



Division of Health Sciences
Te Wāhanga Matua Mātau Hauora
DUNEDIN CAMPUS

Summer Research Scholarship Programme

Hōtaka Karahipi Rangahau Raumati 2023 / 2024

Information, Guidelines and Regulations
Handbook for Students



Welcome

Welcome to the Division of Health Sciences Dunedin-based Summer Research Scholarship Programme for 2023/2024.

The Summer Research Scholarship Programme encourages participation from students and staff of the Dunedin School of Medicine (DSM), the School of Biomedical Sciences (BMS), the Faculty of Dentistry, and the Schools of Pharmacy and Physiotherapy.

The main objective of the programme is to give undergraduate science and health professional students their first introduction to research. Many eventually go on to take up a career in research. Some of our most successful researchers gained their first taste of research as summer students. Those that do not make research a part of their future, will find nonetheless that exposure to a research environment enriches their degree, and hones their critical thinking ability - a skill that is of prime importance in today's workplace.

We hope that some of you may be sufficiently excited by research to make it an important part of your career and we wish you the best of luck in your research endeavours.

Professor Greg Jones

Chair
Summer Research Scholarship
Assessing Committee

Dr Manon Knapen

Manager
Summer Research Scholarship
Programme

Contacts and Assistance

For all queries related to the Summer Research Scholarship Programme contact:

Dr Manon Knapen
Health Sciences Divisional Office
Physiotherapy Building
Great King Street
Dunedin

Email: summer.research.scholarship@otago.ac.nz

Tel: 021 279 1225

Contents

WELCOME	1
Contacts and Assistance	2
Important Dates	3
General Information	4
SCHOLARSHIPS AVAILABLE	5
GUIDELINES FOR STUDENTS	11
Part I: Applying for a Scholarship	11
General Points	11
Eligibility	11
Finding a supervisor	12
Guidelines for projects	12
Format for application	13
Online submission process	15
Assessment of applications	15
Application Checklist	16
Part II: If your application is successful	17
Timing of the project	17
Ethical approval	17
Contracts	17
Payments	17
OMRF Science Communication Workshop	18
Reporting requirements	18
Report Submission Checklist	19
Prizes	19
Appendix A: Cover Sheet	20
Appendix B: How to create a PDF of your application	21
Appendix C: Report and Abstract Writing Requirements	22
Appendix D: Template for Final Report	24
Appendix E: Completion Form	24

Important Dates

Early June 2023	Advertising to students and staff
June - July 2023	Students approach supervisors and decide on a project
10 August 2023, 5.00pm	Closing date for applications
September 2023	Summer Research Scholarship Assessing Committee meets to assess applications and allocate scholarships
October 2023	Students receive notification of outcome Successful students receive their contracts
Early November 2023	Contracts due
November 2023	Research projects commence First payment made to students
20 November 2023	Latest start date for summer scholarship projects
December 2023	Second payment made to students
25 Dec 2023 - 2 Jan 2024	University's Christmas break
January 2024	Third payment made to students
22 February 2024, 5.00pm	Project reports due
March 2024	Committees meet to assess reports and award student prizes
April 2024	Final payment made to students once report, abstracts and any required forms are received, and reports are deemed satisfactory by the respective Committees

General Information

The Summer Research Scholarship Programme involves a student completing a research project over the summer break in an area of interest such as clinical or laboratory-based research, biomedical science, ethics, or public health.

The Dunedin-based Scholarships are of 10 weeks' duration and participating students are awarded a tax-free educational grant with a minimum stipend of \$6,000.

This handbook is designed for students wishing to carry out a Summer Research Scholarship in Dunedin. If a student wishes to be based in either University of Otago, Christchurch or University of Otago, Wellington they must apply through the programmes based at either the Christchurch or Wellington campuses.

Further information is available on the Division of Health Sciences website. Application forms and an up-to-date list of some of the available projects and scholarships can also be found there: www.otago.ac.nz/healthsciences/research/summerscholarships

**Applications to the Summer Research Scholarship Programme are due
Thursday 10 August 2023, 5.00 pm**

Scholarships available

There are variety of scholarships available from different funders. Some of these are for specific groups of students, i.e. medical students, Māori or Pacific Island students, whereas the criteria for others are broader. Masters' thesis and PhD candidates are not eligible for these scholarships.

