Division of Health Sciences
DUNEDIN CAMPUS

Summer Research Scholarship Programme

2019/2020

Information, Guidelines and Regulations Handbook
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Welcome

Welcome to the Division of Health Sciences Dunedin-based Summer Research Scholarship Programme for 2019/2020.

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

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 Kerry Galvin
Manager, Summer Research Scholarships
Contacts and Assistance

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

Dr Kerry Galvin
Health Sciences Divisional Office
Physiotherapy Building
Great King St
Dunedin

Email: kerry.galvin@otago.ac.nz
Tel: 03 479 9773

For further information refer to: www.otago.ac.nz/healthsciences/research/summerscholarships
### Important Dates

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<tr>
<td>Early July 2019</td>
<td>Advertising to students and staff</td>
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<td>July - August 2019</td>
<td>Students approach supervisors and decide on a project</td>
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<td>23 August 2019</td>
<td>Closing date for applications</td>
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<td>Summer Research Scholarship Assessing Committee meets to assess applications and allocate Scholarships</td>
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<td>October 2019</td>
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<td>Early Dec 2019</td>
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<td>Project reports due</td>
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<tr>
<td>April 2020</td>
<td>Third and final payment made to students once report, abstracts and any required forms are received, and reports are deemed satisfactory</td>
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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 $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 Wellington or Christchurch 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

Applications for Summer Scholarships are due 23 August 2019
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 far more broad. Masters thesis and PhD students 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

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 are any 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

❖ 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
- A number of other scholarships are funded by external sponsors, subject to confirmation each year of availability. Sponsors may include:
  Cure Kids
  Dunedin Heart Unit Trust
  Maurice and Phyllis Paykel Trust
  National Heart Foundation
You will automatically be considered for any of the above Scholarships for which you are eligible.

❖ School of Biomedical Sciences Māori Summer Scholarship
Established by the BMS in 2015 to increase the number of Māori biomedical researchers and enable Māori students to reach their full potential. The 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 also.

• 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. Māori; and
   ii. Enrolled for a major in a BMS department.

Application Process
All students must:
• Submit an application to the Division of Health Sciences Summer Research Scholarship Programme by 23 August 2019.
• Complete the additional questions below for Māori applicants.

If you have questions about the process, contact bms.dean.ea@otago.ac.nz

Selection Process
The selection committee, consisting of the Dean of BMS or their nominee, Associate Dean Academic BMS and the Kaiārahi for BMS, 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 providers of other University of Otago Māori services.

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.

The holder of the scholarship is strongly encouraged to join and obtain a mentor from the BMS Māori postgraduate and postdoctoral research group.

Additional Questions for Māori applicants
(These are requested in addition to the required abstract, literature review, project details etc as outlined in Appendix A of this Handbook).

1. Whakapapa; please state your:
2. Please outline your involvement and any leadership activities with Māori communities and organisations (250 words maximum).

3. Please outline your interest in, and commitment to, research (250 words maximum).

School of Biomedical Sciences Pacific Peoples’ Summer Scholarship
Established by the BMS in 2015 to increase the number 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 also.

• 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. Intending to enrol full-time in a 400-level postgraduate programme offered by a BMS Department; or

iii. Enrolled for a major in a BMS Department

Application Process
All applicants must:

• Submit an application to the Division of Health Sciences Summer Research Scholarship Programme by 23 August 2019.

• 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.

Selection Process
A BMS Dean’s selection committee consisting of the Dean BMS or nominee, Associate Dean Academic BMS or nominee, and the Chair of the BMS Pasifika Strategic Framework Group or nominee 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 the Pacific Islands Research & Student Support Unit, Division of Health Sciences.

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 in Appendix A 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).

❖ Lab Supply Scholarships – for Health Sciences or Sciences students

Lab Supply is a Dunedin-based company providing laboratory supplies and equipment.

They will fund two scholarships at $5,000 each for students undertaking laboratory-based research projects. One will be allocated to a student in the Division of Health Sciences and the other to a student in the Division of Sciences.

You will be automatically considered for these scholarships if you are eligible.

❖ 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 2019 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 Supervisors

Supervisors are expected to read this handbook to ascertain the rules of the studentship programme and supervisors’ obligations under the scheme.

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 2020, the University has the right to recover that tax from the student. The University requires all prospective summer students to sign a contract stating that they are intending to enrol for University study in 2020.

