



# Summer Studentship Award Guidelines

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*BC Children's Hospital Summer Studentship Awards are funded by BC Children's Hospital Foundation.*

## Contents

- [Award Description](#)
- [Award Eligibility](#)
- [Summer Student Research Program](#)
- [Stipend](#)
- [External Awards & Earnings from Other Sources](#)
- [Application Requirements](#)
- [Review Process](#)
- [Application Deadline](#)
- [Appendix #1 – Scoring Matrix](#)
- [Appendix #2 – Transcripts & GPA Calculator](#)
- [Appendix #3 – Identifying Potential Supervisors](#)
- [Appendix #4 – Q&A](#)

### Summer Studentship Awards

**Target Audience** – Undergraduate & Medical Students  
**Stipend** – 8 weeks - \$3,150 | 10 weeks - \$3,937 | 12 weeks - \$4,725  
**Award Term** – Tenable between May to August 2022  
**Application Deadline** – Friday, February 11, 2022  
**Most Recent Application Form & Guidelines** – <https://bcchr.ca/ssrp>  
**Questions or Concerns:** [resinfo@bcchr.ca](mailto:resinfo@bcchr.ca)

## Award Description

Summer Studentship Awards at BC Children's Hospital are intended to support highly qualified undergraduate and medical students interested in completing a research project that has direct relevance to any health-related research area.

**\*New for 2022\*** Further Summer Studentship Awards will be available to support 1) a student who self-identifies as First Nations, Inuit, or Métis OR 2) to support a proposed research project that has direct relevance to improving the health of Indigenous children and families.

## Award Eligibility

Applications will be accepted for projects that (1) include **active in-person engagement** in research on the BC Children's Hospital and BC Women's Hospital + Health Centre campus or (2) can be completed **remotely** within Canada, but not on the BC Children's Hospital and BC Women's Hospital + Health Centre campus.

**Option #1 – Project includes active in-person research engagement on the BC Children’s Hospital and BC Women’s Hospital + Health Centre campus**

**Eligibility Criteria |** The applicant is:

- A current undergraduate or medical student registered at a recognized university.
- Returning in the Fall to continue their current academic program. *Undergraduate students graduating this Spring/Summer are ineligible to apply for the studentship but may apply to be part of the [Summer Student Research Program](#) as an externally (non-BC Children's Hospital) funded participant.*
- Primarily supervised by a BCCHR Investigator at BC Children’s Hospital whose area of investigation has direct relevance to improving the health of children and families. *Affiliate Investigators are not eligible as per the BCCHR membership guidelines – see [Appendix #3](#)*
- Has a proposed research project that has direct relevance to improving the health of children and families.
- A Canadian citizen, permanent resident or foreign national. *Out-of-province and international applicants are welcome to apply, but please note the proper [work/student permit](#) and a [Social Insurance Number](#) from Service Canada is required if awarded a summer studentship.*

**Option #2 - Project can be completed remotely within Canada, but not on the BC Children’s Hospital and BC Women’s Hospital + Health Centre campus**

**Eligibility Criteria |** The applicant is:

- A current undergraduate or medical student registered at a recognized university.
- Returning in the Fall to continue their current academic program. *Undergraduate students graduating in Spring/Summer are ineligible to apply for the studentship but may apply to be part of the [Summer Student Research Program](#) as an externally (non-BC Children's Hospital) funded participant.*
- Primarily supervised by a BCCHR Investigator at BC Children’s Hospital whose area of investigation has direct relevance to improving the health of children and families. *Affiliate Investigators are not eligible as per the BCCHR membership guidelines - see [Appendix #3](#)*
- Has a proposed research project that has direct relevance to improving the health of children and families.
- Is a Canadian citizen, permanent resident, foreign national or international student **based in Canada** with a current Social Insurance Number from Service Canada. *Due to governmental restriction, students must be living/working within Canada to receive funding.*

A BCCHR Investigator may only be listed on **ONE** application submitted for a 2022 summer studentship award. Applicants may only be listed on **ONE** application submitted for a 2022 summer studentship award.

The BCCHR Investigator must provide whatever space, supplies or resources the applicant requires to complete the project (in-person or remotely).

