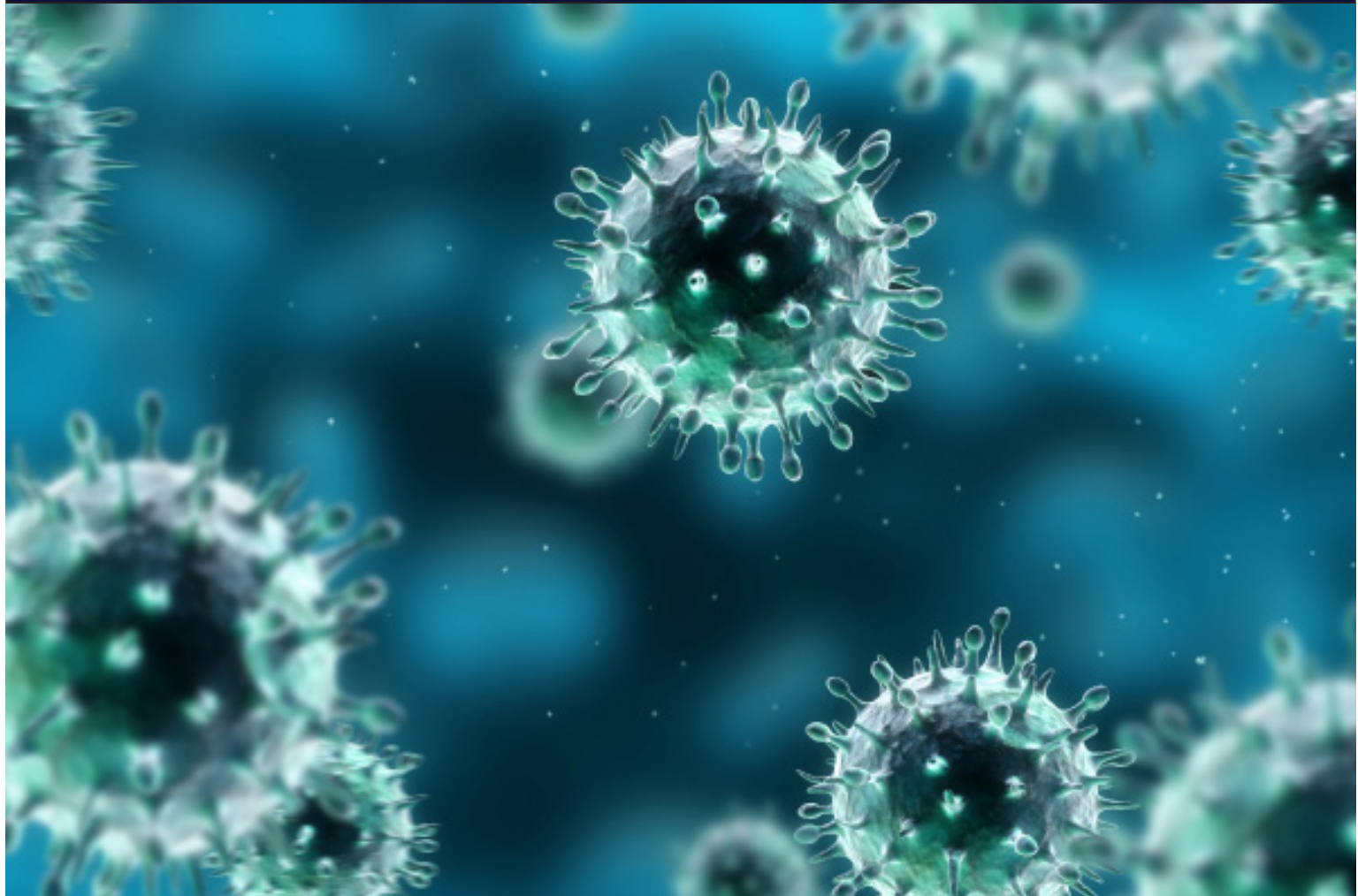


Summer Research Scholarship Programme

Hōtaka Karahipi Rangahau Raumati
2024 / 2025

Information, Guidelines and Regulations
Handbook for Students and Supervisors



Welcome

Welcome to the Division of Health Sciences Dunedin-based Summer Research Scholarship Programme for 2024/2025.

