



Canadian Liver Foundation
Fondation canadienne du foie

Bringing liver research to life
Donner vie à la recherche sur le foie

SUMMER STUDENTSHIP PROGRAM GUIDELINES

2019 REVISION

The objective of the Canadian Liver Foundation (CLF) is to provide support for research and education into the causes, diagnosis, prevention and treatment of diseases of the liver.

These guidelines are designed to facilitate the completion of the CLF Summer Studentship Application Form. Applicants are advised to read the guidelines carefully, paying particular attention to the new submission process effective this year.

CATEGORY OF STUDENTSHIP

The CLF Summer Studentship Program provides an opportunity for a limited number of well-motivated students with records of strong academic performance to participate in liver-related research.

In 2019, a total of two summer studentships may be awarded, as follows:

- Two summer studentships may be awarded to students enrolled at the University of Alberta whose research projects are related to radiology of liver disease.

In recognition of the CLF's varying calls for applications which may include specific designations for type of liver disease or a geographic location or have no designations and be open to all types and locations for hepatobiliary research, CLF research studentship applicants are asked to select and apply to one category per studentship in the application form.

The number of awards presented in any given year will be dependent on the number of suitable applicants and the funds available.

ELIGIBILITY

Applicants must be registered at a Canadian institution in an undergraduate degree program. Canadian citizens, landed immigrants and permanent residents will receive first consideration.

A limit of two applications may be sponsored by a faculty supervisor, who must have a record of productive medical research related to the liver and adequate research funding, who must be a member of the Canadian Association for the Study of the Liver (CASL), and who must be prepared to provide the student with direct supervision during the term of the award. Students must be prepared to participate in the project on a full-time basis, and to agree not to change supervisors during the term of the award.

PERIOD OF SUPPORT

Each summer studentship award will be for any three summer months (May-August). At the conclusion of the award period a written report of approximately 1,000 words must be submitted to the CLF National Office giving an overview of the summer's work, including methods used, an evaluation of the results with a discussion of their significance and an evaluation of the experience gained. This report must be submitted by October 31.

LEVEL OF FUNDING

The award will be \$3500 for the student's stipend plus \$500 for supplies. The specific uses of the funds shall be dictated by the policies of the research administration office of the sponsoring institution. Payment of the award will be made on or about June 1, to the sponsoring institution.

ASSESSMENT PROCEDURES

Each application is assessed by the CASL Research Committee which is responsible for establishing a rating based on its scientific merit and relevance.

The Medical Advisory Committee of the CLF considers the ratings and recommendations of the Summer Studentship Review Committee, then approves and announces the final decision.

DEADLINE DATE

Applications must be received at the CLF National Office no later than **March 31, 2019**. All documentation, including transcripts and reference letters must be received at the CLF National Office by the deadline date. Late and incomplete applications will not be submitted for review.

HOW TO SUBMIT YOUR APPLICATION

- a) A single PDF file of your entire grant application (excluding your academic transcript and reference letter) should be sent by email to Billie Potkonjak at bpotkonjak@liver.ca by the deadline date.
- b) One reference letter, from someone other than your supervisor, must be submitted by email to Billie Potkonjak at bpotkonjak@liver.ca. The reference letter must be received by the deadline date.
- c) Your academic transcript must be received at the CLF National Office by the deadline date. A scanned copy of the official transcript can be emailed to bpotkonjak@liver.ca.

Research Grants Administrator
Canadian Liver Foundation
801-3100 Steeles Ave East
Markham, ON L3R 8T3
Tel: 416-491-3353
Fax : 905-752-1540

NOTIFICATION

Competition results will be announced in May. All applicants and their faculty supervisors will be notified of the results by the CLF.

APPLICATION

It is the responsibility of the applicant to provide clear and concise answers to all questions on the application.

