



UNIVERSITY OF SASKATCHEWAN

School of  
Rehabilitation Science

COLLEGE OF MEDICINE

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School of Rehabilitation Science (SRS)  
College of Medicine  
Masters of Physical Therapy (MPT) Research Project  
Guidelines  
2019-2020

**Application Deadline: 24 January 2020 at 4:30 pm**  
One Electronic Copy of the Application should be submitted to  
**[srs.research@usask.ca](mailto:srs.research@usask.ca)** with “Student last name, Student first name”  
as the file name.

*If there are any questions or concerns regarding this award, please contact:*

*James Dobson  
Research Coordinator  
School of Rehabilitation Science  
[srs.research@usask.ca](mailto:srs.research@usask.ca)*



## AWARD PROCESS TIMELINE

### Date Process

- October 2019: Call for Projects sent out to all faculty
- November 22, 2019: Deadline for faculty to submit Project
- November 25, 2019: All projects posted by on School Website for viewing by MPT students
- January 24, 2020: Deadline for students to submit applications. Submit to [srs.research@usask.ca](mailto:srs.research@usask.ca)
- End of February, 2020: Award recipients notified
- March 31, 2020: Paperwork due to the SRS Research Office ([srs.research@usask.ca](mailto:srs.research@usask.ca)) including verification of ethics certificate if needed
- Project start dates and scheduling are negotiated with the supervisor but must be clearly described in the application; for full projects student must complete the equivalent of 8 ½ weeks of full-time work (total of 300 hours) in order to receive the full stipend of \$6000; half projects require 4 ¼ weeks of full-time work (total of 150 hours) in order to receive the full stipend of \$3000.
- November 30, 2020: All projects must be completed
- Dec 15, 2020: Final reports and final evaluations due
- TBD: Knowledge Translation Poster Day

### PRIMARY PURPOSE

The MPT Research Projects act to facilitate masters of physical therapy students' exposure to scientific research, which will assist them in their careers to become evidence-based health care providers. The program is intended to foster a spark and ignite a passion for research in our physical therapy students, facilitating an understanding of the vital role research plays in today's health care. This program is open to all first and second year physical therapy students. Topics cover all aspects of rehabilitation research.

### Number of Applications

Only **one** application will be accepted from any eligible student each year and any additional applications submitted by the same student will not move forward to adjudication. Preference will be given to 1<sup>st</sup> year MPT students and to 2<sup>nd</sup> year students who did not receive an award in the 1<sup>st</sup> year; however students are eligible to hold more than one award during their degree over the two years they are eligible to apply.

Supervisors may submit more than one application, however each project must be distinct with a clearly defined beginning, middle, and end. While projects may be intertwined, they must be



standalone projects that are not dependent on each other. This is because there is no guarantee that all projects submitted will be funded.

## Length and Amount of Grants

MPT Projects may vary in length, pending the type of project. Due to the intensive nature of the program, hours may be more intensive during certain periods or staggered over the course of 5-8 months. Any project application involving a clinical/research placement must include a letter from the Academic Clinical Education Co-ordinator verifying that consultation has occurred. All projects must be completed by Nov 30, 2020 for 1<sup>st</sup> years and Sept 30 for 2<sup>nd</sup> years.

There are full projects worth \$6000 that covers the salary of the student and a \$50 allowance for poster printing. These project stipends are based on a commitment of 300 hours of work. Due to the shortened time available to second year students, and the nature of some projects appropriate for either a 1<sup>st</sup> or 2<sup>nd</sup> year student, half projects are also available worth \$3000 that cover the salary of the student and a \$50 allowance for poster printing. These project stipends are based on a commitment of 150 hours of work.

It is the responsibility of the student to print their poster according to the specifications outlined by our office. Any additional expenses incurred during the project are the responsibility of the supervisor.

## ELIGIBILITY

MPT Research Projects are for first and second year MPT students at the University of Saskatchewan, School of Rehabilitation Science only.

MPT Project supervisors must be full-time faculty in the School of Rehabilitation Science for the duration of the award period and must provide an up to date Google Scholar Profile. Clinicians, clinical faculty, or instructors can be named as co-supervisors on projects as long as a faculty member is also a supervisor.

Before any projects are awarded the Director of the SRS will be required to sign off that each recipient is in good academic standing. The award will be contingent on getting this sign off from the Director before your project begins.

Any questions regarding your eligibility should be directed to [srs.research@usask.ca](mailto:srs.research@usask.ca). **Please be sure to approach the SRS Research Coordinator at least a week before the deadline so that we have the opportunity to assist you with assessing your eligibility.**



## CHOOSING/SUBMITTING A PROJECT

In the fall an annual call for projects is sent out to all full-time SRS faculty. Faculty are encouraged to put together a brief outline for a potential project on the template provided. This includes background, research topic, and description of general duties. Once all projects are posted, these will be shared and students are encouraged to contact faculty members to discuss their interest in applying as quickly as possible (i.e. within 2-3 weeks of posting and no later than Dec. 15, 2019). If there is more than 1 student interested in a project, it will be up to the faculty member to decide which student is best suited for the project. Students should inform faculty if they are approaching more than one faculty about a project and faculty may set a deadline of when they need to be notified of intent to proceed in order that all students interested get an opportunity.

