

**Division of Health Sciences
DUNEDIN CAMPUS**

Summer Research Scholarship Programme

2014/2015

**Information,
Guidelines and Regulations
Handbook**

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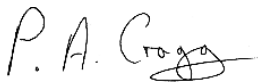
Welcome

Welcome to the Division of Health Sciences Dunedin-based Summer Research Scholarship Programme for 2014/2015.

The Summer Research Scholarship Programme encourages participation from students and staff of the Otago School of Medical Sciences (OSMS), Dunedin School of Medicine (DSM), the Bioethics Centres, 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 Research 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.



Associate Professor Pat Cragg
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

Please feel free to meet with Kerry for checking in person prior to submission. It is much easier to correct anything at the time rather than having to chase you up later.

Contact her via email to make an appointment or just drop into the Health Sciences office on the Ground floor Physiotherapy Building.

She will be available in the Health Sciences Divisional Office for checking applications prior to submission at the following times:

Thu 21 Aug 1-4 pm
Fri 22 Aug 10 – 12 noon and 1-5 pm

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

Important Dates

July 2014	Advertising to students and staff begins
July - August 2014	Students approach supervisors and decide on a project
22 August 2014	Closing date for applications
September 2014	Summer Research Scholarship Assessing Committee meets to assess applications and allocate Scholarships
October 2014	Students receive notification of outcome and receive contracts
Early November 2014	Contracts due in
Nov - Dec 2014	Research projects commence
Late Nov 2014 tba	Welcome event
Early Dec 2014	First payment made to students
24 Dec 2014 – 5 Jan 2015	University's Christmas break
Mid January 2015	Second payment made to students
27 February 2015	Written project reports due
March 2015	Committees meet to assess written reports and award student prizes
April 2015	Third and final payment made to students once written report, abstract and any required forms are received, and written reports are deemed satisfactory

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 paid a tax free educational grant with a minimum stipend of \$4,000.

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 available projects and Scholarships can also be found there: www.otago.ac.nz/healthsciences/research/summerscholarships

Applications for 2014/15 Summer Scholarships are due 22 August 2014

Application checking

Please feel free to meet with Kerry for checking in person prior to submission. It is much easier to correct anything at the time rather than having to chase you up later.

Contact her via email to make an appointment or just drop into the Health Sciences office on the Ground floor Physiotherapy Building.

She will be available in the Health Sciences Divisional Office for checking applications prior to submission at the following times:

Thu 21 Aug 1-4 pm

Fri 22 Aug 10 – 12 noon and 1-5 pm

Welcome event

The Division of Health Sciences will be holding an official opening event to welcome Summer Research Students to the programme for 2014/15. Drinks and nibbles will be provided and it will be an opportunity for students to meet each other and the staff members who involved in the programme.

This will be held in the atrium of the Hunter Centre in late November 2014. Students will be contacted with further details closer to the time.

Scholarships available

There are variety of Scholarships available from different funders. Some of these are for specific groups of students i.e. medical 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 funds 20 projects. These Scholarships are worth \$4,000, except for two prestigious Scholarships (Garth McQueen and Allan Wilkinson Scholarships) which are worth \$5,000 each.

The OMRF also administers Summer Research Scholarships for a number of charitable organisations, subject to confirmation each year of availability, including:

- *The Otago Diabetes Research Trust Scholarship*
For projects related to diabetes

You will automatically be considered for any of the above Scholarships for which you are eligible.

❖ **Otago School of Medical Sciences (OSMS) and Dunedin School of Medicine (DSM) Scholarships** – *For projects supervised by a staff member of OSMS or DSM.*

If your supervisor works in OSMS, you are eligible for an OSMS scholarship. If your supervisor works in DSM, you are eligible for a DSM scholarship. You will not be eligible for both.

For projects in biomedical, bioscience (including genetics), clinical, or public health areas. These Scholarships are worth \$4,000.