Late completion of projects: Students need to be available to fully participate in coursework once this commences in 2020. If a staff member is supporting their summer student to complete and/or present work 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.
Supervisor eligibility

- Project supervisors must be academic staff of the University of Otago or health professional staff of the Southern DHB. If the primary supervisor is a member of the DHB then the project must have a University staff member as a co-supervisor.

- Staff of other institutions will be accepted as supervisors only where it is clear that the project represents a genuine collaboration between the external supervisor/s and supervisor/s from University of Otago and/or Southern DHB. The collaboration must be made explicit in the application.

- Research Fellows (with the blessing of the PI of the group) are eligible to be a primary supervisor but Postdoctoral Fellows can co-supervise only.

- A project will not be funded if the supervisor has a family or personal relationship with the applicant/student. 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.

  [See link](https://www.otago.ac.nz/administration/policies/otago003161.html)

Finding a Student

Each year in early July an advertising flyer and this handbook will be sent out to all departments advising of the opening of the new round for Summer Research Scholarships, and encouraging staff to plan projects in advance of student enquiries.

If you have any projects to advertise please forward details to kerry.galvin@otago.ac.nz and these will be placed on the Division’s website.

Details of available projects could also be posted on departmental noticeboards or websites as appropriate for your students.

Advertising should take place early in Semester 2 as the closing date for applications for the 2019/20 programme is the **23 August 2019**.

Guidelines for projects

- Each supervisor can supervise **ONE** summer student only as primary supervisor (see the one exception below). If applications for more then one student per supervisor are received by the committee, they will be returned to the supervisor to choose which applicant they wish the Committee to consider.

- 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 co-supervise no more than two further students.
• More than one applicant for the same project will not be accepted.

• Only one project application per applicant 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.

• Take care not to be overly ambitious when designing the project – ten weeks is not a long period of time. 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 patient 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.

Supervisor’s contribution to the application

The supervisor should not write the application but may advise on it’s content.

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.

Supervisor’s responsibilities

Supervisors must be available to the student during the studentship period or provide suitable cover (i.e. a co-supervisor) if they are to be absent for short durations. Any co-supervisors should be named in the application.
A letter from the proposed Supervisor (endorsed by the Departmental Head or Dean) supporting the project and the student must be submitted with the application by the due date of 23 August (the letter can be sent under separate cover personally by the supervisor but only with prior approval).

If the letter is not received in time, the application will be sent to the Assessing Committee without the letter – this could have a substantial negative impact on the student’s chance of being funded.

The Letter should contain:
1. A statement that the facilities, running expenses, bench skills and equipment necessary to carry out the project are available within the department concerned.
2. A statement about the supervisor’s contribution to the writing of the application.
3. A statement as to who is supervising day-to-day activities when the primary supervisor is on annual leave.
4. The letter also constitutes a reference for the student. Comments from supervisors and Departmental heads are considered very helpful by the Summer Research Scholarship Assessing Committee. A non-existent or poor quality reference will work against your student.

If supervisors have any concerns about the quality of work, student attendance, or progress of the project, these must be conveyed to Kerry Galvin (kerry.galvin@otago.ac.nz) as soon as they become apparent. Scholarship payments are made on the assumption that good progress is being made. Any situation to the contrary should be reported at the earliest opportunity.

a. Ethical approval
All work involving animals requires approval of the University of Otago’s Animal Ethics Committee. Work involving human subjects requires approval of the Health and Disability Ethics Committee or the University of Otago Human Ethics Committee.

Please note that the Animal Ethics Committee has expressed concern regarding the suitability of some animal-based projects for summer students. A memorandum is circulated annually to departments hosting summer students, which attempts to provide guidance on the appropriate ethical cost-benefit balance that such activities would be expected to achieve.

It is the supervisor’s, not the student’s, responsibility to obtain all necessary approvals so that the student can commence their Summer Scholarship without delay. Please be aware that some projects have been delayed considerably by supervisors leaving these permit applications to the last minute or designing projects that are too ambitious.