## Summer Student Research Program

Applicants who receive a summer studentship award are required to participate in at least 6 weeks of the Summer Student Research Program in June and July (in-person or virtually).

The 2022 program is being structured to offer a combination of in-person and virtual content. This program has been designed to include a curriculum that enriches the research experience of students by exposing them to the breadth and depth of research on the Oak Street Campus. For more information, please visit [www.bcchr.ca/summerprogram](http://www.bcchr.ca/summerprogram).

## Stipend

Funding support is available for an optional 8, 10 or 12-week period between May and August.

The project start date and end date period must allow students to participate in at least 6 weeks of the June and July Summer Student Research Program. **Studentships may be withdrawn if the applicant does not participate in the Research Education Program.**

The 2022 program is scheduled to start on **Monday, June 6, 2022**. Please use the dates below as a guide.

# of Weeks	Stipend	Start & End Date Range
Less than 8 Weeks	\$0	Funding for less than 8 weeks is not available. Students are still eligible to participate in the Research Education Program
8 Weeks	\$3,150	Start date between: May 23 & June 20, 2022 End date between: July 15 & August 12, 2022
10 Weeks	\$3,937	Start date between: May 9 & June 20, 2022 End date between: July 15 & August 26, 2022
12 Weeks	\$4,725	Start date between: May 2 & June 6, 2022 End date between: July 22 & August 26, 2022

- The requested number of weeks and start/end dates must be indicated at the time of application. Applicants are eligible to work longer than the award period, but additional funding will not be provided.
- Summer Studentship Awards are issued as a stipend to support research training at BC Children's Hospital Research Institute. *It is not intended to be a regular salary or wage for hours worked.*
- Investigators are welcome to provide a top-up to the stipend but it is not required.
- The UBC Research Project Information Form must be included with the application package. If awarded, a new UBC PG account will be activated. It will be the responsibility of the Investigator and their respective UBC Department to submit the Student Appointment to UBC Payroll.

## External Awards

Recipients of studentship awards are NOT eligible to hold both a BC Children's Hospital Summer Studentship Award and an external (non-BC Children's Hospital) funding award during the same funding period (8, 10 or 12 weeks).

*Receiving top-up funding from a BCCHR Investigator-held grant or award is not considered an external funding award. No restrictions are placed on this.*

Applicants may accept an additional funding award if the funding periods are not concurrent (ex. BC Children's Hospital Summer Studentship Award is held for 8 weeks between May 23 and July 15, external funding award is held between July 16 to August 31), and the external funding award conditions allow for it.

## Earnings from Other Sources

An applicant who receives external funding requiring matched funds may use a summer studentship award as the match.

[Interested in the MITACS Accelerate Program?](#) This program provides a \$7,500 **matched stipend** for short-term undergraduate students working on a hospital campus. Eligible faculty members can submit a research proposal supporting a new partnership with a potential student. If awarded, a matched \$7,500 stipend is provided with the student receiving \$15,000 for a 4+ month project.

If successful, BCCHR Summer Studentship funding can be used as **part** of the matched stipend. Please note the maximum stipend for BCCHR Summer Students is \$4,725 for 12 weeks, the MITACS Accelerate Program requires a \$7,500 match for a 4+ month project. [Click here for more Information.](#)

Summer studentship award recipients are strongly encouraged to work full-time on the research project (no more than 40 hours a week). The actual number of working hours/days are to be determined by the BCCHR Investigator supervising the student project. Applicants may hold a second job or work-learn position as long as it does not occur or interfere with the time required for the research project.

## Review Process

All eligible applications are individually reviewed by members of the BCCHR research community. This multi-disciplinary group includes representation from each of the research themes that cover a broad range of areas in basic and clinical research. Applicants are assigned a final rank and funding is allocated to top-ranked applicants.

Applications will be evaluated based on the academic merit of the student, the scientific merit of the research project, and the potential benefit the student will obtain from the experience. For more information see [Appendix #1 – Scoring Matrix.](#)

Summer studentship award funding is limited. Applicants are encouraged to apply for all other relevant summer student awards to increase the chance of success.

## Application Requirements

The application must be assembled and submitted electronically as an email attachment(s) to [resinfo@bcchr.ca](mailto:resinfo@bcchr.ca). The application must be received by 4:30pm on **Friday, February 11, 2022**. Incomplete or late applications will not be accepted. The application package can be submitted by the applicant, primary Investigator or any member of the applicant's proposed research team.

