

## **Terms of Reference for SCPOR Trainee Funding at University of Saskatchewan and University of Regina**

These terms of reference apply to Saskatchewan Centre for Patient-Oriented Research (SCPOR) Trainees who are medical residents, graduate students, and undergraduate students 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.

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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 medical residents, graduate students, and undergraduate 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 [scpor@usask.ca](mailto:scpor@usask.ca) for University of Saskatchewan Trainees and to [Research.Office@uregina.ca](mailto:Research.Office@uregina.ca) for University of Regina Trainees. Submit original documents to the graduate coordinator or equivalent in your home department/college/faculty.**

\*Medical residents are not required to submit transcripts with their application

**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 Saskatchewan or University of Regina.

**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. Medical residents must be in good standing in accordance with the policies and procedures in their respective department.

\*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 award, meeting all requirements for such status. Medical residents may be registered as part-time in their program.

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

**Holders of Major Awards** – SCPOR Trainees cannot hold a major award with a value greater than 50% of the SCPOR award. 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. If an applicant receives both a SCPOR and major award and they want to pursue the major award, SCPOR award funding will not be postponed, and the trainee will forfeit the SCPOR award.

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

### **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 program, college, and/or institution. The cost of the remuneration is a pre-determined, 50/50 cost share between SCPOR and the supervisor or college.

**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 trainings include 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 Component ([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 Saskatchewan or University of Regina).

**Limit of SCPOR Funding** – SCPOR Trainees are allowed to receive only one SCPOR Traineeship during the duration of the SCPOR grant.

**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 (i.e., University of Saskatchewan or University of Regina). Please note that supervisors are responsible for the oversight of undergraduate vacation time accrual. Any vacation payout resulting from unused time will be the responsibility of the supervisor(s). SCPOR can provide a letter of employment upon request but cannot provide a reference for current and past Trainees.

**Progress Report** – SCPOR Trainees and their supervisor(s) are required to meet with the SCPOR Specialist within two (2) months of receiving their traineeship award for an initial meeting. Progress reports must also be submitted to SCPOR at the six-month point for one-year traineeships, and annually (on the anniversary of the traineeship start date) for traineeships greater than one year. Reports are to be sent to [scpor@usask.ca](mailto:scpor@usask.ca) or to U of R at [research.office@uregina.ca](mailto: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](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 to [scpor@usask.ca](mailto:scpor@usask.ca).

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