The Summer Research Scholarship Programme encourages participation from students and staff of the Dunedin School of Medicine (DSM), the School of Biomedical Sciences (BMS), the Faculty of Dentistry, and the Schools of Pharmacy and Physiotherapy.

The main objective of the programme is to give undergraduate science and health professional students their first introduction to research. Many eventually go on to take up a career in research. Some of our most successful researchers gained their first taste of research as summer students. Those that do not make research a part of their future, will find nonetheless that exposure to a research environment enriches their degree, and hones their critical thinking ability - a skill that is of prime importance in today's workplace.

We hope that some of you may be sufficiently excited by research to make it an important part of your career and we wish you the best of luck in your research endeavours.

Professor Greg Jones

Chair

Summer Research Scholarship

Assessing Committee

Dr Manon Knapen

Manager

Summer Research Scholarship

Programme

Contacts and Assistance

For all queries related to the Summer Research Scholarship Programme contact:

Dr Manon Knapen

Health Sciences Divisional Office

Physiotherapy Building

Great King Street

Dunedin

Email: summer.research.scholarship@otago.ac.nz

Tel: 021 279 1225

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Important Dates

Early June 2024	Advertising to students and staff
June - July 2024	Students approach supervisors and decide on a project
15 August 2024, 5.00pm	Closing date for applications
September 2024	Summer Research Scholarship Assessing Committee meets to assess applications and allocate scholarships
October 2024	Students receive notification of outcome Successful students receive their contracts
Early November 2024	Contracts due
November 2024	Research projects commence First payment made to students
25 November 2024	Latest start date for summer scholarship projects
December 2024	Second payment made to students
25 Dec 2024 – 3 Jan 2025	University's Christmas break
January 2025	Third payment made to students
20 February 2025, 5.00pm	Final reports due
March 2025	Committees meet to assess reports
April 2025	Final payment made to students once report and any required forms are received, and reports are deemed satisfactory by the respective Committees

General Information

The Summer Research Scholarship Programme involves a student completing a research project over the summer break in an area of interest such as clinical or laboratory-based research, biomedical science, ethics, or public health.

The Dunedin-based scholarships are of 10 weeks' duration and participating students are awarded a tax-free educational grant with a minimum stipend of \$6,000.

This handbook is designed for students and supervisors wishing to carry out a summer research scholarship in Dunedin. If a student wishes to be based in either University of Otago, Christchurch (UOC) or University of Otago, Wellington (UOW), they must apply through the Programmes based at either the Christchurch or Wellington campuses.

Supervisors from Dunedin Schools based at UOC or UOW can apply to the Dunedin-based SRS Programme or their local Programme but not both.

Supervisors from Dunedin Schools who are permanently based outside of Dunedin are able to host a student locally. The nature of this locality arrangement must be explicitly stated in the application.

Further information is available on the Division of Health Sciences website. Application forms and an up-to-date list of some of the available projects and scholarships can also be found there: www.otago.ac.nz/healthsciences/research/summerscholarships

**Applications to the Summer Research Scholarship Programme are due
Thursday 15 August 2024, 5.00 pm**

Scholarships available

We administer scholarships from different funders. Some of these are for specific groups of students, i.e. medical students, Māori or Pacific Island students, whereas the criteria for others are broader. Masters' thesis and PhD candidates are not eligible for summer scholarships.

Other miscellaneous scholarships are offered each year and details of these will be posted on the website as they arise.

When applying for a summer scholarship, you will automatically be considered for any of the scholarships for which you are eligible.

