



2014 FoM Summer Student Research Program Factsheet

Information for Potential Supervisors

For a hyperlinked version of this document visit: <http://www.med.ubc.ca/ssrp>

FACULTY OF MEDICINE

What is the Summer Student Research Program?

The Summer Student Research Program (SSRP) is a competition open to MD (Years 1 and 2 only) and non-MD undergraduate students registered at UBC. It provides funding for an 8-week summer research project supervised by a member of the Faculty of Medicine (FoM). For estimated funding success rates see the [website](#).

What are the funding terms?

Stipends for 8 weeks of full-time work are \$3,200, for MD students or \$2,800 for non-MD students. The 8 weeks must occur between June 1st – August 31st but need not be consecutive. Funds for the stipend originate from various sources and are distributed by the FoM Dean's Office. Some funds are restricted to projects that meet specific criteria; please see the [website](#) for details. Supervisors are responsible for all other expenses.

Am I eligible to act as an SSRP supervisor?

To be eligible, supervisors must have a current faculty appointment at the rank of assistant professor or higher, including clinical, in the UBC FoM. This includes affiliate appointments. At the discretion of the Regional Associate Dean or Assistant Dean, exceptions to the rank requirement may be made at the distributed campuses only.

How do I apply?

- Supervisors are responsible for identifying a student partner in advance of the deadline as application packages are prepared by student-supervisor teams; the SSRP does not match students with supervisors.
- Please read the detailed application procedures available on the SSRP [website](#).
- **Step 1: Find a student partner.** If you already have a student partner skip to step 2.
 - If you do not have a student partner you may opt to post your project on the FoM SSRP website. Note that students and supervisors can connect via any means; using the website is optional.
 - To post your project on the FoM SSRP website email a completed [Project Registration and Description Form](#) to Linda Herbert who will post it on the website for students to view.
 - Students will contact you directly for an interview; the process of student selection is left to your discretion. Please note that the application is adjudicated as a whole and thus choosing a strong student is to your benefit. In addition, some funding is available only to MD students or only to non-MD students – thus the type of student partner selected may influence your funding success.
 - Supervisors may submit more than one project for posting on the website; however, only one application per supervisor will be accepted for the competition and put forward for adjudication.
- **Step 2: Submit a completed application package.**
- Once you have identified a student partner for your SSRP project, work with them to complete and submit an application package by the deadline. (Friday, February 14, 2014 at 4:00 pm).
- If you already have a student partner your project does not have to be posted on the SSRP website.

How are successful projects chosen?

The adjudication committee will evaluate the academic merit of the student, the scientific merit of the project and how the student will benefit from the experience. Positive consideration will be given to applications where:

- The student's role is clearly defined and includes opportunities to learn new skills and significantly contribute to the project.
- The student will have the opportunity to interact with other researchers and be in an environment conducive to gaining an understanding of high quality research.
- The project has strong research and educational merit.
- A clear hypothesis is articulated. ****The project must be hypothesis driven****
- **Equal weight will be given to all projects types and research areas.**

Please see the website for more information on the adjudication process and criteria

When is the application deadline?

The deadline to submit project descriptions for posting online (optional step) is Friday, January 24, 2014. The deadline for teams to submit a completed application package is **Friday, February 14, 2014** at 4:00 pm.

****A completed application package includes information and signatures from both the supervisor and the student****

What types of contributions are appropriate for SSRP students?

Past participants have contributed to research projects in many capacities including, but not limited to:

- Assisting with clinical trials
- Developing new experimental protocols
- Performing chart reviews
- Leading quality improvement projects
- Recruiting/screening/interviewing study participants
- Conducting formal literature reviews
- Performing a variety of lab techniques
- Collecting and analyzing data

Additional considerations

Insurance - Students participating in the SSRP have [Student Accident Insurance](#) purchased for them by the program. However, supervisors must obtain the appropriate insurance from UBC Risk Assessment for students working in advance of the SSRP period (follow link above for details) (cost <\$10/year).

