



Division of Health Sciences  
*Te Wāhanga Matua Mātau Hauora*

**DUNEDIN CAMPUS**

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# Summer Research Scholarship Programme

## Hōtaka Karahipi Rangahau Raumati

### 2021 / 2022

Information, Guidelines and Regulations  
Handbook for Students



# Welcome

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Welcome to the Division of Health Sciences Dunedin-based Summer Research Scholarship Programme for 2021/2022.

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

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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](mailto:summer.research.scholarship@otago.ac.nz)

Tel: 021 279 1225

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# Important Dates

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Early July 2021	Advertising to students and staff
July - August 2021	Students approach supervisors and decide on a project
<b>13 August 2021, 5.00pm</b>	Closing date for applications
September 2021	Summer Research Scholarship Assessing Committee meets to assess applications and allocate Scholarships
October 2021	Students receive notification of outcome Successful students receive their contracts
<b>1 November 2021</b>	<b>Contracts due</b>
Nov - Dec 2021	Research projects commence
6 December 2021	Latest start date for summer scholarship projects
Early Dec 2021	First payment made to students
24 Dec 2021 – 5 Jan 2022	University's Christmas break
Mid-January 2022	Second payment made to students
<b>25 February 2022, 5.00pm</b>	Final reports due
March 2022	Committees meet to assess reports and award student prizes
April 2022	Third and 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

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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 \$5,000.

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 Summer Studentship programmes based at either the Christchurch or Wellington or campuses.

Further information is available from 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](http://www.otago.ac.nz/healthsciences/research/summerscholarships)

**Applications to the Summer Research Scholarship Programme are due  
Friday 13 August 2021, 5.00 pm**

# Scholarships available

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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](http://www.otago.ac.nz/healthsciences/research/summerscholarships)

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

Students can apply for multiple scholarships, but for only one project with one supervisor. They will be selected for one scholarship only. 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 \$5,000. 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 Scholarship*  
For projects related to diabetes
- \* *The Marion Rhodes Memorial Scholarship*  
For projects related to oncology or palliative care

## School of Biomedical Sciences (BMS) and Dunedin School of Medicine (DSM) Scholarships

For projects supervised by a staff member of BMS or DSM.

If your supervisor works in BMS, you are eligible for a BMS scholarship. If your supervisor works in DSM, you are eligible for a DSM scholarship.

For projects in biomedical, bioscience (including genetics, plant biology, environmental microbiology), clinical, or public health areas. These scholarships are worth \$5,000.

- \* 10 scholarships will be funded by BMS
- \* 11 scholarships will be funded by DSM
- \* 4 scholarships will be funded by the Division of Health Sciences (two per School)
- \* A number of other scholarships are funded by external sponsors, subject to confirmation each year of availability. Sponsors may include:
  - Cure Kids
  - Maurice and Phyllis Paykel Trust
  - National Heart Foundation

NOTE: You will automatically be considered for any of the above scholarships for which you are eligible.

## 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 students to reach their full potential. The School of Biomedical sciences (BMS) offers one Māori Summer Research Scholarship each year. The scholarship is valued at \$5,000.

To note:

- \* You are also eligible to apply for other Divisional- or BMS-funded scholarships and, if your project is in the area of health research, Otago Medical Research Foundation scholarships.

- \* The BMS requests that successful applicants agree to the use their name, photograph, and general details of the applicant in newsletters and for BMS publicity
- \* A supervisor working in BMS can supervise two students as primary supervisor if one of those students is applying for a BMS Māori or Pacific Peoples' scholarship.

### **Painga (Eligibility):**

Applications are open to students who are:

- i. Māori; and
- ii. Doing their summer project under primary supervision of a member of staff in a BMS Department.

### **Mahi tonu (Application Process)**

All students must:

- \* Submit an application to the Division of Health Sciences Summer Research Scholarship Programme by 13 August 2021, 5.00 pm.
- \* Complete the additional questions below for Māori applicants.

If you have questions about the process, contact [bmsadmin@otago.ac.nz](mailto:bmsadmin@otago.ac.nz)

### **Kōwhiritanga (Selection Process)**

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

- (i) The applicant's involvement and commitment to Māori communities;
- (ii) The applicant's interest and commitment to research;
- (iii) The applicant's academic ability;
- (iv) May obtain advice and recommendations from appropriate University staff.

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 Questions for Māori 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. **Whakapapa**; please state your:  
Iwi  
Hapū  
Marae
2. **Whakarāpopoto mai āu mahi me ētahi o āu kaiārahitanga ki roto i ngā hāpori Māori me ngā rōpū Māori hoki.** Please outline your involvement and any leadership activities with Māori communities and organisations (250 words maximum).
3. **Whakarāpopoto mai o pīrangī me o here ki te mahi rangahau.** Please outline your interest in, and commitment to research (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 \$5,000.

To note:

- \* You are also eligible to apply for other Divisional- or BMS-funded Scholarships and, if your project is in the area of health research, Otago Medical Research Foundation Scholarships.
- \* The BMS requests that successful applicants agree to the use their name, photograph, and general details of the applicant in newsletters and for BMS publicity
- \* A supervisor working in BMS can supervise two students as primary supervisor if one of those students is applying for a BMS Māori or Pacific Peoples' scholarship.