SUPPORT DOCUMENTATION

Applicants and the sponsoring supervisor should ensure the complete application contains the following:

- a) An academic transcript for the most recent, complete academic year.
- b) One letter of reference from someone other than the applicant's supervisor should be emailed to bpotkonjak@liver.ca.

OFFICIAL LANGUAGE POLICY

Applicants are invited to submit the application in the official language of their choice.

APPLICANT (Section 2)

The applicant is recognized by the CLF as the individual participating in a training program under the supervision of an established investigator.

SUPERVISOR (Section 3)

The supervisor is recognized by the CLF as the author of the intellectual content of the application submitted and as the individual undertaking a training program for the applicant.

PAYEE INSTITUTION (Section 3a)

The institution designated should be the one in which the supervisor holds an academic appointment. The institution is considered to be responsible for the provision of space, facilities, furniture and general services for the conduct of the research project described.

Indicate the name of the payee institution (University or Hospital or Research Centre) and the mailing address of the office that shall receive funds and administer these funds. If the sponsoring institution is not the recipient or administrator of the funds, please explain in a covering letter.

LAY ABSTRACT (Section 6)

This project description should be written in non-scientific language, in a style suitable for the lay members of the CLF or media release. It should not exceed one hundred and fifty words.

SUMMARY OF RESEARCH PROPOSAL (Section 7)

Highlight the objective(s), hypotheses, methodologies and expected outcomes of the proposed research program. Limit to one page only.

SIGNATURES (Section 11)

The signatures on the application commit the applicant and, supervisor and Institution to specific responsibilities. All are jointly responsible for adherence to the general conditions governing the award of a research grant as outlined in the Canadian Institutes of Health Research Grants and Awards Guide, including the guidelines of the Canadian Council on Animal Care with respect to animal experimentation, the review for ethical propriety of all proposals relating to human experimentation, the CIHR guidelines that may apply for handling recombinant DNA molecules and animal viruses and cells, and the administration according to accepted accounting practices of the funds provided.

DISCLAIMER AND INDEMNITY

In no event shall the Canadian Liver Foundation (herein called "The Foundation") or its directors, officers of their respective agents, employees or representatives be liable for any loss, injury or damage whatsoever to persons or property due to or arising out of the said research, either directly or indirectly, whether attributable to negligence or otherwise, including any loss, injury or damage to the health or well-being of any research subject or innocent bystander or any loss, injury or damage whatsoever to an agent, employee or representative of the Hospital, University or Individual Grantee(s).

The University, Hospital and Individual Grantee(s) also hereby covenant and agree with the Foundation that they jointly and severally will at all times indemnify and save harmless the Foundation, its directors, officers and their respective agents, employees and representatives from and against:

- a) all claims, liabilities or demands in respect to death, injury, loss or damages whatsoever to person or property which the Foundation sustains in or about any claim, action, suit or proceeding which is alleged, threatened, commenced or prosecuted against it, for or in respect of any act, deed, matter or thing whatsoever, made, done or permitted to be done by the Foundation, directly or indirectly, whether attributable to negligence or otherwise arising out of or by virtue of its having granted funds for research to the individual Grantee(s), an appointed member of the staff of the University or Hospital, or for or in respect of its having acted or omitted to act in connection with such research except for any such damage, claim, liability or demand that has been sustained or incurred by the Foundation's own willful and intentional misconduct; and
- b) all other costs, charges and expenses, including legal fees and expenses on a solicitor and his own client basis, whether such costs, charges and expenses relate to the foregoing damages, claims, liabilities or demands or otherwise, which the Foundation sustains or incurs in or about or in relation to the research, except for such costs, charges or expenses as occasioned by Foundation's own intentional misconduct.

CLF PRIVACY POLICY

The CLF respects your privacy. We protect your personal information and adhere to federal and provincial privacy legislation. For more information on the CLF's Privacy Policy, please visit www.liver.ca or contact the CLF's Chief Privacy Officer at 1-800-563-5483 or via email to privacy@liver.ca