guidelines and/or application instructions will not be accepted and will be returned to the applicant. It is the applicant's responsibility to ensure that the application is complete. This is an internal competition, therefore a pre-review of the application will not be offered.

ADJUDICATION

All completed applications are reviewed by the Faculty of Nursing Research Review Committee (RRC). The RRC will select the best applications from all deserving proposals. Please take time to prepare an application that clearly outlines the merits of your request.

NOTE: Adjudication following the competition deadline will occur within approximately six weeks. Applicants will be notified of the Committee's decision in writing and via email from the Coordinator on behalf of the Associate Dean (Research). Decisions are final and cannot be appealed.

Awards will be adjudicated based on the following criteria:

- Candidate's academic record (Nursing program only)
- Candidate's academic achievements (prizes, honours, awards)
- Letter of support/reference
- Feasibility and overall quality of the research project
- Training Expectations
- Linkage of student's past and proposed future activities to the supervisor's research program
- Supervisor's training environment

¹ <https://www.ualberta.ca/nursing/research/funding-opportunities/students>

OBLIGATIONS AND REPORTING REQUIREMENTS

Student Obligations

Students must be willing to participate full-time (35 hours/week) in the project for the duration of the award (2-3 months) and agree not to change supervisors or projects during the term of the award. After Degree students are eligible to only apply for 2 months because of clinical rotations. Under extenuating circumstances, consideration may be given to a change in supervisor, to be assessed on a case-by-case basis. To request a change in supervisor, the trainee must obtain prior written approval from the Associate Dean (Research). This includes having the agreement of a new supervisor and the development of a new project proposal. Requests should be sent to the Associate Dean (Research), Faculty of Nursing (c/o Research & Funding Support Coordinator) by email to nursing.research@ualberta.ca. If the proposed change does not meet with the ADR's approval, the summer award may be terminated.

The studentship can be terminated at any time by mutual agreement of the student and supervisor. Notify the Associate Dean (Research), Faculty of Nursing (c/o, Research & Funding Support Coordinator) by email to nursing.research@ualberta.ca and state the reason for termination in the email. The Associate Dean (Research) reserves the right to terminate any award if the conditions of the award are not met, or if there is evidence of unsatisfactory progress.

The student and/or supervisor must immediately notify the Associate Dean (Research), Faculty of Nursing (c/o the Research & Funding Support Coordinator) of any changes to the training status that may affect the recipient's eligibility to hold an award. This includes leaves of absences.

Reporting Requirements

A final report written by the student and reviewed by the supervisor must be submitted to the Associate Dean (Research), Faculty of Nursing (c/o the Research & Funding Support Coordinator) on or before the last business day of the student's final month of the summer studentship and/or no later than **August 31, 2019**. The report form will be sent to the student before the end of the awarded term by the Coordinator.

Reports are intended to provide details on:

- **Outcomes of the research project** (including expected publications)
- **Deliverables** by the student
- **Value of participation** in the research studentship including research skills and experience gained

Undergraduate Student Summer Series: Launchpad to Research

Students must register to attend the Research Portfolio *Undergraduate Student Summer Research Institute: Launchpad to Research* lecture series during their respective award period. Attendance will be monitored. **Failure to attend the lecture series may result in termination of the award.** *Please note:* This requirement can be waived for After Degree Students upon request. Students must notify their supervisor and the Coordinator at nursing.research@ualberta.ca of any reasons for absences.

Series dates: June 12 – July 31, 2019

Students must present their research findings during a poster presentation day as part of the *Undergraduate Student Summer Research Institute: Launchpad to Research* series (date: July 31, 2019).

Other Obligations

Students are expected to present their findings at the Faculty of Nursing Shirley Stinson Nursing Research Conference (prev. Margaret Scott Wright Research Day).

NOTE: As students in the past have developed publications from their project work, this is a highly recommended and desired outcome. Supervisors are required to advise the Associate Dean (Research) of any concerns regarding the student's quality of work and/or performance.

Final payment of the award may be withheld or withdrawn at the discretion of the ADR and is dependent on compliance with program guidelines and final deliverables.

ADMINISTRATION

Applicants will be notified of the results by the Coordinator in writing and via email. The student and supervisor will be required to complete and submit an **Offer of Award – Commencement and Compliance** and a **Faculty of Nursing Hiring Form** prior to the student's appointment.

If ethics certifications are required for the research project, a copy of the ethics approval must be submitted to the Coordinator by email to nursing.research@ualberta.ca before any funds will be released. Awards are non-renewable.

ACKNOWLEDGEMENT

Students, supervisors, and others involved in the funded project are expected to provide acknowledgement of the Faculty of Nursing in any abstracts, publications, and dissemination of information including conference proceedings resulting from this award.