



Memorandum/ Manatu

To/Ki a: Health Sciences Deans and HoDs, Dunedin Campus

CC/ He kape mā: Associate Deans Research

From/ Nā Professor Paul Brunton, Pro-Vice-Chancellor
Division of Health Sciences

Date/Te rā June 2021

Re/Te Kaupapa **New guidelines for Dunedin-based Summer Research Scholarships**

The purpose of this memo is to provide you with information on process changes designed to maintain a quality experience for all Dunedin-based summer research scholarships in the Division of Health Sciences.

Starting this year, all supervisors based in the Division of Health Sciences, Dunedin Campus who wish to have a summer student funded from any source (Summer Research Scholarship (SRS) Programme, Departmental funds, Research Centres and Themes, Lab funds, Grant,...) must read the new guidelines (see attached), familiarise themselves with and comply with the outlined rules and obligations.

The main points of the new guidelines are:

1. All projects must go through scientific assessment before being funded.
2. All students have to provide a final report following the SRS Programme requirements and deadline.
3. Latest start date: projects that have not started by the specified date will not be approved.
4. Payments will not be released if appropriate approvals are not in place by the specified date.
5. Projects that fail to receive all appropriate approvals (ethical, locality assessment, etc.) by 6 December 2021 will be reviewed by the PVC Health Sciences with the possibility of cancelling the summer scholarship.

Please refer to the flowchart for the new deadlines.

Manon Knapen is happy to come meet with you or your department as a whole to discuss and answer questions. Please contact Manon via summer.research.scholarship@otago.ac.nz if you would like to organise a time to meet.