

## Summer Studentships Guide to Submitting Your Application

BCCHR Summer Studentship applications can be submitted by the proposed summer student OR the research team/lab designate.

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### Application Resources:

- [Guidelines – Summer Studentships](#)
- [Guide to Submitting Your Application – Summer Studentships](#)
- [UBC Research Project Information Form \(RPIF\)](#)
- Awards Portal – <https://bcchr.slideroom.com/>

### Award Contacts:

- Application eligibility or application form questions – [resinfo@bcchr.ca](mailto:resinfo@bcchr.ca)
- UBC's Research Project Information Form (RPIF) signatures – [neisma@bcchr.ubc.ca](mailto:neisma@bcchr.ubc.ca)

The BC Children's Hospital Research Summer Studentship deadline is **Friday, January 26, 2024.**

### Before preparing your Summer Studentship application you should:

1. Download and review the [Guidelines – Summer Studentships](#)
  - Do you meet the eligibility criteria to apply? *If you have any concerns, contact [resinfo@bcchr.ca](mailto:resinfo@bcchr.ca) for verification.*
  - Does your proposed research project meet the project relevancy criteria for funding?  
The application must demonstrate the research area has direct relevance to improving the health of children (individuals between 0-18 years of age) and their families.
  - Review the scoring criteria and application statistics to see if you are a competitive applicant.
2. Identify a [potential supervisor](#) to support your application.
3. Speak to your supervisor/the research team about applying. Investigators may support only ONE application for a BCCHR Summer Studentship.

## Application Requirements

A complete application package consists of the following:

**#1 Application Form:** Submitted online at <https://bcchr.slideroom.com/>

**#2** The following attachments:

<b>Signed UBC Research Project Information Form (RPIF)</b>	Download Form – <a href="http://www.ors.ubc.ca/contents/electronic-forms">www.ors.ubc.ca/contents/electronic-forms</a> UBC ORS requires at <b>least 7 days</b> to guarantee the obtainment of required signatures. For more information contact Nur Eisma at <a href="mailto:neisma@bcchr.ubc.ca">neisma@bcchr.ubc.ca</a>  <i>For BCCHR Investigators affiliated with a university other than UBC, an RPIF is not required with the application package.</i>	
<b>Academic Transcripts</b>	Undergraduate Students: 1 <sup>st</sup> Year	<ul style="list-style-type: none"><li>• High school transcript</li><li>• Official transcripts for all post-secondary studies</li></ul>
	Undergraduate Students: All Other Years	<ul style="list-style-type: none"><li>• Official transcripts for all post-secondary studies</li></ul>
	Medical Students	<ul style="list-style-type: none"><li>• Official transcripts from all post-secondary studies. <i>This includes your current transcript for medical school regardless of available course grades. This is used as official confirmation of current academic standing.</i></li></ul>

### Academic Transcripts Notes

- **An official transcript must be submitted by the deadline date for the Summer Studentship application to be considered complete.** An official transcript is considered to be a document (electronic or printed) issued by the university registrar's office. Typically, they contain the seal of the university and a signature of the university registrar. *Depending on the university, ordering a transcript can take 4-6 weeks.* Applicants are encouraged to submit a request in a timely manner. Unofficial transcripts are considered to be prints, downloads or screen captures from any student self-serve/online account. **These will NOT be accepted.**
- **Paper Transcripts:** Paper copies of the official transcript can be issued directly to the applicant. The registrar sealed envelopes can also be opened by the applicant. Paper copies of the transcript can be scanned (front and back) and a PDF version can be submitted with the application. When scanning the transcript, 'unauthorized' or 'unofficial' messages may appear on the digital copy. As long as the original text is still legible, this isn't a concern. *Submitting the original paper/hard copy of the transcript is not required.*
- **Digital Copies:** Digital copies of the official transcript can be issued directly to the applicant and submitted with the application, or issued to the BC Children's Hospital Research Services Team at [resinfo@bcchr.ca](mailto:resinfo@bcchr.ca).
- If marks are not complete, please submit the most up-to-date marks at the time of the application deadline.
- **Foreign Transcript:** A certified English translation and a clear explanation of the grading system must be included.