- 11 scholarships will be funded by OSMS
- 8 scholarships will be funded by DSM
- 6 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 have included:
 - Asthma Foundation of New Zealand
 - Cure Kids
 - Dunedin Heart Unit Trust

Friends of the Otago Medical School
Maurice and Phyllis Paykel Trust
National Heart Foundation
Otago Asthma Society

You will automatically be considered for any of the above Scholarships for which 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 \$5,000. Selected topics should align with the following HRC goals:

- Investment in research that meets NZ health needs and that has international impact
- Maximise the benefits of health research
- Champion the integrity of the health research environment
- Enhance the value of the organisation

❖ **Phyllis Paykel Memorial Scholarship in Medical Sciences** – *Open to 3rd and 4th year medical students only*

This Scholarship is intended to assist students at a suitable stage of the medical course to undertake additional study and research in a selected area of medicine, including the related biological and social sciences.

The Scholarship is only available to students enrolled for the degree of Bachelor of Medicine and Bachelor of Surgery who are in years three or four, and who are New Zealand Citizens or Permanent Residents. The Scholarship shall normally be available in two parts:

- A. At an initial stage to provide support during a summer vacation research project; this part must be held within the Faculty of Medicine, i.e. OSMS, Dunedin, Christchurch or Wellington Schools of Medicine. A satisfactory report is required in order to take up Part B. *Value \$6,000*
- B. At a later stage to allow more advanced study and research in an area approved by the Dean during the elective period in the sixth year of the medical course. A final report is required. *Value up to \$9,000 depending on the nature and location of the research.*

Please note that you should include in your application confirmation that you are willing to undertake the second stage of this Scholarship in your Trainee Intern year.

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: Each supervisor can supervise **ONE** summer student only as primary supervisor.

Late completion of projects – students need to be available to fully participate in coursework once this commences in 2015. 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.

Finding a student

Each year towards the end of June 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 (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 2014/15 programme is the **22 August 2014**.

Guidelines for projects

- Each supervisor can supervise **ONE** summer student only as primary supervisor (if applications for more than 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).
- 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.
- 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.

Supervisor's contribution to the application

The supervisor should not write the application but may advise on its contents.

Assessment of applications

The scholarships are awarded on the basis of:

- the student's academic record
- the merits of the proposed project
- the student's skill in relation to the project
- the 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 in OSMS and DSM.

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 forwarded with the application. **It is preferred that this is**

sent with the application itself but if necessary can be sent under separate cover. Either way, it must be submitted by the deadline for applications – 22 August 2014.

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. This memorandum is also available on the Animal Welfare Office website: <http://www.otago.ac.nz/awo/>

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.**

IMPORTANT: The PVC Health Sciences will not allow any student to begin work on a project 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. ERMA approval

Work involving genetically-modified organisms requires approval from ERMA 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 should **not** have any other 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 2015. 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.

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 to complete his/her project (due to illness, unforeseen event etc) the Division of Health Sciences and Summer Research Scholarship Assessing Committee shall assess the amount of work completed and the proportion of payment the student is entitled to receive. Note that this may, in some cases, result in a student refunding a portion of a payment received.

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

Eligibility

Any student who is enrolled at a New Zealand tertiary academic institution, at a pre-Masters thesis level is eligible to apply for a Scholarship. They must however be based in Dunedin over the vacation period to undertake the project, and be supervised by Dunedin-based staff of the University of Otago or the SDHB.

The purpose of the Scholarship is to encourage undergraduate students into research careers and therefore is not designed for those studying for a PhD or a Masters thesis qualification.

To be eligible for a Scholarship the project must be on a topic related to human health, or

biomedical science. OSMS Scholarships can also fund projects on bioscience topics.

Students will be eligible for some, but not all Scholarships depending on their chosen project and the degree they are studying for. Some Scholarships are only open to specific groups of students i.e. medical students, whereas others are far more broad.

Finding a supervisor

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

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

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>

Guidelines for projects

- Each supervisor can supervise **ONE** summer student only as primary supervisor.
- 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.

