



CPHR Internship Application Guidelines

Completing and Submitting the Application Form

Please refer to the CPHR Internship Guide 2007 and the CPHR Internship Eligible Expense Guide 2007 for additional information. Applications are free form and should conform to the following standards:

- Complete all sections. Incomplete applications may be declared ineligible.
- Use standard letter-quality type (e.g., Times New Roman, 12-point font) and maintain page margins of one inch on standard 8 1/2" x 11" paper.
- Single spacing may be used but at no more than 6 lines per inch.
- Submit six (6) paper copies of the completed application, counting the original. Copy double-sided wherever possible.
- **Applications must be received by the CPHR Training Program Coordinator no later than 4:30 p.m. on October 19, 2007.**

Submit your completed application to:

Shardelle Brown
CPHR Training Program Coordinator
SPHERU, University of Saskatchewan
107 Wiggins Road
Saskatoon, Saskatchewan S7N 5E5

Contact the CPHR Training Program Coordinator if you have any questions concerning the preparation of your application:

Tel: 966-7942
Fax: 966-7920 or 966-6487
E-mail: shardelle.brown@usask.ca
Location: RUH Room 2717

Internship applications should include the information described in each of the following sections.

Section A: Cover Page

In Section A, provide the following information:

- Title of the research proposal;
- Name of lead institution (i.e., university);
- Applicant's name, position, mailing address, email address, telephone and fax numbers;
- Community-based Organization's name, mailing address, email address, telephone and fax numbers;
- Amount requested; and
- Signature of applicant AND signature of research supervisor.

Section B: Summary

In Section B, prepare a half-page summary of the research proposal suitable for public dissemination. This summary could include: the nature of the proposal, the context in which it is made, its objectives, the planned research activities, the anticipated results, and the benefits of your research and benefits to the CBO.

Section C: Detailed Proposal

Expanding upon Section B, Section C (not to be more than two pages long) should include the following:

- The scope of the research initiative;
- The objectives or aims of the research;
- The participants and partners involved, including their level of commitment; and
- A brief description of the methodology, including a timeline with specific milestones for the period for which funding is requested.

Section D: Internship Objectives and Performance Measures

Identify the “goals of the internship” in terms of what you expect to accomplish in the way of program and educational objectives as relevant to your role as an STF. Having articulated these goals, indicate what form(s) of evidence or measures could be brought to bear to assess how well these goals have been realized. The purpose of collecting this information (i.e., goals, evidence or measures) is to enable you to demonstrate your progress towards the goals that you have set in your research proposal, more specifically the objective indicators of a population health nature that illustrate how well the internship succeeded in achieving what it had set out to accomplish. Section D is to be no more than one page.

Section E: Budget

In Section E, present a detailed budget, with an explanation for each line item (not more than two pages), for the proposed research activities for which funding is requested. Include information on how the funds from the CPHR Training Program would be used (please refer to the CPHR Internship Eligible Expense Guide 2007). *Please note that inclusion of expenses deemed ineligible under these guidelines will detract from the merits of the internship application.*

Section F: Letter of Support

Provide a letter of support from each Community-based Organization that has agreed to participate in the internship program, outlining the organization’s agreement to participate in the initiative; how the research proposal is linked to their program/project; and the organization’s contribution to the internship. Also, we ask that the letter include a commitment to provide the CPHR Training Program with a final report on the internship (written in collaboration with the STF) no later than two months following the end of the internship. *This letter of support from the Community-based organization is to be on official letterhead.*

Section G: Appendices

Section G should be no more than five pages long. These pages are in addition to the pages allowed for in the body of the internship application.

- It is essential to identify the person responsible for the supervision of the internship and their relevant qualifications to undertake this role.
- Provide brief biographies of any additional staff involved in operating or establishing the internship program, including their educational background and position.

