

## Terms of Reference for SCPOR Trainee Funding at University of Regina

These terms of reference apply to Saskatchewan Centre for Patient-Oriented Research (SCPOR) Trainees who are undergraduate or graduate students receiving SCPOR funding. It is the responsibility of the SCPOR Trainee and their supervisor(s) to familiarize themselves and comply with the complete Terms of Reference. Please note: If a SCPOR Trainee ceases to meet the terms of reference during the traineeship period, SCPOR reserves the right to rescind the traineeship funding.

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### Background and Guiding Principles

SCPOR's 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.

### ELIGIBILITY

**Research and Work Supported** – SCPOR Trainees who are undergraduate or graduate students 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 submitted to [Research.Services@uregina.ca](mailto:Research.Services@uregina.ca).**

**SCPOR Supervisor(s)** – The Trainee must be under the supervision of at least one post-secondary researcher who has an academic appointment at the University of Regina.

**In Good Standing** – Trainees must remain in good academic standing, with GPA requirements as defined in the specific call.

\*Dependent on Call criteria; please see your specific Call information package.

**Registered Full Time** – SCPOR Trainees who are graduate or undergraduate students are required to be registered full-time in their respective programs while holding the traineeship, meeting all requirements for such status.

**Commencement of the Traineeship Support** – Standard start dates for traineeships align with the beginning of an academic term. Please see Call Guide for specific start date.

**Project Length** – SCPOR Trainee projects require a minimum commitment of 8 months. Trainees should ensure there is adequate time remaining in their program to meet this requirement.

**Holders of Major Awards (value of \$17,500 or over)** – Applicants who hold major federal awards (i.e., CIHR, SSHRC, NSERC or equivalent) are not eligible to receive SCPOR traineeship during the tenure of their major award. **CONDITIONS & CONSIDERATIONS**

**Duration of Funding** – The maximum duration of funding is dependent on the terms outlined in the Call information packages.

**Remuneration** – Trainee remuneration will vary depending on whether a trainee is an undergraduate, masters, or doctoral student. The cost of the remuneration is a pre-determined, 50/50 cost share between SCPOR and the trainee supervisor.

**Employment/Internships/Practicums/Work terms (in which Trainees are receiving monetary compensation)** – SCPOR follows policies and procedures around employment, internships, practicums, and work terms in place at the Trainee’s home institution (i.e., University of Regina). Please note that supervisors are responsible for the oversight of trainee vacation time accrual and payout if applicable. Vacation payout resulting from unused time will be the responsibility of the supervisor(s). Where applicable, SCPOR can provide a letter of employment upon request but cannot provide a reference for current and past Trainees.

**Limit of SCPOR Funding** – An individual is allowed to receive only one SCPOR Traineeship. Extensions may be granted up to 12 additional months to existing traineeship projects. Funding for new trainees will be prioritized and extensions will only be granted based on availability of remaining funding, good standing within the program of study, and progress in the ongoing traineeship project.

**Patient-Oriented Research Training** – All SCPOR Trainees and their supervisor(s) are required to complete training in patient-oriented research within six (6) months of the funding start date. Required training includes the Strategy for Patient-Oriented Research (SPOR) Modules and Building Research Relationships with Indigenous Communities. For more information, please visit the SCPOR website (<https://www.scpor.ca/training-1>) or contact the Patient Engagement Team ([scpor.pe@saskhealthauthority.ca](mailto:scpor.pe@saskhealthauthority.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 Regina).

**Progress Report** – SCPOR Trainees and their supervisor(s) are required to meet with the SCPOR Specialist within two (2) months of the traineeship start date for an initial meeting. Progress reports must also be submitted to SCPOR at the project mid-point (e.g., at six months if the project is twelve months long). Reports are to be sent to [scpor@usask.ca](mailto:scpor@usask.ca).

**Change in the Project** – Any significant change in the project is required to be submitted in writing to SCPOR at [scpor@usask.ca](mailto:scpor@usask.ca) and is subject to approval.

**In-kind support** – SCPOR is unable to provide physical in-kind support such as office space or telephone services.

**Completion of the Project** – Upon completion of the project, Trainees are required to submit a final report to SCPOR at [scpor@usask.ca](mailto:scpor@usask.ca).

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