The PVC Health Sciences will not allow any student to commence their research until all necessary approvals are in place. If approvals are not already in place at the time the application is submitted, copies must be forwarded as soon as possible thereafter to Kerry Galvin (Health Sciences Administration).

b. EPA approval
Work involving genetically-modified organisms requires approval from the EPA or the University of Otago’s Institutional Biological Safety Committee (IBSC). Once again it is the supervisor’s
responsibility to ensure these approvals are in place.

c. Health and safety training
It is important for supervisors to be aware that they are responsible for ensuring that their students receive appropriate health and safety training for the particular techniques and materials that they will be using during their project.

d. Other considerations
Supervisors should also ensure that students have access to necessary buildings and laboratories, computer facilities and libraries and that they are provided with security or ID cards if needed. Planning in advance can save valuable time once the student arrives.

Changes to projects
The scholarship is awarded for the project and student specified at the time of application. The scholarship cannot be transferred to another student. Prior permission must be sought (with justification provided) if the project starts to undergo major changes. If this is the case, then please advise Dr Kerry Galvin, who will consult with the Chair of the Summer Research Scholarship Assessing Committee if required.

Guidelines for Students

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 2020. 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.

Masters thesis and PhD students are not eligible for these Scholarships. Any data obtained during a Summer Research Studentship 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 2020, the University has the right to recover that tax from the student. The University requires all prospective summer students to sign a contract stating that they are intending to enrol for university study in 2020.

Any student who is enrolled at the University of Otago, at a pre-Masters thesis level is eligible to apply for a Scholarship. They 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.

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 website 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:

www.otago.ac.nz/healthsciences/research/summerscholarships/dunedin/otago035731

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 co-supervise 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. **Student and project details on the cover sheet (See Appendix B):**
   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) summarising the background to, and aims of your intended research. It must be written in terms understandable to a lay person or a non-specialist.

3. **A brief review of the field which covers 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. 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 pages in Times or Times New Roman 12 point font should be used. 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. **Your full academic record(s) (can be printed off from eVision)**

6. **Letter of support from the supervisor and signed by the Departmental Head or Dean.**
   This must be received by the 23 August and should be included with the application (it can be sent under separate cover personally by the supervisor only with prior approval by Kerry Galvin).

7. **Proof of ethical approval (if applicable):**
If your approvals are in place at the time of application then write the approval number on the coversheet or attach a copy of the approval letter to your application. Proof of ethical approval must be forwarded to Kerry Galvin 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. 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 kerry.galvin@otago.ac.nz

Only one PDF file (.pdf) can be uploaded. It must contain:
- Your coversheet
- 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
- Supervisor’s letter of reference

**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 PDF 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 PDF 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

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.

Timing of the project

The timing of the scholarship is entirely up to the supervisor and student and should be arranged together. Some students may wish to commence immediately following the examination period, whereas others prefer to take a post-exam break and start later on. Remember to factor in a break over the Christmas period into the 10-week project.

Ethical approval

This is the supervisor’s responsibility but do remind them! Further information can be found on page 13.

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.

Payments

Payments are made in three instalments, directly into the bank account nominated by the student, as detailed below:
You will not receive your final payment until April 2020. 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 **28 February 2020**
- submission of Form B signed by your supervisor by **28 February 2020**
- 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.

**Reporting requirements**

You are required to submit your report and Form B (signed by you and your supervisor) by **28 February 2020**.

Reports and Form B must be emailed as separate documents to kerry.galvin@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. Form B can be any format.

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 format**

**A. Title page and abstracts:**
- This should be on a separate page and is additional to the Written Report
- Provide the name of the student, supervisor(s) and department(s)
- **Two** project titles are required – a scientific title and a lay (non-specialist) project title
- **Two** abstracts are required. They have a limit of **150 words each**, and abbreviations must be defined.
  - **Lay 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.

**B. Written Report:**
• The report should be no more than 8 pages (6 pages is fine), inclusive of appropriate figures and statistical data.
• No more than one additional page of references.
• The report does not have to be crammed with everything you did! 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 scholarship.
• Font should be Times New Roman 12 point or similar and double-spaced
• Minimum margins of 2.0 cm
• Abbreviations must be defined
• The report should consist of the following sections: Introduction, Methods, Results, Discussion, References and Acknowledgements
• Acknowledgements: an acknowledgments section must be included at the end of the report. Here you must acknowledge the financial assistance provided by your funding organisation, together with any assistance from your supervisor or other research/technical staff.
• You should state in the Acknowledgements (not the Methods) that ethical or other approvals were obtained for your research, if applicable. But do not state the permit numbers.
• The pages should be numbered.