Format for application

Applications should be photocopied double-sided and include page numbers. They must consist of the following:

1. Student and project details on the cover sheet (See Appendix B):

Student name, contact details, course and year of study, project title, **non-specialist project title***, your supervisor's name and names of any co-supervisors, the department in which you are carrying out your research, degree details, ethical or ERMA or ISBC approval, details of previous scholarships

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.

NOTE: Please feel free to meet with Kerry Galvin for checking in person prior to submission. It is much easier to correct anything at the time rather than having to chase you up later.

Assessment of applications

The scholarships are awarded on the basis of:

- the student's academic record
- the merits of the proposed project
- the student's skill in relation to the project
- the 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 in OSMS and DSM.

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 there is no harm in reminding them! Further information can be found on page 11.

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 installments, directly into the bank account nominated by the student, as detailed below:

\$1750	paid early December 2014
\$1750	paid mid January 2015
\$500	paid in April 2015 once the final report is approved

Please note: You will not receive your final payment until April 2015. 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 lay abstract by **27 February 2015**
- the submission of any forms signed by your supervisor by **27 February 2015**
- the report and abstract 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

Reports are due 27 February 2015

You will be advised of how many copies to submit, and to whom, when you receive your contract.

Reports should be photocopied double-sided and include page numbers

a. Written Report:

- The report should be **no more than 8 pages (6 pages is fine)**, inclusive of appropriate figures, statistical data and 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 or Times New Roman 12 point and double-spaced
- Minimum margins of 2.0cm

- Abbreviations must be defined
- The report should consist of the following sections: Introduction, Methods, Results, Discussion, References and Acknowledgements
- Acknowledgements: an acknowledgments section should 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 copies should be double-sided and paginated

b. Abstract:

- This should be on a separate page to the Written Report (and can be an additional page to the 8 pages specified for the Report above)
- Provide a non-specialist title for the abstract
- This must be **100 words** or less, abbreviations must be defined
- It should summarise your research and outline its practical applications
- It must be written in terms understandable to the lay person who is not familiar with your field of study
- It must have a lay title i.e. a non-specialist project title. Also include your name, the name of your supervisor and the department you worked in.

The abstract 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.

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. The value of each of these is \$5,000.

Projects hosted in the OSMS (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 \$250.

The highest rated projects to be carried out within DSM (and supervised by a DSM staff member) will be assigned a DSM Super Summer Scholarship Award. Two of these will be made available each year. These Awards will be provided to the supervisor to support costs of the project. That is, the cost of bench fees to the value of \$2,000 or in the case of a higher cost laboratory project, the award will be \$3,000. The awards will be made on the basis of the ranking assigned to each project by the Summer Research Scholarship Assessing Committee.

Student 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 filled in the Application Cover sheet	
I have included a copy of my full academic record [can be printed from eVision]	
I have included my supervisor's letter of support endorsed by the Head of Department/Dean or my supervisor is sending this separately – this must be received by deadline of 22 August	
I have included evidence that ethical approval has been obtained (if applicable)	
My application is typed, spell checked and paginated	
I have checked that all my contact details are included and correct	
I have double checked that my application contains all information asked for above	
My application has been photocopied double-sided	
One original and 14 copies of the application have been submitted to Kerry Galvin by 22 August 2014. Please feel free to take your application to Kerry for checking in person prior to submission. See page 6 for her availability	

When you receive your contract

I have checked that the details are correct – I have advised Kerry immediately if they are not	
I have read, filled in and signed the contract	
I have attached proof of my bank account details as directed	
My supervisor has signed the contract	
I have returned the contract by its due date	

IMPORTANT NOTE: If there are subsequent alterations to the project, my supervisor and I will seek approval for the alteration from Kerry Galvin, who will consult the Chair of the Assessing Committee if required.