Application forms and an up-to-date list of available projects and scholarships can be found on the Division of Health Sciences website:

www.otago.ac.nz/healthsciences/research/summerscholarships/dunedin

Other miscellaneous scholarships are offered each year and details of these will be posted on the website above as they arise.

When applying for a summer scholarship, you will automatically be considered for any of the below scholarships for which you are eligible.

Scholarships available include:

Otago Medical Research Foundation (OMRF) Scholarships

Open to all Sciences and Health Sciences students based in Dunedin for projects related to human health, including biomedical sciences and public health.

The OMRF will fund approximately 20 projects. These Scholarships are worth \$6,000. There are also two prestigious named scholarships (Garth McQueen and Allan Wilkinson Scholarships).

Included within the 20 scholarships, there is one scholarship assigned to the research area of Parkinsons/Alzheimers/Elderly health issue. There are also scholarships that the OMRF administers on behalf of other charitable organisations, subject to confirmation each year of availability, including:

- * *The Otago Southland Diabetes Research Trust*
For projects related to diabetes
- * *The Marion Rhodes Memorial Scholarship*
For projects related to oncology or palliative care

Division of Health Sciences Scholarships

For projects supervised by a staff member of the Dunedin School of Medicine (DSM), School of Biomedical Sciences (BMS), Faculty of Dentistry, School of Pharmacy and School of Physiotherapy.

If your supervisor works in one of the five Schools listed above, you are eligible for a Divisional scholarship. These scholarships are worth \$6,000.

- * 2 scholarships will be funded per School
- * A number of other scholarships are funded by external sponsors, subject to confirmation each year of availability. Sponsors may include:
 - Australian & New Zealand Society for Geriatric Medicine
 - GlycoSyn
 - Maurice and Phyllis Paykel Trust
 - National Heart Foundation

Dunedin School of Medicine (DSM) Scholarships

For projects supervised by a staff member of the DSM.

If your supervisor works in the DSM, you are eligible for a DSM scholarship. These scholarships are worth \$6,000.

- * 2 scholarships will be funded by DSM

School of Biomedical Sciences Māori Summer Scholarship Te Kura Mātai Rongoā-Koiora Raumati Māori

*Hāpaitia te ara tika pūmau ai te rangatiratanga mō ngā uri whakatipu
Foster the pathway of knowledge to strength, independence and growth for future generations*

The aim of this scholarship is to support the development of Māori biomedical researchers and enable Māori to reach their full potential. The School of Biomedical sciences (BMS) offers one Māori Summer Research Scholarship each year. The scholarship is valued at \$6,000.

To note:

- * You are also eligible to apply for other Divisional scholarships and, if your project is in the area of health research, Otago Medical Research Foundation scholarships.
- * The BMS requests that successful applicants consider agreeing to having their name, photograph, and general details used in newsletters and for BMS publicity.

Painga (Eligibility)

Applications are open to taurira who identify as:

- i. Māori; and are
- ii. Planning to do a summer project under primary supervision of a member of staff in a BMS Department.

Mahi tonu (Application Process)

- * Submit an application to the Division of Health Sciences Summer Research Scholarship Programme by Thursday 10 August 2023, 5.00 pm.
- * Provide additional information requested below.

If you have questions about the application or process, contact bmsadmin@otago.ac.nz

Kōwhiritanga (Selection Process)

The selection committee, consisting of the Dean of BMS or their nominee, Associate Dean Academic BMS, Associate Dean Research BMS, and the BMS Rautaki Hononga Kaitakawaenga Māori Strategic Framework, shall consider the following factors in recommending awarding the Scholarship:

- (i) On the quality of the proposed research (abstract, lit review, project details);
- (ii) The applicant's academic ability;
- (iii) The applicant's potential involvement and commitment to Māori communities;
- (iv) The applicant's interest and commitment to research;
- (v) Advice and recommendations from appropriate University staff as needed.

The selection committee reserves the right not to award the scholarship in any given year if there are no candidates deemed suitable.

Note: In exceptional circumstances the Dean, BMS, may approve variations to these regulations.

Additional information

This is requested **in addition** to the required abstract, literature review, project details etc. as outlined on pages 13-14 of this Handbook.

