



Faculty of Medicine  
UBC Pathology Education Centre  
Vancouver General Hospital, Jim Pattison Pavilion North  
Room 3200, 910 West 10<sup>th</sup> Avenue  
Vancouver, B.C. Canada V5Z 1M9

<http://www.pathology.ubc.ca>

**SUMMER STUDENT FELLOWSHIP PROGRAM  
COMPETITION FOR UNDERGRADUATE STUDENTS  
2017 APPLICATION**

**STUDENT INFORMATION FORM  
THIS PAGE TO BE COMPLETED BY THE STUDENT**

**PROGRAM DESCRIPTION**

The Summer Student Fellowship Program of the Department of Pathology and Laboratory Medicine, UBC Faculty of Medicine has been established for the purpose of providing undergraduate medical and non-medical students with either research or clinical experiences in Pathology and Laboratory Medicine under supervision and mentorship of the Department's Faculty.

**Student Name:**

**Date of Birth:**

**Address:**

**Phone:**

**Fax:**

**Email:**

**The University and Degree Program in which you are currently enrolled:**

## **APPLICATION GUIDELINES – STUDENTS AND PROSPECTIVE SUPERVISORS SHOULD READ THIS CAREFULLY**

1. Each student may apply for only one project.
2. The funding is for two months. The student who accepts funding must be willing and able to commit to two, full-time, and consecutive months of work. Successful applicants are not permitted to request a smaller bursary in exchange for a shorter work-term. Students are likewise not permitted to work full-time elsewhere and attempt to do the research in “off-hours”.
3. Generally, students apply with a prospective supervisor already identified. If you are an eligible student and would like to apply but do not have a prospective supervisor identified, please contact Heather Cheadle (contact information below).
4. Faculty from UBC departments other than Pathology and Laboratory Medicine are not eligible to apply as supervisors but may act as co-supervisors where necessary. Faculty from the Department of Pathology and Laboratory Medicine are not permitted to act as proxy supervisors of a project proposed by faculty from another department.
5. Faculty members from the Academic and Clinical streams are considered on an equal footing.
6. Faculty members cannot submit proposals for more than one student.
7. Supervisors and their students often submit proposals to other UBC award programs (or external funding agencies) and occasionally a student’s project is awarded a scholarship from more than one source. In order to receive funding from this program, the student must decline funding from another source.
8. Applicants must be enrolled and registered in a medical or non-medical undergraduate degree program at UBC at the time of application prior to commencing the summer student fellowship project. High school students who are starting their undergraduate degree at UBC in the fall are not eligible. Medical students and non-medical undergraduate students from other universities in Canada may apply but priority will be given to UBC applicants. Students of universities outside of Canada are not eligible.
9. A copy of an up-to-date **official** transcript of the student’s academic record for the past **two** years must be received by Heather Cheadle before the application deadline. Photocopies of report cards or printouts from the UBC Student Service Centre are not official transcripts. Undergraduates who have only completed one year of post-secondary education need only submit their transcript from their first post-secondary year. Do not include letters of reference or curriculum vitae. However, if the applicant has published or has had other non-curricular medical or research experiences, a list of either (not exceeding a single page) may be appended to the transcript.
10. A description of the research proposal is required from the prospective supervisor. Please ensure that your supervisor is aware that the proposal should have literature references and that hand-written applications will be rejected. Proposals that do not have a clear rational design or a well-defined role for the student will be rejected, even if the applicant is outstanding.