Scholarships available include:

Otago Medical Research Foundation (OMRF) Scholarships

Open to all Sciences and Health Sciences students based in Dunedin for projects related to human health, including biomedical sciences and public health.

The OMRF will fund approximately 15 projects. These scholarships are worth \$6,000. There are also two prestigious named scholarships (Garth McQueen and Allan Wilkinson Scholarships).

Included within the 15 scholarships, there is one scholarship assigned to the research area of Parkinsons/Alzheimers/Elderly health issue. There are also scholarships that the OMRF administers on behalf of other charitable organisations, subject to confirmation each year of availability, including:

- * *The Marion Rhodes Memorial Scholarship*
For projects related to oncology or palliative care

Other External Sponsors Scholarships

A number of scholarships are funded by external sponsors, subject to confirmation each year. Sponsors may include:

- * Australian & New Zealand Society for Geriatric Medicine, for an older person's health project
- * Elspeth Gold, for a men's health project
- * GlycoSyn, for a viruses / virology / anti-virals project
- * Maurice and Phyllis Paykel Trust, for a medical student
- * National Heart Foundation, for a heart disease project

Division of Health Sciences Scholarships

For Māori and Pacific Island students supervised by a staff member of the Dunedin School of Medicine, School of Biomedical Sciences, Faculty of Dentistry, School of Pharmacy or School of Physiotherapy.

These scholarships are worth \$6,000.

- * 2 scholarships for Māori students
- * 2 scholarships for Pacific Island students

Dunedin School of Medicine (DSM) Scholarships

For projects supervised by a staff member of the DSM.

If your supervisor works in the DSM, you are eligible for a DSM scholarship. These scholarships are worth \$6,000.

- * 2 scholarships will be funded by the Dunedin School of Medicine

School of Biomedical Sciences Māori Summer Scholarship Te Kura Mātai Rongoā-Koiora Raumati Māori

Hāpaitia te ara tika pūmau ai te rangatiratanga mō ngā uri whakatipu

Foster the pathway of knowledge to strength, independence and growth for future generations

The aim of this scholarship is to support the development of Māori biomedical researchers and enable Māori to reach their full potential. The School of Biomedical Sciences (BMS) will offer up to two Māori Summer Research Scholarships in 2024. The scholarships are valued at \$6,000.

To note:

- * You are also eligible to apply for other Divisional scholarships and, if your project is in the area of health research, Otago Medical Research Foundation scholarships.
- * The BMS requests that successful applicants consider agreeing to having their name, photograph, and general details used in newsletters and for BMS publicity.

Painga (Eligibility)

Applications are open to tauira who identify as:

- i. Māori; and are
- ii. Planning to do a summer project under primary supervision of a member of staff in a BMS Department.

Mahi tonu (Application Process)

- * Submit an application to the Division of Health Sciences Summer Research Scholarship Programme by Thursday 15 August 2024, 5.00 pm.
- * Provide additional information requested below.

If you have questions about the application or process, contact bmsadmin@otago.ac.nz

Kōwhiritanga (Selection Process)

The selection committee, consisting of the Dean of BMS or their nominee, Associate Dean Academic BMS, Associate Dean Research BMS and the Associate Dean Māori BMS, shall consider the following factors in recommending awarding the scholarships:

- (i) On the quality of the proposed research;
- (ii) The applicant's academic ability;
- (iii) The applicant's potential involvement and commitment to Māori communities;
- (iv) The applicant's interest and commitment to research;
- (v) Advice and recommendations from appropriate University staff as needed.

The selection committee reserves the right not to award the scholarships in any given year if there are no candidates deemed suitable.

Note: In exceptional circumstances the Dean, BMS, may approve variations to these regulations.

Additional information

This is requested **in addition** to the application as outlined on page 13 of this Handbook.

1. **Whakapapa;** please state your:
Iwi
Hapū
Marae

Applicants may wish to provide information about:

2. **Whakarāpopoto mai āu mahi me ētahi o āu kaiārahitanga ki roto i ngā hapori Māori me ngā rōpū Māori hoki.** Please outline your involvement and any leadership activities with Māori communities and organisations (250 words maximum).

