

This agreement between applicants aims to outline the expectations of both parties, to ensure a successful FoM SSRP experience. If either party is not meeting the agreed upon expectations, the first step is to attempt to address the concerns together. If this proves unsuccessful, please contact the FoM SSRP office at [fom.ssrp@ubc.ca](mailto:fom.ssrp@ubc.ca).

**By signing this agreement, the supervisor and student acknowledge and agree to the following:**

### **FoM SSRP Program Guidelines**

- Both parties confirm that they are eligible to apply for a FoM SSRP award.
- If the FoM SSRP application is successful, both parties agree to honour their commitment to work together for the duration of the FoM SSRP funding period.**
- FoM SSRP funds are awarded directly to the student awardee to provide a stipend for the specified period; the award is not transferrable to another student and is not intended for direct research costs.
- The FoM SSRP award is for a full-time position. If a FoM SSRP award is accepted, the student will not accept a conflicting scholarship, studentship, etc. from any other source for the period covered by the FoM SSRP award. Knowingly accepting conflicting scholarships, studentships, etc. may constitute academic misconduct if approval is not provided by both the FoM SSRP office and the administrators of the conflicting scholarship, studentship, etc.
- The names, contact information and post-project summaries will be made available to FoM SSRP award sponsors.
- Awards may be rescinded if program requirements, including timely submission of documents/reports, are not met.

### **Undertaking of Training Supervisor or Student Learning Experience**

#### **Responsibilities of the Supervisor**

- Be actively involved in the student's supervision and mentoring for the duration of the project.
- Foster an environment that promotes the best possible conditions for learning, research, and working.
- Ensure the student's progress and skills development goals are on track to meet the learning objectives outlined in the FoM SSRP application.
- Clearly communicate their expectations to their student partner.
- Ensure adequate resources are available to cover the costs of the proposed research project.
- Ensure that the student is provided with the resources needed to successfully complete the project as outlined.
- Ensure the project abides by all existing policies and guidelines governing the conduct of research activities at UBC.
- The supervisor will ensure that the necessary approvals have been obtained prior to the commencement of any research activities. E.g. [ethics approval](#), [operational approval](#), etc.
- Complete the required UBC Safety and Risk Services [Safety Supervision course](#) prior to the project start date.
- Ensure the student is provided with the appropriate orientation and training, including all [required safety](#) courses.

#### **Responsibilities of the Student:**

- Commit to being an active and engaged member of the research team.
- Ensure that they clearly understand their role, and the expectations of their supervisor.
- Clearly communicate their own expectations to their supervisor.
- Take ownership of their own learning experience, including their personal and professional skills development, by identifying knowledge gaps, asking questions, or seeking support as needed to fulfill the expectations of the role. This includes understanding who to ask for help or clarification.
- Work with the supervisor to ensure the project is providing them with the learning opportunities and objectives outlined in the FoM SSRP application.
- Successfully complete all required orientation and safety training courses.
- Follow all facility/departmental policies and procedure.

#### **Please discuss the points below prior to application submission**

Check the boxes, and **fill in the required information** to demonstrate mutual agreement. *Note that this agreement is intended as a planning document for the applicants and will not be seen by the review committee.*

- We have thoroughly discussed the project parameters and expected deliverables, including any project work to be conducted outside of the funding period.
- We have discussed our plans and expectations if our FoM SSRP application is not funded.
- We have discussed expected work hours, schedule, vacation time, and how to handle absences (i.e. illness).

## FoM SUMMER STUDENT RESEARCH PROGRAM

- The expected work hours for the student for the duration of the project are \_\_\_\_\_ hours per week. **(Must be full-time (28hr+/week, totaling to 280 hours or if Yr 3 MD Student, 140 hours).**
- We have discussed our communication preferences (e.g. email, phone, text) and availability.
- We will meet regularly at a frequency of \_\_\_\_\_ times per week.
- The student will also meet with other supervisors/team members as follows: [Click or tap here to enter text..](#)
- We have discussed expectations for attending lab meetings, seminars, departmental/unit events, journal clubs, etc. (i.e. what is considered mandatory, and included in work hours, and when is attendance optional and considered a personal activity).
- Policies of the lab/unit have been communicated to the student and the student has access to the relevant documents pertaining to the rules, regulations, training, and policies.
- The supervisor or other individual(s) responsible for providing orientation and training, including Health and Safety procedures is: [Click or tap here to enter text..](#)
- Policies regarding opportunities to present or publish work have been discussed. The student and supervisor are both in understanding of what is expected.
- The department/unit's policy on authorship has been discussed and parameters have been outlined that will determine if the student is included on any future publications that result from the project. The supervisor has also provided the student with information related to [how authorship decisions are made](#). It is the supervisor's responsibility to keep track of contributors in anticipation of possible authorship or acknowledgement in any resulting presentations or publications.

<b>Student Name (please print)</b>	<b>Supervisor Name (please print)</b>
<b>Student Number</b>	
<b>Signature</b>	<b>Signature</b>
<b>Date</b>	<b>Date</b>

Given that the Instructor stream may not necessarily include research/scholarly activity, we are requesting that **applicants with instructor-stream appointments, including clinical**, have their applications signed by their Department Head or School Director (or alternate designated signing authority) as indicated in the [FoM signing authority list](#). Alternatively, for the purposes of this application only, instructors-stream applicants at the distributed campuses (IMP, NMP, SMP) can opt to have their applications signed by a designated local representative instead. For the name(s) of approved local signatories or other questions, please contact [fom.ssrp@ubc.ca](mailto:fom.ssrp@ubc.ca) for clarifications. **Please do not provide a signature from a division head unless they are listed on the FoM signing authority list (above) or are a designated local representative.**

**Declaration for Department/Unit Head (only required if supervisor holds an instructor-stream appointment):** I confirm that the above-named faculty member is engaged in research activities appropriate for a summer student project.

<b>Name (please print)</b>	<b>Title</b>
<b>Signature</b>	<b>Date</b>

The form must contain **all required** signatures. Official e-signatures or scans of signed hardcopies are acceptable.

**Upload a signed copy of this agreement with your online application** (no separate submission is required)