



Department of Pathology & Laboratory Medicine  
Faculty of Medicine  
G227- 2211 Wesbrook Mall  
Vancouver, B.C. Canada V6T 2B5  
<http://www.grad.pathology.ubc.ca>

**SUMMER STUDENT FELLOWSHIP PROGRAM  
COMPETITION FOR UNDERGRADUATE STUDENTS  
2021 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.

**\*Please note that due to COVID-19 opportunities for these awards can only be made available where laboratories are able to either support the students working remotely or have COVID 19 safety plans that will allow the students to safely work in the laboratory.**

**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 *consecutive* 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 us at the email listed 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 us before the application deadline. *As an exception due to COVID-19 we will only accept an email of a pdf of the official transcripts. Please include the transcript key as the last page and include this with your application.* 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 prepared by the end of August 2021 and that will be shown at Pathology Day 2022. The student is also required to submit an abstract to be included in the Pathology Day 2022 abstract book via the event portal.** The announcement for the opening of the event portal for submission of poster abstracts will be circulated in April 2022. 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 the printing of one poster to display. **It is the responsibility of supervisors to ensure that students meet the expectations described above.**
12. Students must submit their application (including the prospective supervisor's forms) **electronically** by email to us at the email listed below. *As an exception due to COVID-19 we will only accept an email of a pdf of the official transcripts. Please include the transcript key as the last page and include this with your application.* Do not try to email a document larger than 5 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. DO NOT MAIL ANYTHING TO US.
13. **DEADLINE DATE: Friday, March 12th, 2021.**

Applications cannot be accepted after this date.

Summer Student Fellowships  
UBC Department of Pathology & Laboratory Medicine  
Attn: Heather Cheadle  
[summer.studentships@pathology.ubc.ca](mailto:summer.studentships@pathology.ubc.ca)

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Student Signature

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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 *consecutive* 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.

**\*Please note that due to COVID-19 opportunities for these awards can only be made available where laboratories are able to either support the students working remotely or have COVID 19 safety plans that will allow the students to safely work in the laboratory.**

**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 prepared by the end of August 2020 and that will be**

**shown at Pathology Day 2022. The student is also required to submit an abstract to be included in the Pathology Day 2022 abstract book via the event portal.** The announcement for the opening of the event portal for submission of poster abstracts will be circulated in April 2022. 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 the printing of one poster to display.

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.

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**Supervisor's Signature**

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**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:**