Report and abstract submission

I have completed the written report - max 8 pages	
I have completed the lay abstract - max 100 words	
I have acknowledged my correct funder, supervisor and any others	
I have included a statement about ethical approval (if applicable)	
My report and abstract are typed, spell checked and paginated	
My supervisor has approved the final version	
I have asked my supervisor to sign the final payment authorisation form (Form B)	
My Report has been photocopied double-sided	
I have submitted the appropriate number of copies of my report and abstract with Form B by 27 February 2015	

Appendix A

OMRF/OSMS/DSM SUMMER RESEARCH SCHOLARSHIPS 2014/2015 FORMAT FOR APPLICATION

Please supply:

1. 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 Application Form.***

2. 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 2.0cm. The applicant may consult with the supervisor to obtain important references, and for advice on the final presentation of the review.

3. 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.

Applicants are required to submit one original and 14 double-sided stapled copies (15 copies in total) of:

- The Application cover sheet
- The Application (1-3 above)
- A letter of support from the supervisor and endorsed by the Departmental Head or Dean (this can be sent under separate cover personally by the supervisor but if possible please send it with the application – **either way it must be received by the 22 August**)
- Your full academic record(s)
- Details of ethical approval, if applicable. Copies of all approvals must be forwarded to the undersigned if they are not in place at the time of application.

Submit to: Dr Kerry Galvin,
Health Sciences Administration
Physiotherapy Building
Great King St,
PO Box 56, Dunedin

By 5 pm Friday 22 August 2014

Appendix B:

**OMRF/OSMS/DSM SUMMER RESEARCH SCHOLARSHIPS 2014/2015
COVER SHEET**

You will automatically be considered for any of the Scholarships for which you are eligible

Surname: First Name(s):

Local Address:

Telephone Numbers: Day: Night:

Email Address:

University Course (e.g. Science, Medicine, Arts): Year of study:

List any prior degrees you have

Title of Proposed Project:

Non-Specialist Project Title:

Name of Supervisor(s)

Name of Co-supervisor(s)

Department(s) Student ID Number:

Has ethical (ERMA, Animal Ethics or Human Ethics as appropriate) approval been obtained? (If yes, supply evidence)
YES NO Not Required

Details of 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 Scholarships etc

Signature of Applicant: / /2014

All applications MUST include the following:

- The Project Application (points 1-3 as stipulated in the Format for Application above)
- Full academic record(s)
- Supervisor's letter of reference (endorsed by HoD/Dean). Please tick if being sent separately by supervisor

Appendix C: Report and Abstract Writing Guide

The following are some general guidelines on how to go about writing your report and abstract 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 or Times New Roman
- Minimum margins of 2.0cm
- Double-spaced
- Pages must be numbered
- Copies must photocopied double-sided
- 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 and 100 words for the abstract.
- Abstract should be on a separate page (which can be an additional page to the 8 pages for the report). It must have a lay title i.e. a non-specialist project title. Also include your name, the name of your supervisor and the department you worked in.

a. 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 work
- 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 work 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 is 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 means and how it relates 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 work?

Acknowledgements:

Here you must acknowledge the financial assistance provided by your funding organisation, 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.

b. Abstract

The abstract summarises the report to help a reader decide if she/he needs to read the rest. It is a condensed version of the entire report. It should include:

- Purpose of the work
- Key result(s)
- Major point of discussion
- Major conclusion

Maximum of 100 words

It should be written in terms understandable to a lay person or non-specialist. Provide a non-specialist title for the abstract. If your title and abstract are not written in non-specialist terms then you may be asked to rewrite the abstract before your final payment will be made.

Appendix D: Template for Report and Abstract

The copies of the Report must be photocopied **double-sided**

Use 12 point font Times or Times New Roman

Double-spaced and paginated

Minimum margins of 2.0cm

Maximum of **8 pages** all inclusive for the Report. Less is fine.

The front page containing the Abstract should be a separate page (and can be an additional page to the 8 pages specified for the Report)

Abstract should be maximum of **100 words and written for a non-specialist**

All abbreviations must be defined

Use section headings as shown below

FRONT PAGE

- **Non-specialist title of project:**
- **Student name:**
- **Department:**
- **Supervisor's name:**
- **Abstract:**

WRITTEN REPORT (start a new page, 8 pages max)

- **Introduction:**
- **Materials and Methods:**
- **Results:**
- **Discussion:**
- **Acknowledgements:**
- **References:**