

Terms of Reference for SCPOR Trainee Funding

These terms of reference apply to all SCPOR trainees, including postdoctoral fellows, graduate students, medical residents, research assistants and graduate assistants receiving SCPOR funding. It is the responsibility of the SCPOR trainee and their supervisor(s) to familiarize themselves with the Terms of Reference for complete details regarding qualifications and conditions of SCPOR trainee funding. All SCPOR trainees and their supervisor(s) are required to follow the Terms of Reference. Please note: If a SCPOR trainee is found not to meet the terms of reference during the award period, SCPOR reserves the right to rescind the award.

Background and Guiding Principles

The Saskatchewan Centre for Patient-Oriented Research (SCPOR) vision is to work together for a healthier Saskatchewan through patient-oriented research. SCPOR builds on capacity and collaborations to conduct responsive, equitable, innovative, patient-oriented research that continuously improves the care and health of Saskatchewan people. In alignment with the Saskatchewan health system strategic priorities, SCPOR Programs will incorporate the efforts of communities, provincial ministries, the healthcare system, and post-secondary academic organizations to effectively translate evidence-based innovations into practice across Saskatchewan, including rural, remote, and Indigenous communities.

SCPOR is enabled by a flexible, virtual, and lean governance structure that supports the implementation and management of SCPOR. This includes SCPOR Platforms, SCPOR Programs, and other activities that build patient-oriented research capacity and address Saskatchewan's strategic health system priorities. The SCPOR governance structure integrates a spectrum of key stakeholders across the health and post-secondary sectors to ensure that resources are efficiently allocated and directed towards patient-oriented research that addresses Saskatchewan's growing and evolving patient population.

ELGIBILITY

Research and Work Supported – All SCPOR trainees, including full time graduate students, postdoctoral fellows, medical residents, graduate assistants and research assistants are required to work on SCPOR-related projects and/or programs. Therefore, research and work supported **must be patient-oriented** and in alignment with the Saskatchewan health system strategic priorities. **A SCPOR Intake Form, project description and transcripts (unofficial transcript is acceptable) must be completed and a copy returned to scpor@usask.ca for U of S Trainees and to Research.Office@uregina.ca for UofR Trainees. Submit original documents to the graduate coordinator or equivalent in your home department/college/faculty.**

SCPOR Supervisor(s) – The trainee must be under the supervision of at least one post-secondary researcher (e.g. a SCPOR Methodologist) who has an academic appointment at a SCPOR-affiliated university in Saskatchewan.

In Good Standing – Trainees must have a minimum 75% GPA in their current program at a post-secondary institution or in their last 60 credit hours.

Registered Full Time – SCPOR trainees are required to be registered full-time while holding the award, meeting all requirements for such status. Graduate Assistants, Research Assistants and Medical Residents may be registered as part-time in their program.

Commencement of the Award – Recipients of the award are required to be registered by the first month (September, January or May) of the term to meet payroll deadlines; payment will be withheld until the student is registered. Funds awarded to SCPOR trainees will commence the first month of the September, January or May term.

Holders of Major Awards – Trainees who are holding major awards such as national scholarships provided through the University or other agencies – public or private (e.g. CIHR, SSHRC, NSERC or equivalent) are not eligible to receive SCPOR funding during the tenure of their major award. Such substantial support is defined as more than 50% of the value of the SCPOR award.

Post-Program Maintenance – Trainees who have exceeded the maximum amount of time in their program are ineligible for funding.

CONDITIONS & CONSIDERATIONS

Duration of Funding – The maximum duration of funding, taking into account all federal funding held will depend on the program:

- For postdoctoral fellows, the maximum duration of funding is two years.
- For doctoral students, the maximum duration of funding is three years.
- For master's students, the maximum duration of funding is 12 months.

Remuneration – The amount of SCPOR funding will vary depending on the source (e.g. academic unit) and availability of funds. The requested funding amount must not exceed the portions allocated to SCPOR.

Patient-Oriented Research Training – All SCPOR trainees and their supervisor(s) will be required to complete training in patient-oriented research within 6 months of the funding start date. For more information, please contact Malori Keller at mkeller@hqc.sk.ca.

Intellectual Property – SCPOR follows policies and procedures around intellectual property as per the most recent guidelines at the trainee's home institution (University of Saskatchewan or University of Regina).

Limit of SCPOR Funding – SCPOR postdoctoral fellows, doctoral students and master's students are eligible to receive full funding only one time during the course of their program.

Employment/Internships/Practicums/Work terms (in which trainees are receiving monetary compensation) – SCPOR follows policies and procedures around employment, internships, practicums and work terms as per the most recent guidelines at the trainee's home institution (University of Saskatchewan or University of Regina).

Progress Report – SCPOR trainees and their supervisor(s) are required to submit an annual progress report to SCPOR to be received no later than **March 31st** and sent to scpor@usask.ca (and at UofR to: research.office@uregina.ca).

Change in the Project - Any significant change in the project is required to be submitted in writing to SCPOR at scpor@usask.ca and is subject to approval.

Completion of the Project – Upon completion of the project, trainees are required to submit a final report to SCPOR at scpor@usask.ca.

Note: The names of successful SCPOR trainees will be posted on the SCPOR website.