11. Development of communication skills is a critical component of this program. As such, each student is expected to summarize the summer fellowship experience in the form of a poster that is to be submitted by the end of August 2017 and that will be shown at Pathology Day 2018. The student is also required to submit an abstract to be included in the Pathology Day 2018 abstract book. It is the responsibility of the supervisor to forward the Department's request for Pathology Day abstracts to the student so they can fulfill this obligation. Where possible, students are asked to attend Pathology Day to present the poster in person. The UBC Department will cover costs related to poster preparation. It is the responsibility of supervisors to ensure that students meet the expectations described above.
12. With the exception of the official transcripts, which must be sent by mail or delivered in person, students must submit their application (including the prospective supervisor's forms) **electronically** by email to Heather Cheadle. Do not try to email a document larger than 2 MB. The application document should be submitted in PDF format and if there are multiple files they must be combined into a **single** PDF or zip file. The file should be named according to the applicant name as follows: Surname\_GivenName.pdf or Surname\_GivenName.zip. Software required to produce PDFs can be downloaded and installed free of charge from [www.pdfforge.org](http://www.pdfforge.org) and software required to produce zip files can be downloaded and installed free of charge from [www.7-zip.org](http://www.7-zip.org). Open Office and Libre Office can also be used save documents in PDF format.
13. **DEADLINE DATE: Friday, March 10th, 2017.**

Applications cannot be accepted after this date.

Heather Cheadle  
heather.cheadle@pathology.ubc.ca  
Graduate Program Coordinator – Graduate Studies  
UBC Department of Pathology & Laboratory Medicine  
UBC Hospital, Koerner Pavilion  
#G227 2211 Wesbrook Mall  
Vancouver, BC, Canada V6T 2B5

---

**Student Signature**

---

**Date**

**SUPERVISOR INFORMATION FORM**  
**THIS PAGE TO BE COMPLETED BY SUPERVISOR**

**Supervisor's Name:**

**Academic Rank:**

**Department:**

**Department Address:**

**Phone:**

**Fax:**

**Email:**

The UBC Department of Pathology and Laboratory Medicine Summer Student Fellowship Program provides 2 months of funding to each student accepted. Student projects may be part of a larger project either externally funded by a granting agency or internally funded by a clinical program, which can partially or fully support the student. Alternative sources of funding must be declared below

**PROJECT GUIDELINES –PROSPECTIVE SUPERVISORS SHOULD READ THIS CAREFULLY**

1. The proposed supervisor **must** have a current Clinical or Academic appointment in the UBC Department of Pathology and Laboratory Medicine; each faculty member may submit only one project to the Summer Student Fellowship Program. Faculty members from the Academic and Clinical streams are considered on an equal footing.
2. The attached Abstract Form **must** be completed by the Supervisor in consultation with the student. There must be a clear, rational scientific objective with references from the literature included.
3. Fellow faculty members who may lack expertise in your area of research or clinical focus will review the applications. Please consider readability across disciplines.
4. Projects **must** involve active student participation in the proposed experiments and activities.
5. Development of communication skills is a critical component of this program. **As such, each student is expected to summarize the summer fellowship experience in the**

**form of a poster that is to be submitted by the end of August 2017 and that will be shown at Pathology Day 2018. The student is also required to submit an abstract to be included in the Pathology Day 2018 abstract book.** It is the responsibility of supervisors to ensure that students meet these expectations. Where possible, students are asked to attend Pathology Day to present the poster in person. The UBC Department will cover costs related to poster preparation.

6. The supervisor **must** assure proper mentoring and involvement in the student's summer research project and/or clinical experience.
7. The project **must** be of limited scope so that the student can reasonably complete the project in the two-month time frame. Students should not simply be used as "an extra pair of hands" on a long-term project. Projects that appear out of scope for a two-month timeframe will be rejected.
8. Projects requiring ethics approval **must** have ethics approval complete **before** the student begins the project.
9. The Abstract Form must not exceed one page but references can appear on a second page. Use single spacing and Times New Roman font size 12 only. Minimum page margins are 1 inch.

---

**Supervisor's Signature**

---

**Date**

**ABSTRACT FORM**

***THIS PAGE TO BE COMPLETED BY SUPERVISOR  
NO ADDITIONS TO THIS PAGE***

**State Project Type (Clinical or Basic Science):**

**Title of Project/Experience:**

**Hypothesis/Specific Aims (If Applicable):**

**Background and Experimental Approach/Clinical Experience Planned:**

**Role of the Student:**