1. **Whakapapa;** please state your:
Iwi
Hapū
Marae

Applicants may wish to provide information about:

2. **Whakarāpopoto mai āu mahi me ētahi o āu kaiārahitanga ki roto i ngā hapori Māori me ngā rōpū Māori hoki.** Please outline your involvement and any leadership activities with Māori communities and organisations (250 words maximum).

School of Biomedical Sciences Pacific Peoples' Summer Scholarship

The aim of this scholarship is to support the development of Pacific Island biomedical researchers and enable Pacific Island students to reach their full potential. The BMS offers one Pacific Peoples' Summer Research Scholarship each year. The scholarship is valued at \$6,000.

To note:

- * You are also eligible to apply for other Divisional Scholarships and, if your project is in the area of health research, Otago Medical Research Foundation Scholarships.
- * The BMS requests that successful applicants consider agreeing to having their name, photograph, and general details used in newsletters and for BMS publicity.

Eligibility

Applications are open to students who are:

- i. Of Indigenous Pacific Island descent (either domestic or international); and
- ii. Doing their summer project under primary supervision of a member of staff in a BMS Department.

Application Process

All applicants must:

- * Submit an application to the Division of Health Sciences Summer Research Scholarship Programme by Thursday 10 August 2023, 5.00 pm.
- * Provide additional information as requested below.

If you have questions about the process, please contact Htin Lin Aung
htin.aung@otago.ac.nz.

Selection Process

A BMS Dean's selection committee consisting of the Dean BMS or nominee, Associate Dean Academic BMS, Associate Dean Research BMS, and the Associate Dean Pacific BMS shall consider the following factors in recommending award of the Scholarship:

- i. The applicant's involvement and commitment to Pacific Islands communities;
- ii. The applicant's interest and commitment to research;
- iii. The applicant's academic ability;
- iv. The advice and recommendation from appropriate University staff.

The selection committee reserves the right not to award the scholarship in any given year if applications are deemed of insufficient quality.

Note: In exceptional circumstances the Dean, BMS, may approve variations to these regulations.

Additional Questions for Pacific applicants

These are requested **in addition** to the required abstract, literature review, project details etc as outlined on pages 13-14 of this Handbook.

1. **Island(s) of Heritage/Origin**
2. **Please outline your involvement and any leadership activities with Pacific communities and organisations (250 words maximum).**

Neuroscience Programme Summer Research Scholarship

One scholarship available for a neuroscience student. The scholarship is valued at \$6,000.

Health Research Council (HRC) Ethics Scholarships

For projects in ethics or bioethics.

The HRC of New Zealand funds Summer Scholarships in Ethics to the value of \$7,500.

The HRC Ethics Committee stipulates the topics for projects each year. The topics for 2023 will be advised in July. See the Divisional website for up-to-date information.

<https://www.otago.ac.nz/healthsciences/research/summerscholarships/otago033862.html>

Guidelines for Students

Part I: Applying for a Scholarship

General Points

Late completion of projects: Students need to be available to fully participate in coursework once this commences in 2024. If a staff member is supporting their summer student to complete and/or present research after a course commences then this must not infringe on teaching and course requirements in any way. No allowances will be made if a project runs into semester 1.

Any data obtained during a summer research scholarship must not be used in a dissertation or thesis of a degree or discipline.

If the student is unable or unwilling to complete the project (due to illness, unforeseen event or any other reason) the Division of Health Sciences and Summer Research Scholarship Assessing Committee shall assess the amount of work completed and the proportion of the scholarship the student is entitled to receive. Note that this may, in some cases, result in a student refunding a portion of the scholarship received.

Summer research students may be asked by their sponsors to present their summer research outcomes in a public forum.

Eligibility

Important Information:

In order to be eligible for a tax-free summer scholarship in any given year a student **must be intending to enrol at any University in the following year**. This is to ensure that the University meets its tax and legal requirements when advertising and paying a tax-free scholarship. If the student does not return to study in 2024, they will be required to pay withholding tax by the Inland Revenue Department (IRD). Students can get guidance on the IRD website on how to do this. The University requires all summer students to sign a contract stating that they are intending to enrol for University study in 2024.