## What is the Research Project Information Form (RPIF)?

As per UBC policy, all research grant applications and project proposals must be accompanied by an RPIF. **The RPIF should be completed with your supervisor and/or a lab designate.**

- [Download the RPIF](#)
  - Complete the form. This includes providing information on the project, resources, certifications and conflicts of interest (for details on field requirements, download the available form with instructions).
  - Arrange with your supervisor and/or lab designate to get signatures from the Principal Investigator and the Principal Investigator's Department/Unit Head. These can be digital signatures.
  - Send the following to Nur Eisma, Research Manager, UBC Office of Research Services at [neisma@bcchr.ubc.ca](mailto:neisma@bcchr.ubc.ca). This should be submitted **at least 7 days** before the application deadline:
    - A signed copy of the RPIF.
    - A draft copy of the Summer Studentship application from SlideRoom.
- Go to the final step '3-Submit' and select 'Click here to review your application before submitting.'  
Click 'Print' to save a copy of the application as a PDF. *\*No need to attach or send transcripts*

- The UBC Office of Research Services (ORS) will arrange to get the signatures of the Centre Director and the Dean on behalf of you and your supervisor. The final ORS signed copy will be returned as a PDF attachment via email. This PDF will be the attachment you include with your application.

## Application Questions

When submitting the application, you will be asked to respond to the following questions:

APPLICANT INFORMATION	
<ul style="list-style-type: none"> <li>Name &amp; Email</li> <li>Academic Status</li> <li>University, Academic Program, Year of Study &amp; Expected Graduation Date</li> <li>Project Title</li> <li>Supervisor: Name &amp; Email</li> </ul>	

  

STUDENTSHIP LOGISTICS	
<ul style="list-style-type: none"> <li>Project Location: Remote/In-Person</li> <li>Stipend (8, 10 or 12 Weeks) &amp; Start Date</li> <li>Automatic Summer Program Enrollment (Yes/No)</li> </ul>	

  

RESEARCH PROJECT	
Question	Character Limit
List all the agencies/organizations to which you have received an award or recognition.	N/A
<b>Scientific Summary:</b> Provide a scientific summary of the proposed project suitable for a researcher outside your field. The summary should include: background information, a research question/hypothesis, specific aims and relevant methodology, the significance of the work and the feasibility of completing the project in the time available.	6000 <i>Approximately 1000 words or a single page</i>
<b>Training Expectations:</b> Describe the student's specific role(s) in the research project including the specific tasks to be performed and instruction/mentorship to be provided.	3000 <i>Approximately 500 words or half a page</i>
<b>Project Relevance:</b> Describe how the proposed research has direct relevance to improving the health of children and their families. Applications that do not adequately demonstrate the project relevance to improving the health of children and their families will be ineligible for funding.	3000 <i>Approximately 500 words or half a page</i>

## Submitting the Application

Applications for the BCCHR Summer Studentships must be submitted using the online program SlideRoom.

1. Prepare your attachments and answers to your application questions
2. Go to <https://bcchr.slideroom.com/>
3. Select the applicable award from the list of available programs
4. Click 'Apply Now' and create an account or login to begin the application. *Your changes can be saved at any point in the application process. You can return and edit the application anytime up until the application deadline date.*
5. Follow the online prompts to answer the questions and submit your attachments.
6. Click 'Submit' to send the final application to the Research Services Team before midnight on the deadline date: **Friday, January 26, 2024.**

**The application can be submitted by the BCCHR Investigator, Research Team or the applicant.**

For questions, contact [resinfo@bcchr.ca](mailto:resinfo@bcchr.ca) or refer to the following:

[Starting Your SlideRoom Application](#) | [Completing Your SlideRoom Application](#)