School of Biomedical Sciences Pacific Peoples' Summer Scholarship

The aim of this scholarship is to support the development of Pacific Island biomedical researchers and enable Pacific Island students to reach their full potential. The BMS will offer up to two Pacific Peoples' Summer Research Scholarships in 2024. The scholarships are valued at \$6,000.

To note:

- * You are also eligible to apply for other Divisional Scholarships and, if your project is in the area of health research, Otago Medical Research Foundation Scholarships.
- * The BMS requests that successful applicants consider agreeing to having their name, photograph, and general details used in newsletters and for BMS publicity.

Eligibility

Applications are open to students who are:

- i. Of Indigenous Pacific Island descent (either domestic or international); and
- ii. Doing their summer project under primary supervision of a member of staff in a BMS Department.

Application Process

All applicants must:

- * Submit an application to the Division of Health Sciences Summer Research Scholarship Programme by Thursday 15 August 2024, 5.00 pm.
- * Provide additional information as requested below.

If you have questions about the process, please contact Htin Lin Aung
htin.aung@otago.ac.nz.

Selection Process

A BMS Dean's selection committee consisting of the Dean BMS or nominee, Associate Dean Academic BMS, Associate Dean Research BMS, and the Associate Dean Pacific BMS shall consider the following factors in recommending award of the scholarships:

- i. The applicant's involvement and commitment to Pacific Islands communities;
- ii. The applicant's interest and commitment to research;
- iii. The applicant's academic ability;
- iv. The advice and recommendation from appropriate University staff.

The selection committee reserves the right not to award the scholarships in any given year

if applications are deemed of insufficient quality.

Note: In exceptional circumstances the Dean, BMS, may approve variations to these regulations.

Additional Questions for Pacific applicants

These are requested in addition to the application as outlined on page 13 of this Handbook.

1. Island(s) of Heritage/Origin
2. Please outline your involvement and any leadership activities with Pacific communities and organisations (250 words maximum).

Health Research Council (HRC) Studentships

These are managed by the HRC, please follow links provided for application details.

1. Ethics Summer Studentships

For projects in ethics or bioethics.

Value of \$7,500. The HRC Ethics Committee stipulates the topics for projects each year. The topics for 2024 will be advised in July. See the HRC website for up-to-date information.

<https://gateway.hrc.govt.nz/funding/career-development-awards>

2. Māori Health Research Summer Studentships

Value of \$7,500. **Deadline 25 July, 1pm**

<https://gateway.hrc.govt.nz/funding/maori-health-research/2024-maori-health-research-summer-studentships>

3. Pacific Health Research Summer Studentships

Value of \$7,500. **Deadline 25 July, 1pm**

<https://gateway.hrc.govt.nz/funding/pacific-health-research/2024-pacific-health-research-summer-studentships>

Applying for a scholarship

General points

Any data obtained during a summer research scholarship must not be used in a dissertation or thesis of a degree or discipline.

If the student is unable or unwilling to complete the project (due to illness, unforeseen event or any other reason) the Summer Research Scholarship Assessing Committee shall assess the amount of work completed and the proportion of the scholarship the student is entitled to receive. Note that this may, in some cases, result in a student refunding a portion of the scholarship received.

Summer research students may be asked by their sponsors to present their summer research outcomes in a public forum.

Student's eligibility

Important Information:

In order to be eligible for a tax-free summer scholarship in any given year a student **must be intending to enrol at any University in the following year**. This is to ensure that the University meets its tax and legal requirements when advertising and paying a tax-free scholarship. If the student does not return to study in 2025, they will be required to pay withholding tax by the Inland Revenue Department (IRD). Students can get guidance on the IRD website on how to do this. The University requires all summer students to sign a contract stating that they are intending to enrol for University study in 2025.