Ethics Approval - All SSRP projects subject to ethics approval require authorization from a [UBC Research Ethics Board \(REB\)](#) / [UBC Committee on Animal Care \(CAC\)](#), regardless of their location*. There are six UBC-affiliated REBs: (BREB, CREB, UBC-O REB, BCCA REB, CW REB, PHC REB). Researchers affiliated with one of these six REBs need only submit ethics applications to their local REB for approval as all are considered to be UBC REBs.

Projects conducted in conjunction with other agencies may require ethical review by additional REBs or CACs. There are no universal* coordinated review agreements with the following REBs and thus in most cases ethics applications must be submitted to multiple REBs:

- **FHA REB*** – required if the research involves the Fraser Health Authority (FHA). However, if your project is minimal risk and involves FHA REB and UBC REB please refer to the following [link](#).
- **IHA REB*** – required if the research involves the Interior Health Authority (IHA).
- **NHA REB** – required if the research involves the Northern Health Authority (NHA).
- **UNBC REB** – required if the faculty supervisor holds an appointment at the University of Northern BC (UNBC) and the project will be conducted under the auspices of UNBC.
- **UVic REB** – required if the faculty supervisor holds an appointment at the University of Victoria (UVic) and the project will be conducted under the auspices of UVic.
- **VIHA REB*** – required if the research involves the Vancouver Island Health Authority (VIHA).

*** There is a new coordinated review process for SSRP projects conducted at FHA, IHA or VIHA that reduces the need for multiple ethics applications, specifically the UBC REB application (see the [guidance note](#).)**

It is recommended that the ethics approval process be started several months in advance of the SSRP funding period. Questions should be directed to the appropriate REB. Also see: <http://research.ubc.ca/ethics>.

Institutional approval – Research projects conducted within a BC Health Authority (HA) that involve the use of services, facilities, staff or patients (including records), will require Organizational/Institutional Approval(s) from each impacted HA regardless of the source of REB approval. Contact individual HAs for more information.

Where can I find more information?

Visit the SSRP website: <http://www.med.ubc.ca/ssrp>

Contact the program coordinator: Linda Herbert
Student Research Coordinator, UBC FoM Dean's Office
Tel: (604) 822-7154, linda.herbert [at] ubc.ca

Additional Contact Information for Potential Supervisors from the Distributed Campuses

For all SSRP-specific enquiries, please contact the FoM Student Research Coordinator:

Linda Herbert
Student Research Coordinator
UBC Faculty of Medicine, Dean's Office
Tel: (604) 822-7154; linda.herbert@ubc.ca
Web: <http://www.med.ubc.ca/ssrp>

For site-specific enquiries (e.g., *matching students with local supervisors*), please contact your local Student Research Representative:

Island Medical Program

Dr. Joana Gil-Mohapel
Student Research Coordinator
Island Medical Program
Email: jgil@uvic.ca
Tel: (250) 721-6586

Northern Medical Program

Dr. Geoffrey Payne
Assistant Dean, NMP & VP Research, UNBC
c/o Lindsay Mathews
Email: mathews@unbc.ca
Tel: (250) 960-6511

Southern Medical Program

Carolyn Roque
Research Coordinator
Southern Medical Program
Email: carolyn.roque@ubc.ca
Tel: 250-807-9827

Vancouver Fraser Medical Program (or non-MD students) – Linda Herbert, FoM Student Research Coordinator

Additional Links for Ethics Information

Links to the following UBC-REBs can be found [here](#)

- Clinical Research Ethics Board (CREB)
- Behavioural Research Ethics Board (BREB)
- Okanagan REB
- UBC-BC Cancer Agency REB
- UBC-BC Children's & Women's Hospital REB
- UBC-Providence Health Care REB

External REBs & Research Offices

- [Fraser Health Authority](#)
- [Interior Health Authority](#)
- [Northern Health Authority](#)
- [University of Northern British Columbia](#)
- [University of Victoria](#)
- [Vancouver Island Health Authority](#)

If your project is minimal risk and involves FHA REB and UBC REB please refer to the following [link](#).

For information on the new coordinated review process for SSRP projects conducted at FHA, IHA or VIHA see the following [guidance note](#).

If your study will involve external REBs see the following general [guidance note](#) on harmonized studies