



## **CPHR Internship Program Guide 2006-2007**

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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 the academic year 2005/06.

2. PROGRAM DESCRIPTION

The CPHR Training 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, holding meetings to share research results with CBO staff and community members and so on). Two reports will be due at the end of the internship. One from the applicant and other from the CBO.

Funding for this internship program will only be granted for proposals that are not in process or completed. Please note that if required, each applicant is responsible for obtaining ethics approval for the internship which must occur before the internship commences.

3. ELIGIBILITY CRITERIA

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

4. TIMETABLE

Date	Deadlines
30 September 2006	Final date for accepting <b>Internship</b> applications.
31 October 2006	Awards offered. Acceptances and commencement dates finalized.
1 November 2006	Commencement of internship awards for academic year 2005/06.
31 October 2007	Award ends. All eligible expenses must be received by CPHR.
31 December 2007	Applicant and CBO final reports must be received by CPHR.

## **5. SELECTION AND APPROVAL PROCESS**

The CPHR Program Advisory Committee (PAC) will review all applications and make the final decision. Information on deadline dates will be posted on the CPHR website. Details of award distribution are as follows:

- Awards will be paid through the institution where the award is held in accordance with the host institution's distribution policy.
- Awards must be accepted within 1 month of the date of offer.
- All pre-approved expenses must be submitted to the host institution within 1 year of the date of offer.

## **6. TERMINATION OF A CPHR INTERNSHIP AWARD**

CPHR may terminate funding for an award/scholarship recipient if:

- the STF completes his/her degree, the agreed award/scholarship period ends; or the death, incapacity, resignation or withdrawal of the STF;
- The STF's main award is interrupted or terminated; and/or
- The CPHR award/scholarship holder accepts another equivalent award, scholarship or salary.

## **7. INTERNSHIP AWARD**

CPHR STFs will be reimbursed directly for eligible research support expenses up to a maximum of \$6,000. (See CPHR Internship Eligible Expense Guide) Only original receipts will be accepted and must be submitted to the CPHR Program Coordinator for reimbursement.

Details of award distribution are as follows:

- Awards will be paid through the institution where the award is held in accordance with the host institution's distribution policy.
- Awards must be accepted within 1 month of the date of offer.
- All eligible expenses must be submitted to the host institution within 1 year of the date of offer.

## **8. CPHR CONTACTS**

All official correspondence relating to the CPHR Training Program should be addressed to SPHERU Acting Director:

Dr. George Maslany  
Saskatchewan Population Health and Evaluation Research Unit (SPHERU)  
University of Regina  
Regina, Saskatchewan S4S 0A2

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