Any **undergraduate student** who is currently enrolled at the University of Otago and intends to enrol at any University in the following year is eligible to apply for a scholarship. Students must be based in Dunedin over the summer period to undertake the project, and be supervised by Dunedin-based staff of the University of Otago.

A student who has previously held a centrally funded Summer Research Scholarship in the Division of Health Sciences is not eligible to hold a second centrally funded scholarship, except for Māori and Pacific students, and in cases where a justification is provided as to the benefits of holding a second scholarship.

The purpose of the summer research scholarship is to provide research experience to undergraduate students and therefore is not designed for Master thesis and PhD candidates. Students with PhDs, master's or who have already graduated are not eligible for these scholarships either.

A project will not be funded if the student has a family or personal relationship with the supervisor. This is in line with the University's Ethical Behaviour Policy (see below) which states that members of staff should not be involved in the supervision or assessment of

students with whom they have a family, or personal relationship.

<https://www.otago.ac.nz/administration/policies/otago003161.html>

Finding a supervisor

Students are encouraged to be proactive about finding a supervisor and a project. They should think about what they are interested in and any particular lecturers or topics they particularly enjoyed, and then contact these people. Students can also make use of the Health Sciences Staff Expertise Database to find out about the research interests of particular staff:

<http://www.otago.ac.nz/healthsciences/expertise/index.html>

Details of available projects may be posted on departmental noticeboards or advertised on departmental websites. From time to time supervisors will post available projects on the Division's website:

<http://www.otago.ac.nz/healthsciences/research/summerscholarships/dunedin/>

Supervisor's eligibility

- * Supervisors must be academic staff of the University of Otago or health professional staff of Te Whatu Ora Southern. If the primary supervisor is a member of Te Whatu Ora then the project must have a University staff member as co-supervisor. All Te Whatu Ora staff should discuss this with Health Research South.
- * Staff of other institutions will be accepted as co-supervisors only where it is clear that the project represents a genuine collaboration between the external supervisor(s) and supervisor(s) from the University. The collaboration must be made explicit in the application.
- * Postdoctoral Fellows (PDF) can be primary supervisors if they have a senior academic as a mentor.
 - One mentee per mentor
 - Mentoring a PDF is equivalent to being primary supervisor i.e. a mentor cannot also be primary supervisor in the same year (unless one of the student is Māori or Pacific, see clause below)
- * Each supervisor can supervise two students as primary supervisor **if one of those students is either a Māori or Pacific Island student.** If applications for more than one (or two) student(s) per supervisor are received by the Committee, they will be returned to the supervisor to choose which applicant(s) they wish the Committee to consider.
- * Each supervisor can be secondary supervisor of no more than **two** further students.

- * Supervisors must be available to the student during the scholarship period or provide suitable cover (i.e. a co-supervisor) if they are to be absent for short durations limited to no more than 30% of the duration of the scholarship. **Any co-supervisors must be named on the cover sheet.**

Guidelines for projects

- * More than one applicant for the same project will not be accepted.
- * Only one project application per student will be accepted.
- * The project should be technically sound and should give the student a broad experience of research, from design through to write-up i.e. a project that consists of a literature review only is unlikely to score highly.
- * There should be evidence that the project provides sufficient work for the student for ten weeks, and that the data collection and analysis will not exceed ten weeks. The project must not be overly ambitious. See comment about late completion of projects.
- * Projects that are entirely data gathering (i.e. no interpretive component) will not be funded.
- * Where volunteers are to be recruited, the number of cases should be sufficient to form a conclusion. For clinical projects, please be aware of the **difficulty of recruiting patient participants over the extended Christmas period** due to the closure of clinics.
- * If the project involves a survey or requests for lay or patients participants, any consent letters sent out by the student must include all relevant information related to the project including: funding body, supervising academic, sponsoring School, confirmation of ethical approval etc.
- * Please note that the Animal Ethics Committee has expressed concern regarding the suitability of some animal-based projects for summer students. A memorandum is circulated annually to departments hosting summer students, which attempts to provide guidance on the appropriate ethical cost-benefit balance that such activities would be expected to achieve.
- * Any travel-related costs associated with the project must be funded by the supervisor.