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. The value of the prize is $250.

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. The value of the prize is $500.

OMRF Science Communication Workshop
Successful summer students funded by the 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.
### Student Checklist

#### Applying for a scholarship

<table>
<thead>
<tr>
<th>Task</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have read the handbook</td>
<td></td>
</tr>
<tr>
<td>I have written a <strong>lay</strong> abstract max 100 words</td>
<td></td>
</tr>
<tr>
<td>I have written a brief review of the field - 2 double-spaced typed A4 pages max</td>
<td></td>
</tr>
<tr>
<td>I have written a proposed project outline - 1 double-spaced typed A4 page max</td>
<td></td>
</tr>
<tr>
<td>If I am applying for either the BMS Māori or Pacific Peoples’ scholarships I have answered the three additional sections associated with these scholarships</td>
<td></td>
</tr>
<tr>
<td>I have filled in the Application Cover sheet</td>
<td></td>
</tr>
<tr>
<td>I have included a copy of my full academic record [can be obtained from eVision]</td>
<td></td>
</tr>
<tr>
<td>I have included my supervisor’s letter of support signed by the Head of Department/Dean</td>
<td></td>
</tr>
<tr>
<td>I have included evidence that ethical approval has been obtained (if applicable)</td>
<td></td>
</tr>
<tr>
<td>My application is typed, spell checked and the pages are numbered</td>
<td></td>
</tr>
<tr>
<td>I have <strong>double checked</strong> that my application contains all information asked for above</td>
<td></td>
</tr>
<tr>
<td>I have submitted my application online by <strong>5 pm 23 August 2019.</strong></td>
<td></td>
</tr>
</tbody>
</table>

#### When you receive your letter of offer and contract

<table>
<thead>
<tr>
<th>Task</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have checked that the details are correct – I have advised Kerry immediately if they are not</td>
<td></td>
</tr>
<tr>
<td>I have read, filled in and signed the contract</td>
<td></td>
</tr>
<tr>
<td>I have entered my bank account details into eVision</td>
<td></td>
</tr>
<tr>
<td>My supervisor has signed the contract</td>
<td></td>
</tr>
<tr>
<td>I have returned the contract by its due date</td>
<td></td>
</tr>
</tbody>
</table>

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

#### Report and abstract submission

<table>
<thead>
<tr>
<th>Task</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have completed the written report - max 8 pages</td>
<td></td>
</tr>
<tr>
<td>I have completed the two abstracts - 150 words each max.</td>
<td></td>
</tr>
<tr>
<td>I have acknowledged my correct funder, supervisor and any others</td>
<td></td>
</tr>
<tr>
<td>I have included a statement about ethical approval (if applicable)</td>
<td></td>
</tr>
<tr>
<td>My report and abstracts are typed, spell checked and the pages are numbered</td>
<td></td>
</tr>
<tr>
<td>My supervisor has approved the final version</td>
<td></td>
</tr>
<tr>
<td>My supervisor has signed the final payment authorisation form (Form B)</td>
<td></td>
</tr>
<tr>
<td>I have emailed a <strong>word document</strong> of my report, and emailed Form B <strong>as a separate document</strong>, to Kerry Galvin by <strong>28 February 2020</strong></td>
<td></td>
</tr>
</tbody>
</table>
Appendix A  SUMMER RESEARCH SCHOLARSHIPS 2019/2020
FORMAT FOR APPLICATION

Please supply:

1. **Cover Sheet (Appendix B below):** this should be placed at the front of the application.

2. **Abstract***
   Write a short paragraph (100 words or less) summarising the background to, and aims of your intended research. Include the non-specialist project 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 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. The intended number of animals (subjects, patients) or tissue samples or assays etc should be included.

* These must be written in terms understandable to a lay person or a non-specialist. 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 8-9)

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

7. **Letter of support from the supervisor and signed by the Departmental Head or Dean.** This must be received by the 23 August and should be included with the application (it can be sent under separate cover personally by the supervisor only with prior approval by Kerry Galvin)

8. **Proof of ethical approval (if applicable):** If your approvals are in place at the time of application then write the approval number on the coversheet or attach a copy of the approval letter to your application. Proof of ethical approval must be forwarded to Kerry Galvin prior to commencement of the project if it is not already in place at the time of application.