A complete application package consists of the following:

1	UBC Research Project Information Form (RPIF)*	Download Form - <a href="http://www.ors.ubc.ca/contents/electronic-forms">www.ors.ubc.ca/contents/electronic-forms</a>  The deadline for submitting the RPIF to UBC ORS for signatures is <b>Tuesday, February 8, 2022</b> . For more information contact Nur Eisma, <a href="mailto:neisma@bcchr.ubc.ca">neisma@bcchr.ubc.ca</a> .	
2	Application Form	Download Form - <a href="https://bcchr.ca/ssrp">https://bcchr.ca/ssrp</a>	
3	Academic Transcripts  <b>Unofficial transcripts WILL NOT be accepted.</b>  <b>An official transcript is considered to be a document (electronic or printed) issued by the university registrar's office</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><li>• Download Form - <a href="#">UBC GPA Calculator</a></li></ul>
		Undergraduate Students: All Other Years	<ul style="list-style-type: none"><li>• Official transcripts for all post-secondary studies</li><li>• Download Form - <a href="#">UBC GPA Calculator</a></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</i></li></ul>
4	The RPIF, Application Form & Academic Transcript submitted to <a href="mailto:resinfo@bcchr.ca">resinfo@bcchr.ca</a> by <b>Friday February 11 2022</b>		

\*For BCCHR Investigators affiliated with a university other than UBC, an RPIF is not required with the application package.

For more information on transcript requirements, refer to [Appendix #2 – Transcripts & GPA Calculator](#).

## Application Deadline

Deadline for receipt of completed applications is **Friday, February 11, 2022**. Incomplete or late applications will not be accepted.

For further information, please contact [resinfo@bcchr.ca](mailto:resinfo@bcchr.ca).

## Appendix #1 – Scoring Matrix

### Scoring Criteria

Category	Score	Description
Academic Achievement	0-5	0-1 Poor record of grades
		2-3 Average record of grade
		4-5 Outstanding record of grades
Scholarly Achievement	0-2	Record of awards and recognition
Research Project	0-2	Quality and feasibility of proposed research project in terms of scientific merit and timeline+
Benefit to the Student	0-2	Opportunity to gain new skills, knowledge and understanding of the research process
Discretionary Point	0-1	Discretionary point
<b>Total</b>	<b>12</b>	<i>Applications with scores of 6 or less are ineligible for funding</i>

+To be eligible for funding the proposed research must have direct relevance to improving the health of children and families.

### Application Statistics

The statistics below are meant as a guide to help with the application process. The total number of applications received, merits of applicants and available funding varies yearly. All applicants are encouraged to apply for external funding. Top-ranked BCCHR applicants are frequently awarded, but some accept external funding instead. This allows funding to be awarded to the next ranked student. In 2021, 2 top-ranked applicants declined BCCHR funding. Funding was awarded to the next ranked student.

**\*New for 2022\*** Further Summer Studentship Awards will be available to support 1) a student who self-identifies as First Nations, Inuit, or Métis OR 2) to support a proposed research project that has direct relevance to improving the health of Indigenous children and families.

Applications from:	2021			
	Applications	Funded Applications		
		# Funded	GPA	Scoring Range
Undergraduate – 1 <sup>st</sup> Year	3	2	93%	9 - 11.75
Undergraduate – 2 <sup>nd</sup> Year	14	3	75-95%	
Undergraduate – 3 <sup>rd</sup> Year	18	10		
Undergraduate – 4 <sup>th</sup> Year*	17	6		
Medical Students	16	5	N/A	
<i>Total</i>	<i>68</i>	<i>26</i>		

\*This is applicable to 4<sup>th</sup> year students returning in the Fall to continue their current academic program. Undergraduate students graduating in Spring/Summer are ineligible to apply for the studentship.