Any **undergraduate student** who is currently enrolled at the University of Otago and intends to enrol at any University in the following year is eligible to apply for a scholarship. Students must be based in Dunedin over the summer period to undertake the project, and be supervised by Dunedin-based staff of the University of Otago.

A student who has previously held a centrally funded Summer Research Scholarship in the Division of Health Sciences is **not eligible** to hold a second centrally funded scholarship, except for Māori and Pacific students, and in cases where a justification is provided as to the benefits of holding a second scholarship.

The purpose of the summer research scholarship is to provide research experience to undergraduate students and therefore is not designed for Master thesis and PhD candidates. Students with PhDs, master's or who have already graduated are not eligible for these scholarships either.

A project will not be funded if the student has a family or personal relationship with the supervisor. This is in line with the University's Ethical Behaviour Policy (see below) which states that members of staff should not be involved in the supervision or assessment of students with whom they have a family, or personal relationship.

<https://www.otago.ac.nz/administration/policies/otago003161.html>

Finding a supervisor

Students are encouraged to be proactive about finding a supervisor and a project. They should think about what they are interested in and any particular lecturers or topics they particularly enjoyed, and then contact these people. Students can also make use of the Health Sciences Staff Expertise Database to find out about the research interests of particular staff:

<http://www.otago.ac.nz/healthsciences/expertise/index.html>

Details of available projects may be posted on departmental noticeboards or advertised on departmental websites. From time to time supervisors will post available projects on the Division's website:

<http://www.otago.ac.nz/healthsciences/research/summerscholarships/dunedin/>

Guidelines for projects

- * Each supervisor can supervise two students as primary supervisor **if one of those students is either a Māori or Pacific Island student.**
- * Each supervisor can be secondary supervisor of no more than **two** further students.
- * More than one applicant for the same project will not be accepted.
- * Only one project application per student will be accepted.
- * The project should be technically sound and should give the student a broad experience of research, from design through to write-up i.e. a project that consists of a literature review only is unlikely to score highly.
- * There should be evidence that the project provides sufficient work for the student for ten weeks, and that the data collection and analysis will not exceed ten weeks. The project must not be overly ambitious. See above comments about late completion of projects.

- * Projects that are entirely data gathering (i.e. no interpretive component) will not be funded.
- * Where volunteers are to be recruited, the number of cases should be sufficient to form a conclusion. For clinical projects, please be aware of the difficulty of recruiting patient participants over the extended Christmas period due to the closure of clinics.
- * If the project involves a survey or requests for lay or patients participants, any consent letters sent out by the student must include all relevant information related to the project including: funding body, supervising academic, sponsoring School, confirmation of ethical approval etc.
- * Any travel-related costs associated with the project must be funded by the supervisor.

Format for application

Applications must include the following:

1. Cover Sheet (see Appendix A) with student and project details:

This should be placed at the front of the application.

2. Abstract*:

Write a short paragraph (100 words or less) briefly summarising what is known about your topic (the background knowledge) and a set of aims for your intended project.

3. Brief review of the field of the proposed project*:

This should be written by the applicant and be no more than two double-spaced typed A4 pages in Times New Roman 12-point font, and inclusive of references. Minimum margins of 2.0 cm. The applicant may consult with the supervisor to obtain important references, and for advice on the final presentation of the review.

4. Proposed project*:

This section should not exceed one page and be written by the applicant with the close cooperation of the supervisor. Double-spaced typed A4 page in Times New Roman 12-point font should be used. Minimum margins of 2.0 cm. **The intended number of animals (subjects, patients) or tissue samples or assays etc should be included.**

- * *These must be written in terms that are understandable to the general public or a non-specialist. All abbreviations must be defined.*

5. Research interests:

Write a paragraph about your interest and enthusiasm for this summer project (250 words or less).

6. Those applying for the **BMS Māori or Pacific Peoples' scholarships** must also supply answers to the three additional questions associated with these scholarships (see pages 6-9).

7. Your full academic record(s) from eVision.

8. Letter of support from the primary supervisor and signed by the Departmental Head or Dean. The letter must be received by the **10 August, 5.00 pm** and should be included with the application (it can be sent under separate cover personally by the supervisor only with prior approval by Manon Knapen).

9. Proof of ethical approval (if applicable):

It is an essential requirement that ethics and compliance approvals, including SDHB or other Locality approvals, are in place prior to the commencement of the project.