Applications must be submitted online. Paper copies are not required.

Submit at: [https://secure-www.otago.ac.nz/forms/hesi-summer-scholarships-dunedin/](https://secure-www.otago.ac.nz/forms/hesi-summer-scholarships-dunedin/)

Only one PDF file (.pdf) can be uploaded. It must contain:
- Your coversheet
- Project application (containing abstract, review of the field, proposed project)
- Full academic record
- Supervisor’s letter of reference
Refer to the Information, Guidelines and Regulations Handbook for information on how to PDF your documents. Available at: http://www.otago.ac.nz/healthsciences/research/summerscholarships/dunedin/index.html

**File name:** Name your file in the following format: surnameFirstname.pdf  
i.e. if your name is Melanie Smith then name your file: smith_melanie.pdf

If you have any questions about the process please contact: kerry.galvin@otago.ac.nz

**Applications are due 5 pm Friday 23 August 2019**
Appendix B: COVER SHEET FOR DUNEDIN-BASED SUMMER RESEARCH SCHOLARSHIPS 2019/2020

Surname: ___________________________ First Name(s): ___________________________

Email Address: ___________________________

University Course (e.g. BSc Anatomy, Medicine, Dentistry): ___________________________ Year of study: ___________________________

List any prior degrees you have ____________________________________________

Scientific Title of Proposed Project: ____________________________

Non-Specialist Project Title: ____________________________

Name of Primary Supervisor: ____________________________

Department: ___________________________ Student ID Number: ____________________________

Name of Co-supervisor(s) ________________________________________

Has ethical (EPA, Animal Ethics or Human Ethics as appropriate) approval been obtained? (If yes, supply evidence i.e. the approval number or a copy of the approval letter).

YES ☐ NO ☐ Not Required ☐

Approval #: ____________________________

Details of any summer research scholarships you have previously received: ______________________________________

Provide details of any external Summer Research Scholarships you are applying for this year that are NOT covered in the Handbook i.e. Neurological Foundation, Medical Council of NZ, Genetics Otago etc

☐ I agree to present my research in a public forum if requested to do so. Please tick.

Signature of Applicant: ___________________________ / ___________________________ 2019

All applications MUST include the following:

☐ Coversheet
☐ The Project Application (points 2-4 (and 5 if relevant) as stipulated in the Format for Application above)
☐ Full academic record(s) (print off from e-vision is fine)
☐ Supervisor’s letter of reference (signed by HoD/Dean).
Appendix C: Report and Abstract Writing Guide

The following are some general guidelines on how to go about writing your report and abstracts in a suitable scientific manner. Before writing, check a copy of a current medical or scientific journal. The articles here will give you an idea of scientific writing style.

The report does not have to be crammed with everything you did! 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 scholarship.

General Rules

- Font - 12 point Times New Roman
- Minimum margins of 2.0 cm
- Double-spaced
- Pages must be numbered
- All work should be checked for spelling and grammatical errors
- 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?
- Proof read carefully before submitting. You could even ask a friend or flatmate to read it for you
- Maximum of 8 pages for the written report excluding references and 150 words each for the two abstracts.
- No more than one page of references and on a separate page.

A. Title Page and Abstracts

- This should be on a separate page (which can be an additional page to the 8 pages for the report)
- Provide name of student, supervisor(s) and department(s)
- Two project titles should be provided – one scientific and one non-specialist title
- Provide 2 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.

- Lay 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.

B. Written Report

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.

**References**
All references should be cited correctly and consistently. Your supervisor can offer advice on this.
Appendix D: Template for Report and Abstracts

Use 12 point Times New Roman
Double-spaced and paginated
Minimum margins of 2.0cm
Maximum of 8 pages for the Report and one extra for the references. Less is fine.
The first page should be a separate page containing project titles, student and supervisor
names, department and abstracts (and is an additional page to the 8 pages specified for the
Report)
The two abstracts should be maximum of 150 words each
All abbreviations must be defined
Use section headings as shown below

TITLE PAGE

• Student name
• Department
• Supervisor’s name
• Non-specialist project title and non-specialist abstract
• Scientific project title and scientific abstract

WRITTEN REPORT (start a new page)

• Introduction:
• Materials and Methods:
• Results:
• Discussion:
• Acknowledgements:
• References: