

**DMSS Terms of Reference: Student Innovation and Research Award**

**Revised May 6<sup>th</sup>, 2021**

DMSS Student Innovation and Research Award (SIRA)

- a. The aim of SIRA is to help reduce out-of-pocket costs for non-RIM research and to recognize medical students' projects.
- b. Application criteria:
  - i. Applicant must be a medical student at Dalhousie Medicine.
  - ii. Research project is not part of the RIM program.
  - iii. Applicant demonstrates financial need.
- c. The SIRA Committee shall comprise of 6 representative members to provide input aligned with their portfolios and to guide the decision for award recipients.
  - i. Past-President: *Chair*. Provides institutional guidance with knowledge of DMSS documents and directs discussion.
  - ii. VP Med Ed: *Vice-Chair*. Coordinates resources provided by the DMSS and UGME.
  - iii. VP NB: *Advisor*. Coordinates NB applications and resources specific to NB.
  - iv. DMJ Editor-in-Chief: *Advisor*. Evaluates the scientific quality of the application.
  - v. Student Diversity and Inclusion Committee (SDIC) Representative: *Advisor*. Provides a critical lens to ensure that our processes are aligned with the DMSS Equity Statement.
  - vi. Appointed member: *Advisor*. Appointed from the general student body based on strong research background.
- d. The appointed member shall be selected for a one-year term by the Past-President, VP Med Ed, VP NB, DMJ Editor-in-Chief, and SDIC Representative. The call for applications shall begin in the first week of September, and the member shall be appointed by September 30<sup>th</sup>. The applicant shall be evaluated on their research and relevant experience.
- e. The selection committee shall meet five times throughout the year, on the first week of October, December, February, April, and June. Each application cycle shall begin following the previous SIRA Committee meeting, and the deadline shall be one week prior to the meeting. Each application cycle will start anew, with no applications automatically carried over.
- f. The committee shall objectively evaluate the applications based on the SIRA Committee Scoring Rubric, with subjective discussion around the strengths and areas of improvement for each project. The Chair shall provide a decision letter for each application with relevant and constructive feedback taken into consideration.
- g. The selection committee shall be accountable to the DMSS. The Chair shall create a bi-monthly report to present at the DMSS meeting.
- h. The annual budget shall be allocated evenly for each meeting to set an awarding limit per application cycle. The funding decisions for any outstanding sums shall be up to the discretion of the selection committee.
- i. All applications shall be stripped of identifiers without compromising the quality of the application by the Chair of DMSS prior to the committee meeting. Each member of the SIRA Committee shall follow the SIRA Policy on Conflict of Interest and maintain confidentiality of the projects and discussions.