If your approvals **are in place** at the time of application then write the approval number on the cover sheet **and** attach a copy of the approval letter to your application. Proof of ethical approval must be forwarded to Manon Knapen prior to commencement of the project if it is not already in place at the time of application.

Online submission process

All applications must be **submitted online**. Paper copies are not required and applications will not be accepted via email.

Submit at:

<https://secure-www.otago.ac.nz/forms/hesci-summer-scholarships-dunedin/>

If you have any problems, please contact summer.research.scholarship@otago.ac.nz

Only one PDF file (.pdf) can be uploaded. It must contain:

- * Your Cover Sheet (**see Appendix A**)
- * Project application containing abstract, review of the field, proposed project, research interests (those applying for the BMS Māori or Pacific Peoples' scholarships must also answer the two additional sections requested)
- * Full academic record from eVision
- * Supervisor's letter of support
- * Ethical approval (if applicable)

File name:

Name your file in the following format: surname_firstname.pdf

e.g. if your name is Moana Parker then name your file: parker_moana.pdf

How to create a PDF of your application

There are a number of ways to do this. Two are suggested in **Appendix B**.

Assessment of applications

The scholarships are awarded on the basis of the:

- * student's academic record
- * merits of the proposed project
- * student's skills in relation to the project
- * feasibility of completing the proposed project within the allotted 10-week period

Assessment of the applications for Summer Research Scholarships is carried out by the Summer Research Scholarship Assessing Committee. It is composed of clinicians and scientists from a broad cross section of academic disciplines.

**Applications for Summer Research Scholarships are due
Thursday 10 August 2023, 5.00 pm**

Application Checklist

Applying for a scholarship

I have read the handbook	
I have written a lay abstract, max 100 words	
I have written a brief review of the field - 2 double-spaced typed A4 pages max	
I have written a proposed project outline - 1 double-spaced typed A4 page max	
I have written about my research interests, max 250 words	
If I am applying for either the BMS Māori or Pacific Peoples' scholarships I have answered the two additional sections associated with these scholarships	
I have included the Cover sheet signed by myself, my supervisor and the Head of Department/Dean (Appendix A)	
I have included a copy of my full academic record from eVision	
I have included my supervisor's letter of support signed by the Head of Department/Dean	
I have included evidence that ethical approval has been obtained	
My application is typed, spell checked and the pages are numbered	
I have double checked that my application contains all information asked for above	
I have submitted my application online by 5.00 pm on 10 August 2023	

IMPORTANT NOTE:

If there are subsequent alterations to the project, my supervisor and I will seek approval for the alterations.

Part II: If your application is successful

Timing of the project

You should aim to start your project by mid-November to allow for 10 weeks of work and a summer break before you return to study in 2024. Please note, therefore, that projects must commence no later than the 20th of November 2023.

Ethical approval

This is the supervisor's responsibility but do remind them! Projects that fail to receive all appropriate approvals by 8 December 2023 will be reviewed by the Pro-Vice-Chancellor, Health Sciences with the possibility of cancelling the summer scholarship.

Contracts

When advised that you are a recipient of a scholarship, you will receive a contract for you and your supervisor to sign. This will need to be signed and returned **as soon as possible**.

When you receive your letter of offer and contract:

I have checked that the details are correct – I have advised Manon immediately if they are not	
I have read, filled in and signed the contract	
I have entered my bank account details into eVision	
My supervisor has signed the contract	
I have returned the contract in a timely manner	

Payments

Payments are made in three instalments, directly into the bank account nominated by the student, as detailed below:

- * Three monthly instalments of \$1,600 (November, December and January)
- * \$1,200 in April 2024 **once the final report is approved**

You will not receive your final payment until April 2024. The Assessing Committee must read all reports and meet to approve them – this process takes time.

The final payment is dependent upon the:

- * submission of the final report and abstracts by **22 February 2024**.
- * submission of the Completion Form signed by your supervisor by **22 February 2024**.
- * final report complying precisely with the reporting requirements outlined below, and being deemed satisfactory by the Summer Research Scholarship Assessing Committee.

Since the scholarship is an educational grant, it is not taxable and the amounts do not need to be disclosed in any tax returns submitted by the student.