Format for application

Applicants **must** use the application template, and provide:

1. COVER SHEET

2. APPLICATION:

Project title - Supervisor

Summer project proposal - Supervisor

Supervisors to write a project proposal describing the proposed research project, including background, aim, hypothesis and methods. This section should be no more than 1000 words or two pages.

Student's role - Supervisor

Supervisors to describe how the student will contribute to the project.

Lay summary - Student

Students to write a summary in simple, non-technical language to tell the story of their research project (250 words or less). This section must be written in terms that are understandable to the general public. All abbreviations must be defined.

Research interest - Student

Students to write a paragraph about their interest and enthusiasm for their summer project (250 words or less).

Those applying for the **BMS Māori or Pacific Peoples' scholarships** must also supply answers to the additional questions associated with these scholarships (see pages 6-9).

Letter of support - Supervisor

The letter from the primary supervisor must be signed by the Departmental Head or Dean. E-signatures are fine.

3. PROOF OF ETHICAL APPROVAL (if applicable):

It is an essential requirement that ethics and compliance approvals, including Te Whatu Ora Southern or other Locality approvals, are in place prior to the commencement of the project.

If your approvals **are in place** at the time of application then write the approval number on the cover sheet **and** attach a copy of the approval letter to your application. Proof of ethical approval must be forwarded to Manon Knapen prior to commencement of the project if not already in place at the time of application.

4. STUDENT'S FULL ACADEMIC RECORD(S) from eVision

Online submission process

All applications must be **submitted online**. Applications will not be accepted via email.

Submit at <https://www.otago.ac.nz/forms/hesci-summer-scholarships-dunedin/>

If you have any problems, please contact summer.research.scholarship@otago.ac.nz

Only one PDF file (.pdf) can be uploaded. It must contain:

- * Cover sheet
- * Application
- * Supervisor's letter of support
- * Ethical approval(s) (if applicable)
- * Full academic record(s) from eVision

File name:

Name your file in the following format: surname_firstname.pdf

e.g. if your name is Tui Parker then name your file: parker_tui.pdf

Assessment of applications

The scholarships are awarded on the basis of the:

- * merits of the proposed project
- * student's skills in relation to the project
- * **feasibility** of completing the proposed project within the allotted 10-week period
- * student's academic record

Assessment of the applications for Summer Research Scholarships is carried out by the Summer Research Scholarship Assessing Committee. It is composed of clinicians and scientists from a broad cross section of academic disciplines.

**Summer Research Scholarships Applications are due
Thursday 15 August 2024, 5.00 pm**

Receiving a scholarship

Timing of the project

Summer projects should start by mid-November to allow for 10 weeks of work and a summer break before return to study in 2025. Please note, therefore, that projects must commence no later than the 25th of November 2024.

Ethical approval

It is an essential requirement that ethics and compliance approvals, including Te Whatu Ora or other locality approvals, **are in place prior to the commencement of the project**. Failure to have approvals in place could impact the students' payments.

Projects that fail to receive all appropriate approvals by early December will be reviewed by the Pro-Vice-Chancellor, Health Sciences with the possibility of cancelling the summer scholarship.

It is the primary supervisor's responsibility to obtain all necessary approvals so that the student can commence their summer scholarship on time. Please be aware that some projects have been delayed considerably by supervisors leaving these permit applications to the last minute or designing projects that are too ambitious.

All work involving animals requires approvals of the University of Otago's Animal Ethics Committee. Work involving human subjects requires approval of the Health and Disability Ethics Committee or the University of Otago Human Ethics Committee. Work involving any Te Whatu Ora patients, medical records, Te Whatu Ora staff time or resources requires locality approval from Health Research South.

EPA approval

Work involving genetically-modified organisms requires approval from the EPA or the University of Otago's Institutional Biological Safety Committee (IBSC). Once again it is the supervisor's responsibility to ensure these approvals are in place before the start of the summer project.

Health and safety training

It is important for supervisors to be aware that they are responsible for ensuring that their students receive appropriate health and safety training for the particular techniques and materials that they will be using during their project.

Buidling access over summer

Supervisors should ensure that students have access to necessary buildings and laboratories, computer facilities and libraries and that they are provided with security or ID cards if needed. Planning in advance can save valuable time once the student arrives.

Late completion of projects

Students need to be available to fully participate in coursework once this commences in 2025. If a staff member is supporting their summer student to complete and/or present work after a course commences then this must not infringe on teaching and course requirements in any way. No allowances will be made if a project runs into semester 1.

Changes to projects

The scholarship is awarded for the project and student specified at the time of application. The scholarship cannot be transferred to another student. **Prior permission must be sought (with justification provided) prior to making changes to the project.** If this is the case, then please advise Manon Knapen, who will consult with the Chair fo the Summer Research Scholarship Assessing Committee if required.

Concerns arising during project completion

If supervisors have any concerns about the quality of the work, student attendance, or progress of the project, these **must be conveyed to Manon Knapen** as soon as they become apparent. Scholarship payments are made on the assumption that good progress is being made. Any situation to the contrary should be reported at the earliest opportunity.

Contract

Successful students will receive a contract to sign. This will need to be signed by the student and the primary supervisor, and returned **as soon as possible**.

When receiving the letter of offer and contract, the students must:

- * Check that the details are correct – *advise Manon Knapen immediately if they are not*
- * Read, fill in, and sign the contract
- * Enter bank account details into eVision
- * Get supervisor to sign the contract
- * Return the contract in a timely manner

Payments

Payments are usually made in four instalments, directly into the bank account nominated by the student, as detailed below:

- * Three monthly instalments of \$1,600 (November, December and January)
- * \$1,200 in April 2025 **once the final report is approved**

You will not receive your final payment until April 2025. The Assessing Committee must read all the reports and meet to approve them – this process takes time.

The final payment is dependent upon the:

- * submission of the final report by **20 February 2025**.
- * submission of the completion form signed by your supervisor by **20 February 2025**.
- * final report complying precisely with the reporting requirements outlined below, and being deemed satisfactory by the Summer Research Scholarship Assessing Committee.

Since the scholarship is an educational grant, it is not taxable and the amounts do not need to be disclosed in any tax returns submitted by the student.

Otago Medical Research Foundation Soiree

Summer students funded by the Otago Medical Research Foundation (OMRF) must attend a social event organised by the OMRF. **The final payment of \$1,200 is dependent upon attendance to this event.** More information will be provided to OMRF-funded students in due course.

Reporting requirements

Students are required to submit a final report and completion form by **5.00 pm, 20 February 2025**.

See Appendix A for Report writing requirements.

The **template for the final report and the completion form** can be downloaded from the website – <https://www.otago.ac.nz/healthsciences/research/summerscholarships/dunedin/index.html>

Please email summer.research.scholarship@otago.ac.nz if you run into any issues.

Final reports and completion forms must be emailed **as separate documents** to summer.research.scholarship@otago.ac.nz

File name and format:

For the report only a Word file (.docx or .doc) or an .rtf file will be accepted. **Do not send a PDF file of your report.** The completion form can be any format.

Please name your report in the following format: surname_firstname.docx
e.g. if your name is Tui Parker then name your file: parker_tui.docx

Prizes

OMRF-funded projects: the student whose work is deemed to have been the most meritorious will be awarded the annual P K Renshaw Prize.

The two highest rated applicants funded by the OMRF will be awarded named Scholarships: the Garth McQueen Summer Research Scholarship and the Allan Wilkinson Summer Research Scholarship.