Funded students study at a wide variety of national/internal universities. Common programs of study include but are not limited to:

Health/Life Sciences	Science/Integrated Sciences	Bioengineering	Food/Nutrition
Chemistry/Biochemistry	Sciences	Psychology	Engineering
Medicine/MD	Microbiology	Kinesiology	Integrated Sciences
Undergraduate	Molecular Biology	Physics	Neuroscience
Pharmacology		Immunology	Biomedical Engineering

## Appendix #2 – Transcripts & GPA Calculator

A complete application package consists of official transcripts for all post-secondary courses. This includes:

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><li>• <a href="#">UBC GPA Calculator</a></li></ul>
Undergraduate Students: All Other Years	<ul style="list-style-type: none"><li>• Official transcripts for all post-secondary studies</li><li>• <a href="#">UBC GPA Calculator</a></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>

For summer studentship awards, 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. **An official transcript must be submitted by the deadline date for the Summer Studentship application to be considered complete.**

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 package. 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 of the official transcript can be issued directly to the applicant and included in the application package, or issued to the BC Children's Hospital Research Services Team at [resinfo@bcchr.ca](mailto:resinfo@bcchr.ca).

Unofficial transcripts are considered to be prints, downloads or screen captures from any student self-serve/online account. **These will NOT be accepted.**

If marks are not complete, please submit the most up-to-date marks at the time of the application deadline.

For foreign transcripts, a certified English translation and a clear explanation of the grading system must be included.

For Undergraduate Students, the Excel UBC GPA Calculator is required for all submitted transcripts. Please calculate this by using all the grades listed on the applicable transcript. If your GPA is listed on the transcript, the UBC GPA Calculator is still required.

While the majority of universities have a grading system that will allow the use of the Excel UBC GPA Calculator, it isn't always possible. Applicants are asked not to manipulate their posted grades to fit within the requirements of the Excel UBC GPA Calculator. On the application form (under 'Not able to provide a calculated GPA'), please indicate that you cannot use the GPA Calculator based on your university grading system. This will NOT have a negative impact on your application review.



## Appendix #3 – Identifying Potential Supervisors

Before the summer studentship award application is submitted, the applicant must have confirmed a potential research supervisor. It is up to the applicant to reach out to potential BCCHR Investigators.

Investigators may commit to students well before the application deadline. It is strongly recommended that applicants initiate this process as early as possible.

### Finding a research supervisor:

1. Review the BCCHR research themes to determine where your research interests fit

[Childhood Diseases](#)

[Healthy Starts](#)

[Brain, Behaviour & Development](#)

[Evidence to Innovation](#)

2. [Browse the profiles of BC Children's Hospital Research Investigators](#)

To be eligible to apply for a summer studentship award, the potential supervisor needs to be a BCCHR Investigator at BC Children's Hospital whose area of investigation has direct relevance to improving the health of children and families. *Affiliate Investigators are not eligible as per the BCCHR membership guidelines.*

Web profile of eligible supervisor lists:  <b>Investigator, BC Children's Hospital</b>	<div><div>Investigator, BC Children's Hospital Lead, Childhood Diseases Research</div><div>Theme</div><div>Academic Affiliations Professor, Department of Surgery, Faculty of Medicine, University of British Columbia</div><div>Research Theme <a href="#">Childhood Diseases</a></div><div>Research Group <a href="#">Childhood Cancer &amp; Blood Research</a> <a href="#">Diabetes</a> <a href="#">Immunity in Health &amp; Disease</a> <a href="#">Rare Diseases</a></div></div> <div><div>Overview</div><div>Research in my laboratory is focused on a novel subset of CD4+ T cells, termed T regulatory (Treg) cells, which control immune homeostasis. Although we know that Treg cells have a fundamental role in regulating immunity to both self and foreign proteins, little is known about how they function. Current work is focused on determining how Treg cells differ from normal CD4+ T cells at both the biochemical and molecular levels, and elucidating their role in transplantation tolerance, cancer and inflammatory bowel disease. A long-term goal is to develop methods to generate Treg cells in vitro for use as a cellular therapy to replace standard immunosuppression in the context of organ transplantation or to restore tolerance in the context of autoimmunity.</div></div>
Web profile of ineligible supervisor lists:  <b>Affiliate Investigator, BC Children's Hospital</b>	<div><div>Affiliate Investigator, BC Children's Hospital</div><div>Canada Research Chair Tier 1 Head, Program in Developmental Cognitive Neuroscience, Department of Psychiatry, University of British Columbia</div><div>Academic Affiliations Professor, Developmental Cognitive Neuroscience, Department of Psychiatry, Faculty of Medicine, University of British Columbia Professor, Division of Child &amp; Adolescent Psychiatry, Department of Psychiatry, Faculty of Medicine, University of British Columbia</div><div>Research Theme <a href="#">Brain, Behaviour &amp; Development</a></div></div> <div><div>Overview</div><div>Our work integrates behavioural, neuroanatomical, and genetic approaches to study cognitive abilities (called 'executive functions') dependent on prefrontal cortex (PFC) from their earliest beginnings throughout the lifespan in clinical and 'normal' populations. Our methods include: neurocognitive testing, even of infants; functional neuroimaging (fMRI); preschool and school interventions; and molecular genetic analyses. We study the neural bases, genetic and neurochemical modulation, modification by the environment of executive functions and how they can become derailed in disorders. We hope our work might aid the understanding, prevention, and treatment of major mental disorders. Our work has already led to worldwide improvements in the treatment of a genetic disorder (PKU) and a developmental disorder (ADHD), thereby improving children's lives. Our research also has educational implications and has affected early education worldwide.</div></div>