**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 13 August 2021, 5.00 pm.
- \* Complete the additional questions below for Pacific applicants.

If you have questions about the process, please contact Dr Daryl Schwenke [daryl.schwenke@otago.ac.nz](mailto:daryl.schwenke@otago.ac.nz).

## Selection Process

A BMS Dean's selection committee consisting of the Dean BMS or nominee, and two members of academic BMS staff appointed by the Dean 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).**
3. **Please outline your interest in, and commitment to, research (250 words maximum).**

## Health Research Council (HRC) Ethics Scholarship

*For projects in ethics or bioethics.*

The HRC of New Zealand funds a Summer Scholarship in Ethics to the value of \$6,000.

The HRC Ethics Committee stipulates the topics for projects each year. The topics for 2022 will be advised in July so see the Divisional website for up-to-date information.

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

# Guidelines for Students

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## Part I: Applying for a Scholarship

### General Points

Students awarded Summer Research Scholarships must not have any other employment obligations during the minimum 10-week tenure of the scholarship.

**Late completion of projects:** Students need to be available to fully participate in coursework once this commences in 2022. 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 2022, 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 2022.

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 or the SDHB.

The purpose of the summer research scholarship is to provide research experience to undergraduate students and therefore is not designed for master's 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

Advertising for the Summer Research Scholarship Programme commences in early July of each year.

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 ONE summer student only as primary supervisor. A supervisor working in BMS can supervise two students as primary supervisor if one of those students is either a Māori or Pacific Island student who is applying for a BMS Māori or Pacific Peoples' scholarship.
- \* 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 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\*:**

Use a non-specialist project title and 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. Include the non-specialist title as stated on your Cover Sheet.

### **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 or 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 or 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 a lay person or a non-specialist. All abbreviations must be defined.*

5. 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).

6. **Your full academic record(s)** (printed off from eVision).

7. **Letter of support from the primary supervisor and signed by the Departmental Head or Dean.** The letter must be received by the **13 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).

8. **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](mailto: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 (those applying for the BMS Māori or Pacific Peoples' scholarships must also answer the three additional questions requested)
- \* Full academic record from eVision
- \* Supervisor's letter of support

**File name:**

Name your file in the following format: surname\_firstname.pdf

e.g. if your name is Melanie Smith then name your file: smith\_melanie.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 skill 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  
Friday 13 August 2021, 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	
If I am applying for either the BMS Māori or Pacific Peoples' scholarships I have answered the three 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	
<b>I have submitted my application online by 5.00 pm on 13 August 2021.</b>	

### IMPORTANT NOTE:

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

## 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 2022. Please note, therefore, that projects must commence no later than the 6th of December 2021.

### Ethical approval

This is the supervisor's responsibility but do remind them! Projects that fail to receive all appropriate approvals by 6 December 2021 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 by a specific date.

#### 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 by its due date	

### Payments

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

\$2250 early December 2021

\$2250 mid-January 2022

\$500 April 2022 **once the final report is approved**

**You will not receive your final payment until April 2022.** 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 written report and abstracts by **25 February 2022**.
- \* submission of the Completion Form signed by your supervisor by **25 February 2022**.
- \* report and abstracts 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 communications workshop that will be offered by the OMRF and conducted by the Centre for Science Communication at Otago. **The final payment of \$500 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, 25 February 2022**.

See Appendix C for Report and Abstracts 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](mailto: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 Melanie Smith then name your file: `smith_melanie.docx`

## Report Submission Checklist

I have completed the written report - max 8 pages	
I have completed the two abstracts - 150 words each max.	
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 <b>word document</b> of my report, and emailed the Completion Form <b>as a separate document</b> , to summer.research.scholarship@otago.ac.nz by <b>25 February 2022</b>	

## 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 of \$250.

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

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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](mailto:summer.research.scholarship@otago.ac.nz) if you run into any issues.

# Appendix B: How to create a PDF of your application

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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 pane.
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

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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 Abstracts

- \* This should be on a separate page
- \* Provide name of student, supervisor(s) and department(s)
- \* Two project titles are required – one scientific and one non-specialist title
- \* Two abstracts are required. Provide abstracts as per below:

### Abstracts:

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.

Two abstracts are required. They have a limit of **150 words each**.

- \* **Non-specialist Abstract:** This abstract, together with a lay title, must describe in language that is engaging and understandable to the media: the purpose of the work and its context; what you did; the key results and the major conclusion and its significance.

- \* **Scientific Abstract:** This abstract, together with a scientific title, in a format used for submission to a conference, 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 abstracts and information provided 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 general community.

## **Part B. Written Report – No more than 8 pages**

### **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.

You could also supply a conclusion i.e. 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.

### **Part C. References – No more than 2 pages**

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 and double-spaced like the rest of the report.

## **Appendix D: Template for Final Report**

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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](mailto:summer.research.scholarship@otago.ac.nz) if you run into any issues.

## **Appendix E: Completion Form**

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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](mailto:summer.research.scholarship@otago.ac.nz) if you run into any issues.

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