OMRF Science Communication Workshop

Successful summer students funded by the Otago Medical Research Foundation (OMRF) **must** participate in a science communication workshop that will be offered by the OMRF and conducted by the Department of Science Communication at Otago. **The final payment of \$1,200 is dependent upon attendance at this workshop.** Students should ensure they do not release information about their project without their supervisor's approval.

Reporting requirements

You are required to submit your report and Completion Form (signed by you and your supervisor) by **5.00 pm, 22 February 2024**.

See Appendix C for Report and Abstract writing requirements.

See Appendix D for Template for Final Report.

See Appendix E for Completion Form.

Reports and Completion Forms must be emailed as **separate documents** to summer.research.scholarship@otago.ac.nz

File name and format:

For the report only a Word file (.docx or .doc) or an .rtf file will be accepted. **Do not send a PDF file of your report.** The Completion Form can be any format.

Please name your report in the following format: `surname_firstname.docx`
e.g. if your name is Moana Parker then name your file: `parker_moana.docx`

Report Submission Checklist

I wrote my personal statement - max 250 words	
I have completed the summary of the project - max 500 words	
I have completed the written report - max 2000 words, 9 pages	
I have completed the abstract - max 150 words	
I have acknowledged my correct funder, supervisor and any others	
I have included a statement about ethical approval (if applicable)	
My report and abstracts are typed, spell checked and the pages are numbered	
My supervisor has approved the final version	
My supervisor has signed the Completion Form	
I have emailed a word document of my report, and emailed the Completion Form as a separate document , to summer.research.scholarship@otago.ac.nz by 22 February 2024	

Prizes

OMRF-funded projects: the student whose work is deemed to have been the most meritorious will be awarded the annual P K Renshaw Prize.

The two highest rated applicants funded by the OMRF will be awarded named Scholarships: the Garth McQueen Summer Research Scholarship and the Allan Wilkinson Summer Research Scholarship.

Projects hosted in the BMS (and not funded by the OMRF): the Dean's Summer Research Prize will be awarded for the best Summer Research Scholarship Report.

Projects hosted in the DSM (and not funded by the OMRF): The Gil Barbezat Prize will be awarded for the best Summer Research Scholarship Report.

Appendix A: Cover Sheet

The Cover Sheet can be downloaded from the website – <https://www.otago.ac.nz/healthsciences/research/summerscholarships/dunedin/index.html>

Please email summer.research.scholarship@otago.ac.nz if you run into any issues.

Appendix B: How to create a PDF of your application

There are a number of ways to do this. Two are suggested below:

1. Scanning a printed copy

The most straightforward way to create a PDF of your application is to print off all the required pages and to get your supervisor/departmental administrator to scan and save the application as a PDF on the departmental photocopier and email an electronic copy to you for submission. It is YOUR RESPONSIBILITY to check the scanned document carefully to ensure that all pages are included and are clearly legible.

2. Merging separate files into one PDF

You can also assemble your various documents electronically into one merged PDF. This requires that you first save your separate word documents (i.e. coversheet, project application, supervisor's letter) as separate PDF files. Your academic record can be scanned and saved as a PDF or an image file for inclusion in the combined PDF document. There are many software programs that will do this for you, including:

Using Acrobat to merge PDF files

1. Within Acrobat, click on the Tools menu and select Combine Files.
2. Click Combine Files, and then click Add Files to select the files you want to include in your PDF.
3. Click, drag, and drop to reorder the files and pages.
4. When finished arranging files, click Combine Files.

Using Preview to merge PDF files

1. Open the PDF documents that you want to combine in Preview.
2. Select each Preview window, then choose View > Thumbnails to open the Thumbnails panel.
3. Select the thumbnails of the pages you want to move.
4. Drag the thumbnails from one PDF window to the thumbnails pane of the other PDF window.
5. Move your pointer to where you want the pages to appear in the PDF.

Note: When dragging the thumbnail to the top or the bottom of the thumbnail pane, a divider line may appear. To ensure your pages are inserted into the current document, do not drag the thumbnail beyond the divider line.

