

R. R. Singleton Summer Studentship Top-up Awards

Terms of Reference

Policies regarding the McCaig Institute for Bone and Joint Health and R. R. Singleton Summer Studentship Top-up Awards funded by The Singleton Family Endowment Fund for the McCaig Institute for Bone and Joint Health, Cumming School of Medicine, University of Calgary.

January 2024

1. Overview

The R. R. Singleton Summer Studentship Top-up Awards are the result of a generous donation from Mr. Ric Singleton and the late Mrs. Linda Singleton.

2. Purpose of the Award

This competitive internal award provides a funding stipend top-up to undergraduate students pursuing a summer research position within the mandate of the McCaig Institute for Bone and Joint Health, encouraging trainees to explore musculoskeletal research as a potential field of study.

3. Eligibility

- a. To be eligible for an R. R. Singleton Summer Studentship Top-up Award, candidates must be supervised by a full member of the McCaig Institute for Bone and Joint Health, and whose research falls within the mandate of the McCaig Institute.
- b. Applicants must have a guaranteed summer studentship related to the condition in a), typically over 16 weeks from May to August, with a guaranteed minimum stipend of \$7,500 (\$1,875/month). The source of the stipend can be from any combination of an external award (e.g., AI, NSERC), an internal award (e.g., PURE, USRP, Alberta Spine Foundation, COUHR) or the supervisor's funding.
- c. The student applicant must also meet one of the following criteria:
 - registered in a University of Calgary undergraduate degree program in a medical or health-related field;
 - registered in an undergraduate degree program at another Canadian academic institution, and desiring to engage in research during the summer term at the University of Calgary;
 - have completed or are currently in the last term of their undergraduate degree and have applied or will apply either to medical school or to a graduate program commencing in the coming fall.
- d. R. R. Singleton Summer Studentship top-up funding is not available to medical students

who have already begun their medical training.

- e. Applicants may have more than one supervisor or research project for their summer studentship. In this case, applicants are required to provide the McCaig Institute with descriptions of all the projects the applicant will be involved in.

4. Financial Support

- a. The R. R. Singleton Summer Studentship Top-up Award provides a monthly top-up stipend of \$375 (\$1,500 in total) in addition to the guaranteed minimum stipend.
- b. The term of support is up to 16 weeks.
- c. Payments are made monthly and will be prorated based on the student's term.
- d. R. R. Singleton Summer Studentship Top-up Awards may only be used for salary support and not for travel, relocation or other purposes. Health benefits are not part of the award and are not provided by the McCaig Institute for Bone and Joint Health.

5. Procedures

- a. R. R. Singleton Summer Studentship Top-up Awards will be administered annually to fund as many applicants as the budget will allow, with an understanding that the number of awards per competition will vary.
- b. The research that is being supported must be compatible with the strategic plan of the McCaig Institute for Bone and Joint Health and the Cumming School of Medicine of the University of Calgary; and for physicians to conform to the standards of the Royal College.
- c. Application Submission Deadlines: The selection and notification of successful applicants will be accomplished within one month of the application deadline. Applications are due by 5pm local time on the deadline, which will be communicated by the Institute's Operations team. Late or incomplete applications will not be accepted.
- d. Term of Support: Successful applicants to the R. R. Singleton Summer Studentship Top-up Awards will be provided with support for up to a 16-week term (4 months). Research must commence in the month of May.
- e. Evaluation Criteria: In selecting awardees, the R. R. Singleton Summer Studentship Top-up Review Committee will use the following evaluation criteria:
 - Academic excellence of the candidate:
 - Including, but not limited to, GPA and other academic accomplishments
 - Need for financial support:
 - How this top-up award will make a difference in the applicant's educational journey, such as enabling focus on summer research alone rather than non-academic employment
 - Community contributions and activities:

- Volunteering experience, and their involvement in helping build and support the local community
- f. R. R. Singleton Summer Studentship Top-up Review Committee: The ranking and final selection of eligible applicants will be based on the criteria outlined in 5(e) above and the responsibility of a panel of three faculty members appointed by the Chair of the McCaig Institute Education Committee.

Each application will be reviewed by all panel members. Each application section (i.e., academic accomplishments, need for financial support, community contributions) will be scored based on a 5-point scale. Applications will be ranked according to their total score. If necessary, equally ranked applications will be decided by the Chair. Funding of applications will be based according to rank.

To prevent any conflicts of interest, student applicants will not be evaluated by their respective supervisors.

- g. Application Submission Procedures: Interested applicants are required to submit their application and supporting documentation to the McCaig Institute for Bone and Joint Health at mccaig@ucalgary.ca by the given deadline.

6. Obligations of Award Holders

Awardees agree to certain obligations that include, but are not limited to:

- Advising the McCaig Institute of additional awards received during the term of the R. R. Singleton Summer Studentship;
- Presenting in presentation or poster format at the McCaig Institute Summer Student Research Symposium;
- Attendance at the Summer Student Research Symposium day with the award sponsor;
- Submission of a thank you letter to Mr. R. R. Singleton outlining their experience of the summer studentship in layman terms;
- Timely submission of reports and other documentation, as required;
- Acknowledgement of the McCaig Institute for Bone and Joint Health in publications, presentations, communications and marketing materials associated with the supported research project;
- Provision of biographical sketches to be used for reporting and publicity purposes upon request.