cphr
community & population
health research
training program

CPHR Internship Application Guidelines

General

The application (the original and five copies) must be submitted to the CPHR Program Coordinator. Applications are free form and should conform to the following standards:

- use white paper, 8 1/2" x 11", portrait format, with a single column;
- if you use a type size measured in points (pts), it must be no smaller than 12 pts;

Submit your application to:

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

Contact the Program Coordinator if you have any questions concerning the preparation of your proposal:

Diana Fedosoff
SPHERU
Tel: 966-7942
Fax: 966-7920
E-mail: Diana.Fedosoff@usask.ca

Applications should include the information described below.

Section A: Cover Page

Under Section A, provide the following information:

- Title of the proposal;
- Lead institution: name of university;
- Applicant: name, position, mailing address, telephone and facsimile numbers, e-mail address;
- Community Based Organization, mailing address, telephone and facsimile numbers;
- Amount requested; and
- Signature of applicant

Section B: Summary

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

Section C: Detailed Proposal

Section C should be no more than two pages long.

- The objective and scope of the initiative, the participants and partners involved to date, and their level of commitment; and
- A brief description of the proposed plan of activities, including a schedule with specific milestones for the period for which funding is requested.

Section C: Appendices

Appendices should be no more than five pages long.

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

These pages are in addition to the pages allowed for the body of the proposal.

Section D. Budget

Present a detailed budget for the proposed activities of funding requested, with an explanation for each line item. Include information on how the funds from CPHR would be used (refer to the CPHR Internship Eligible Expense Guide.). *Please note that inclusion of expenses not deemed allowable under these guidelines will likely detract from adjudication of the merits of the application.*

Section E. Internship Objectives and Performance Measures

Identify the goals of the internship in terms of what you expect to accomplish in term of educational and program objectives relevant to your role as an STF. Upon having articulated those goals indicate what form of evidence or measures could be brought to bear to assess how well these have been realized. Please note that what is being requested here is not simply that an internship might have been planned and completed but what objective indicators of a population health relevant nature might be identified that illustrated how well the internship succeeded in achieving what it had set out to accomplish.

The purpose of collecting this information on what you plan to achieve is to enable you to demonstrate your progress towards the goals you have set in your proposal.

Section F. Letter(s) of Support

Provide a letter from each Community Base Organization (CBO) that has agreed to participate to date outlining the institution's agreement to participate in the initiative, how the proposal is linked to the project and the CBO's contribution to the project. We also ask that the letter include a commitment to provide CPHR with a final report on the internship. *We would expect these letters of support from the CBO be on official letterhead.*