IMPORTANT:

- * It is YOUR RESPONSIBILITY to check the application carefully prior to submission to ensure that all pages are included and are clearly legible
- * Make sure your file name has the following format: surname_firstname.pdf
- * The maximum PDF file size for upload is 5MB

Appendix C: Report and Abstract Writing Requirements

The following are some requirements for writing your report and abstracts in a suitable scientific manner. Before writing, check a copy of a current medical or scientific journal.

The report contains three parts (A, B and C) and should summarise what you have done over the 10-week period, it does not have to be crammed with everything! It should be written in its entirety so that a non-specialist can understand your research as many of these reports have to be sent to the charitable trusts that have funded the scholarships.

General Rules

- * Font - 12-point Times New Roman
- * Minimum margins of 2.0 cm
- * Double-spaced
- * Pages must be numbered
- * All abbreviations must be defined
- * Readability and presentation are important
- * Write in clear English. Is the style of your writing easy to read? Are complete sentences used?
- * Proofread carefully before submitting. You could even ask a friend or flatmate to read it for you
- * **Appendices are not allowed**

Part A. Title Page and Personal statement

- * Provide name of student, supervisor(s), department(s), sponsor
- * Project title
- * Personal statement as per below:

Personal statement - 250 words

Your personal statement should include highlights, future aspirations and personal comments about what you gained from the summer research experience.

Part B. Summary of the project (lay report) - 500 words

This should be a summary in simple, non-technical language to tell the story of your research, including a. the aims of the project, b. the main findings, c. key points of discussion and d. conclusions and/or recommendations.

Your summary may be used for press releases, and/or inclusion in a variety of educational and research publications or reports which may be distributed to the public.

Part C. Scientific Report – maximum 2000 words, no more than 9 pages

Abstract - 150 words

An abstract summarises the report to help a reader decide if they need to read the rest. It is a condensed version of the entire report. All abbreviations in the abstracts must be defined.

This abstract must describe: the purpose of the work, its context and the questions(s) posed; the experimental design; the key results and the major conclusion and its significance.

The abstract may be used for press releases, and/or inclusion in a variety of educational and research publications or reports which may be distributed to the public.

Introduction - why did you study this problem?

The introduction prepares the reader for what will follow in the report. It should:

- * Clearly state the purpose or objectives of the research
- * Provide important background and/or theory
- * All references to previous studies should be properly documented

Materials and Methods - what did you do?

Describe how and when the research was conducted, including:

- * The experimental design
- * Experimental apparatus (if any)
- * Methods of gathering and analysing data including statistical methods used
- * Types of controls used

The reader should be able to replicate the experiment if they wish after reading your methods. This section should be written in the past tense as a narrative describing what you did. Methods adapted from other sources should be referenced. Photographs or diagrams may be used to help describe an experimental setup.

Results - what did you find?

Summarise observations, data and findings in this section. Tables and graphs should be used to supplement text and to present the data in a clear, concise, and more understandable form.

Tables and graphs should be labeled correctly and clearly. Data are most clearly presented in table form with the highlights summarised in a graph.

Discussion – what do the results mean?

This section explains what you think your data mean and how they relate to the objectives of the project. It should describe patterns and relationships that emerged during the project.

Explain how any changes to the experimental procedure may have affected the results or offer suggestions as to why your results may have differed from expected.

Conclusion

What is now known as a result of your research? What are the practical applications of your research?

Acknowledgements

Here you must acknowledge the financial assistance provided by your funding organisation, including any sub-sponsors, together with any assistance from your supervisor or other research/technical staff. Be sure to check that you have used the correct names and titles.

You should also state that ethical or other approvals were obtained for your research, if applicable. But do not state the permit numbers.

References - max one page

All references should be cited correctly and consistently. Your supervisor can offer advice on this. References **have** to be in font 12-point Times New Roman but can be single-spaced.

Appendix D: Template for Final Report

The final report template can be downloaded from the website – <https://www.otago.ac.nz/healthsciences/research/summerscholarships/dunedin/index.html>

Please email summer.research.scholarship@otago.ac.nz if you run into any issues.

Appendix E: Completion Form

The Completion Form can be downloaded from the website - <https://www.otago.ac.nz/healthsciences/research/summerscholarships/dunedin/index.html>

Please email summer.research.scholarship@otago.ac.nz if you run into any issues.

Health Sciences Divisional Office
University of Otago
PO Box 56 | Dunedin
otago.ac.nz/healthsciences

