



CPHR Internship Program Guide 2007-2008

These adjudication guidelines are based on those established by the Canadian Institute of Health Research (CIHR) and those established by the CPHR Training Program Awards Committee (AC). Other qualifications related to eligible funding may apply if identified by CIHR.

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1. INTRODUCTION

The Community and Population Health Research (CPHR) Training Program is an innovative post-graduate training initiative with an interdisciplinary approach to population health research. CPHR focuses on creating new health knowledge and applying research findings through partnerships with community constituencies, community-based organizations, policy makers, and government.

The requirements, conditions, and benefits contained in this guide apply to all CPHR Strategic Training Fellows (STFs) commencing an internship award in 2007/2008.

2. CPHR INTERNSHIP PROGRAM DESCRIPTION

The CPHR Internship Program is a funding pool created for STFs who wish to locate their research within a Community-based Organization (CBO). Internships will be used to cover STFs' costs in conducting research (e.g., for equipment or supplies; costs associated with collecting or analyzing data; dissemination of research results with CBO staff and community members). Funding for this internship program will only be granted for proposals that are not in process or completed. If required, each applicant is responsible for obtaining ethics approval for the internship which must occur before the internship commences. At the end of the internship program, the applicant is to complete a final report in collaboration with the CBO (guidelines are provided).

3. ELIGIBILITY CRITERIA

- Applicants must be a STF within the CPHR Training Program;
- Proposals must **not** be in process or completed; and
- Applicants must be working with a CBO that can receive a direct benefit from the research.

4. TIMETABLE

Deadlines	Internship Award Procedures
19 October 2007	Final date for acceptance of Internship Program applications.
30 November 2007	Internship program awards are offered and accepted by applicants. Commencement dates are finalized.
1 December 2007	Commencement of internship program awards for year 2007/2008.
30 November 2008	Internship program awards end. All eligible expenses must be submitted to CPHR Training Program Coordinator.
31 January 2009	Final report must be submitted to CPHR Training Program Coordinator.

Note: *The above timeline is subject to change. Current deadlines will be posted on the CPHR Training Program website.*

5. SELECTION AND APPROVAL PROCESS

The CPHR Training Program Advisory Committee (PAC), consisting of faculty from both the University of Regina and University of Saskatchewan, will review all applications and meet to make the final decision on the internship program awards within 1 month of the application deadline.

6. INTERNSHIP AWARD

Details of the internship award distribution include:

- Applicants must accept the award within 1 month of the date of offer.
- Applicants will be reimbursed directly for eligible research support expenses (see CPHR Internship Eligible Expense Guidelines) up to a maximum of \$6,000.
- **Only original receipts will be accepted.**
- Receipts must be submitted to the CPHR Training Program Coordinator for reimbursement.
- Awards will be paid through the institution where the award is held in accordance with the host institution's distribution policy.
- All **pre-approved eligible expenses** must be submitted to the Coordinator/host institution within 1 year of the date of offer.

7. TERMINATION OF A CPHR INTERNSHIP AWARD

CPHR Training Program may terminate funding for an internship award recipient if:

- the award holder completes his/her degree, the agreed award period ends (i.e., 1 year); or with the death, incapacity, resignation or withdrawal of the applicant from the Training Program;
- the award holder's main scholarship is interrupted or terminated; and/or
- the award holder accepts another equivalent award, scholarship or salary.

8. CPHR CONTACT INFORMATION

All official correspondence related to the CPHR Training Program should be addressed to:

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All other correspondence can be addressed to the CPHR Training Program Coordinator:

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