

Otolaryngology Graduate Research Stipend (OGReS)

Objectives

OGReS promotes excellence in research in Otolaryngology – Head and Neck Surgery by providing stipends for outstanding graduate students at either the Master's or doctoral levels. The stipend is designed to provide seed/bridge funding for Otolaryngology supervisors.

Eligibility

To be eligible to apply, you should:

- be primarily or jointly supervised by a faculty member in the Department of Otolaryngology – Head and Neck Surgery. **Note:** Joint supervision is defined by Western's School of Graduate and Postdoctoral Studies (SGPS) at http://grad.uwo.ca/current_students/regulations/11.html;
- the Otolaryngology – Head & Neck Surgery faculty should be involved in the initial recruitment of the student and should be listed on the original letter of offer;
- the proposed research project must be of direct relevance to Otolaryngology – Head and Neck Surgery with the aim of potential journal publication(s);
- have achieved a first-class average in excess of 80%, as determined by Western, in each of the last two completed years of study (full-time equivalent);
- not be holding any other graduate student stipends or scholarships in excess of \$5,000 (exceptions can be made on a case by case basis by the research committee);
- not have previously held an OGReS; and
- not be a medical/surgical resident.

The award is designed to provide seed/bridge funding only. Acceptance of a student *cannot* be contingent upon receiving an OGReS, and the supervisor must state that alternate funds are available to support the student throughout their degree.

Both thesis-based Master's students and PhD students will be considered. Non-thesis Master's students will not be considered. Applicants seeking an OGReS at the Master's level must not have completed more than 24 months (i.e., 6 semesters) of study. Candidates at the doctoral level must not have completed more than 48 months (i.e., 12 semesters) of study. These are the normal fundability timeframes suggested by SGPS.

Stipend Amount

- Up to \$15,000 per year to be paid as a student stipend
- Up to \$5,000 per year in the form of a partial tuition/ancillary fee waiver to be billed directly by the student's graduate program. The exact amount will be the difference between the fee bill and the amount covered by the student's graduate program (e.g., through WGRS).

Stipend Duration & Reporting Requirements

- **Master's candidates:** Maximum of 3 semesters (i.e., 1 year).
 - **Note:** Master's students are encouraged to reclassify to a PhD program in accordance with guidelines set by their graduate programs. In cases of reclassification, the duration of the award may be extended to a maximum of 6 semesters less the number of semesters already funded by OGREs depending on the availability of funds.
 - No renewal available after one year of funding
 - A report must be submitted to the department as outlined below at the conclusion of the OGREs funding.
- **Doctoral candidates:** Maximum of 6 semesters (i.e., 2 years).
 - An interim report must be submitted at the end of the first year in order to receive the second year of funding. This report will be considered by the research committee before the remainder of the funding is released.
 - A final report must be submitted following the completion of the OGREs (i.e. 2 years).
- **Reporting requirements:** The awardee is required to report progress on journal publications that are either published, in press, under journal review or planned. The report will simply consist of the following in this specific order:
 - A list of references of planned, submitted, published or in-press journal manuscripts. This list must be formatted in accordance with the *American Medical Association Manual of Style* (10th ed.). For each planned paper, a timeline must also be given for submission.
 - If planned papers are listed, a supporting letter from the supervisor must be included confirming the plan.
 - For submitted, in press or published papers, a copy of the paper must be included after the list and optional supervisor letter. For planned papers, if an initial draft is available, it must be attached.

The report should be sent as one PDF file to the Research Director at sumit.agrawal@lhsc.on.ca and the Manager, Administration & Finance at ann.jones@lhsc.on.ca.

Application Procedure

- Supervisors can recommend at most one student per application cycle (September, January, or May) and hold a maximum of *two* OGREs at any given time
- The student and/or supervisor must send an application package consisting of:
 - Nomination letter from supervisor addressing all evaluation and eligibility criteria (maximum of one page). This letter must be signed and submitted by the primary supervisor in Otolaryngology – Head & Neck Surgery. If applicable, the joint-supervisor must also sign the application.
 - All official university transcripts of student
 - The letter of offer to the student
 - Documentation demonstrating the Otolaryngology – Head & Neck faculty member as a primary or joint supervisor

- A research proposal with sub-headings for background, objectives, hypothesis, methods, impact of research and publications, including anticipated ones (maximum two pages)
- Statement that acceptance of the student is not contingent upon receiving an OGREs, and that alternate funding for the student is available
- The application should be sent as one PDF file to the Research Director and the Administrative Officer as listed above.
- An effort will be made to announce decision approximately two (2) weeks following the deadline.

Evaluation Criteria

- For applicants meeting eligibility criteria, the committee will score each applicant with 25% weighting on marks, 50% on the research proposal and 25% on publications.
- Effort will be made to distribute stipends amongst as many supervisors as possible.

Availability of Awards

- *Three* awards are available in total
- Additional awards of varying values may become available additional funds are available in the OGREs budget
- A call for awards will only be made in a particular year if funds are available
- The availability is solely at the discretion of the Department of Otolaryngology – Head & Neck Surgery
- OGREs are awarded based on the quality of the applicant and the proposal. If suitable applications are not received, available OGREs may not be awarded.

Application Deadline

- The application should be received at minimum 6 weeks before the anticipated start date of the student.
 - July 15 for the September term
 - November 15 for the January term
 - March 15 for the May term
- Calls for applications may not be made annually
- The research committee will aim to provide results 2 weeks following the application deadline