3. Reach out to potential BCCHR Investigators directly. Emails are listed on their profiles.

A BCCHR Investigator may only be listed on **ONE** application submitted for a 2022 summer studentship award. Applicants may only be listed on **ONE** application submitted for a 2022 summer studentship award.

[Additional tips for identifying a supervisor](#)

## Appendix #4 – Q&A

The following is a selection of frequently asked questions:

### **Does an applicant need a supervisor before applying for a summer studentship award?**

Yes, before applying the applicant must establish a [research supervisor](#). It is up to the applicants to contact potential Investigators.

### **Who should complete and submit the application form?**

The applicant and BCCHR Investigator should work together on completing the application form. Either/or can submit the final application for review. Some research teams will have an established project for an applicant, while other research teams will provide support for a student-led project.

### **Can I re-apply and receive a summer studentship award multiple years in a row?**

Yes, applicants can apply and receive a Summer Studentship award multiple years in a row.

### **When will I be notified if I am receiving BCCHR funding?**

Applicants are typically notified regarding funding decisions by late April.

### **How will I be paid if I receive a summer studentship award?**

Successful applicants will receive the stipend via UBC Payroll. If awarded, a new UBC Worktag will be activated under the BCCHR Investigator. It will be the responsibility of the BCCHR Investigator and their respective UBC Department to submit the student appointment to UBC Payroll. Please note, finalizing payroll can take up to 4-6 weeks AFTER student notification. Applicants beginning early May will see a delay in payroll. *BCCHR Investigators affiliated with a university other than UBC can contact [resinfo@bcchr.ca](mailto:resinfo@bcchr.ca) to discuss an alternative process.*

### **If I receive a BCCHR Summer Studentship, can I use the stipend as matched funding (top-up funding) for another studentship or funding source?**

An applicant who receives external funding requiring matched funds may use a summer studentship award as the match.

### **I'm working onsite longer than 12-weeks, can I receive a top-up from my supervisor?**

Yes, receiving top-up funding from a BCCHR Investigator-held grant or award is not considered an external funding award. No restrictions are placed on this.

### **If I'm graduating in May, am I eligible to apply for the Summer Studentship Award?**

No. Applicants graduating and not returning to continue undergraduate studies in the fall semester are not eligible to apply for funding. Applicants graduating and returning in the fall semester to begin a graduate program are also not eligible to apply for funding.

Undergraduate students graduating in May but enrolled to start medical studies in the Fall are eligible to apply. Undergraduate students graduating in May but returning to pursue another undergraduate degree are also eligible to apply.

**How do I download the application forms?**

The [award application](#) is formatted as a fillable Adobe PDF that can be saved. The application package will download as a Zip file. After clicking the link to download the application, the browser window should ask to "Open" or "Save" the file from bcchr.ca.

If your computer default is set to show PDF files on preview mode or an internet browser window, you will see a 'Please wait...' message. To avoid this, save the application first, open Adobe Acrobat on your desktop, select File > Open to access the application. Alternatively, you can change your default settings.

[Additional Summer Studentship Award questions](#)