Projects hosted in the BMS (and not funded by the OMRF): the Dean's Summer Research Prize will be awarded for the best Summer Research Scholarship Report.

Projects hosted in the DSM (and not funded by the OMRF): The Gil Barbezat Prize will be awarded for the best Summer Research Scholarship Report.

Appendix A: Report writing requirements

The following are some requirements for writing your report in a suitable scientific manner. Before writing, check a copy of a current medical or scientific journal.

The report contains three parts (A, B and C) and should summarise what you have done over the 10-week period, it does not have to be crammed with everything! It should be written in its entirety so that a **non-specialist** can understand your research as many of these reports have to be sent to the charitable trusts that have funded the scholarships.

General Rules

- * Font - 12-point Times New Roman
- * Minimum margins of 2.0 cm
- * Pages must be numbered
- * All abbreviations must be defined
- * Readability and presentation are important
- * Write in clear English. Is the style of your writing easy to read? Are complete sentences used?
- * Proofread carefully before submitting. You could even ask a friend or flatmate to read it for you
- * **Appendices are not allowed**

Part A. Title Page and Personal statement

- * Project title
- * Student's name, supervisor(s), department(s), sponsor
- * Personal statement as per below:

Personal statement - 250 words

Your personal statement should include highlights, future aspirations and personal comments about what you gained from the summer research experience.

Part B. Summary of the project (lay report) - 500 words

This should be a summary in simple, non-technical language to tell the story of your research, including a. the aims of the project, b. the main findings, c. key points of discussion and d. conclusions and/or recommendations.

Your summary may be used for press releases, and/or inclusion in a variety of educational and research publications or reports which may be distributed to the public.

Part C. Scientific Report – maximum 2000 words, no more than 9 pages

Abstract - 150 words

An abstract summarises the report to help a reader decide if they need to read the rest. It is a condensed version of the entire report. All abbreviations in the abstracts must be

defined.

This abstract must describe: the purpose of the work, its context and the questions(s) posed; the experimental design; the key results and the major conclusion and its significance.

The abstract may be used for press releases, and/or inclusion in a variety of educational and research publications or reports which may be distributed to the public.

Introduction - why did you study this problem?

The introduction prepares the reader for what will follow in the report. It should:

- * Clearly state the purpose or objectives of the research
- * Provide important background and/or theory
- * All references to previous studies should be properly documented

Materials and Methods - what did you do?

Describe how and when the research was conducted, including:

- * The experimental design
- * Experimental apparatus (if any)
- * Methods of gathering and analysing data including statistical methods used
- * Types of controls used

The reader should be able to replicate the experiment if they wish after reading your methods. This section should be written in the past tense as a narrative describing what you did. Methods adapted from other sources should be referenced. Photographs or diagrams may be used to help describe an experimental setup.

Results - what did you find?

Summarise observations, data and findings in this section. Tables and graphs should be used to supplement text and to present the data in a clear, concise, and more understandable form.

Tables and graphs should be labeled correctly and clearly.

Discussion – what do the results mean?

This section explains what you think your data mean and how they relate to the objectives of the project. It should describe patterns and relationships that emerged during the project.

Explain how any changes to the experimental procedure may have affected the results or offer suggestions as to why your results may have differed from expected.

Conclusion

What is now known as a result of your research? What are the practical applications of your research?

Acknowledgements

Here you must acknowledge the financial assistance provided by your funding organisation, including any sub-sponsors, together with any assistance from your supervisor or other research/technical staff. Be sure to check that you have used the correct names and titles.

You should also state that ethical or other approvals were obtained for your research, if applicable. But do not state the permit numbers.

References - max one page

All references should be cited correctly and consistently. Your supervisor can offer advice on this. References **have** to be in font 12-point Times New Roman. **Please note the references are additional to the 2000 word count / 9 pages allocated to Part C of the report.**

Health Sciences Divisional Office
University of Otago
PO Box 56 | Dunedin
otago.ac.nz/healthsciences