Please be aware that the intention of the application is to assess the student's proposal, not the faculty member. The application should be written primarily by the student with the faculty member assisting in an advisory capacity.

To submit an application, fill out the application form found on the SRS website and submit to [srs.research@usask.ca](mailto:srs.research@usask.ca) by the application deadline.

## ASSESSMENT

### Adjudicators

Each application will be assessed by at least two qualified adjudicators. School of Rehabilitation Science Faculty who previously have had Dean's projects will be part of the adjudication system, and each subsequent year, it is a requirement of faculty who have received MPT student projects will be part of the adjudication team the following year (5 per year). Conflicts of interest will be declared prior to adjudication assignment and any significant discrepancies in reviewer adjudication marks will be resolved by the Vice Dean of Research, COM, as per the COM Summer Student Dean's protocol. Results of the adjudication will be sent back to the SRS Research Administrator and rank order will be determined. The Director will verify student academic standing prior to the final award announcements.

Adjudicators will be qualified individuals however they cannot be experts in every field. For that reason, applicants **must ensure** they write their application in a manner that can be understood by a non-expert in their field.



## Assessment Criteria

For a complete grading guide, please see the SRS website.

The adjudicators will use this guide to assist them with their scoring.

## Approvals

### Operational Approvals

Any research, funded and non-funded, involving Saskatchewan Health Authority resources must receive formal "Operational Approval" before it may begin. This includes any research that utilizes the resources, data, programs and/or services of the Health Authority, its patients/clients/residents, and also includes research conducted in its affiliates and community based organizations.

For further information on the SHA Operational Approval please follow the link below:

[https://www.saskatoonhealthregion.ca/locations\\_services/Services/research/Pages/Research-Approval.aspx](https://www.saskatoonhealthregion.ca/locations_services/Services/research/Pages/Research-Approval.aspx)

### Research Ethics approvals

Any research conducted at University facilities, or undertaken by persons connected to the University, involving human participants, human tissue or human data, animals or biohazardous materials must be reviewed and approved by the appropriate Research Ethics Board.

#### *University of Saskatchewan Research Ethics Office*

In Saskatoon, ethics approval must be obtained from the University of Saskatchewan Research Ethics Board (REB) in advance of beginning the research. **How Do I Get Ethics Approval** will provide you with the step-by-step guide on how to obtain ethics approval for research involving human participants, tissue or data and the **RSEO Animal REB Handout** will explain how to obtain ethics approval for research involving animals. More information can be found at the **U of S Research Services and Ethics Office website**. For Saskatoon, please contact Caitlin Prebble ([caitlin.prebble@usask.ca](mailto:caitlin.prebble@usask.ca)).

## AWARD CONDITIONS

### Notification of Success

Written notification of the outcome of applications will be sent to applicants by the end of February.



Successful applicants will have two weeks to submit their required paperwork to the Research Coordinator, SRS.

## Supervisor/Student Responsibilities

Recipients of MPT Projects have certain responsibilities they are expected to complete. The responsibilities are as follows:

### Students

- Work the equivalent of 8 ½ weeks of full-time work (300 hours) or the equivalent of 4 ¼ weeks of full-time work (150 hours) if completing a half-project.
- **Report to the Research Administrator immediately if this is not possible so that we can discontinue payment**
- Submit Research Report
- Present at the Knowledge Translation Poster Day

### Supervisors:

- Mentor and supervise the student
- Establish expectations regarding communication with the student. Regular weekly check-ins are advised.
- Ensure that the student submits the research report and participates in Knowledge Translation Day
- **Report to the Research Administrator immediately if the student's attendance or engagement in the project does not meet the requirements**

### *Written Report*

All grant recipients are required to submit a final report (template provided) to the SRS Research Administrator. (Deadline Date TBD) **Failure to submit a final report will exclude you from being eligible to apply for any future funding.** Additionally, you will not be eligible to receive the final portion of your scholarship award.

### *Poster Presentation*

Successful recipients will be required to participate in the Knowledge Translation Poster Day typically scheduled in January or February (Date TBD), the following year of the project. **Failure to participate in the poster day will mean you will not be eligible to receive the final payment of your award and exclude you from being eligible to apply for any future funding.**



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Please note: you will be responsible for submitting your poster for printing at the stipulated location by the deadline given. Poster printing will be funded by the SRS only if the poster is submitted by the deadline, otherwise costs will be incurred by the student or supervisor.

### *Publication Acknowledgement*

All publications resulting from the research funded by the grant should acknowledge University of Saskatchewan, College of Medicine MPT Research Project funding.