



RCSI

RCSI Bahrain Research Summer School Guidelines 2019

RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE

Table of Contents

1. Purpose..... 3

2. RSS Overview..... 3

3. RSS Projects..... 4

3.1 RSS Principle Investigator (PI)..... 4

3.2 RSS student..... 4

3.3 Hosting an RCSI student..... 4

3.4 Applying as a PI..... 4

3.5 Applying as a student..... 5

 I. Advertised projects 5

 II. Student driven projects 5

3.6 Student selection process 5

3.7 Funding 6

3.8 Presenting/Publication 6

3.9 Reporting..... 6

3.10 Awards 6

4. Roles and Responsibilities of RSS PI and Student 7

Appendices..... 8

 Appendix I – Project Overview Form (POF)..... 8

 Appendix II – Project End Report (PER) 8



1. Purpose

The purpose of this document is to ensure that the RCSI Bahrain Research Summer School (RSS) affords all students with the same opportunity to become exposed to a positive research environment. Furthermore, this document will ensure an open and transparent process in terms of application, selection, funding and supervision.

2. RSS Overview

The purpose of the RCSI Bahrain RSS is to introduce RCSI undergraduates to the world of research as their first step in becoming future researchers. The RSS provides our undergraduate students across all campuses (Bahrain, Dublin, Perdana and Penang) an opportunity to become involved in research projects during the summer months. In most cases, multiple students are selected for individual projects providing students the opportunity for local, international and interdisciplinary peer collaboration. Students spend approximately 8 weeks of the summer in a non-laboratory, laboratory or clinical setting, working on a research project under the supervision of an RCSI Bahrain supervisor. The college has identified 4 key thematic research areas in which to focus its research energy. These are Cardiovascular and Endocrinology, Oncology, Medical Education and Biosciences. Under these 4 key thematic research areas, the projects may be focused on but are not limited to: Pharmacology, Biochemistry, Biophysics, Microbiology, Molecular biology, Physiology, Psychology, Public Health and Epidemiology, Community Care, Private Care, Health Professions Education, Clinical Investigation and Bioethics. At the end of the programme, students are required to submit an abstract to the RCSI Bahrain International Research day and complete and present a PowerPoint poster/oral presentation of their research findings at the conference.

3. RSS Projects

3.1 RSS Principle Investigator (PI)

An RCSI PI is an RCSI Bahrain academic, clinical tutor, registered alumni or non-academic that possesses sufficient knowledge, skills and training in the research area to provide accurate advice, training and guidance to hosted students. Alumni projects conducted in sites that are their place of work must include a consultant (medicine) or ward supervisor/direct manager (nursing) as a PI on the project.

3.2 RSS student

An RCSI student is an RCSI Bahrain undergraduate from the School of Nursing and Midwifery (SONM) or the School of Medicine (SOM). Guest RSS students are undergraduates from RCSI Dublin, Penang, or Perdana. RSS students must successfully pass all of their modules in the first sitting in the year the RSS is planned to take place. Students undertaking supplemental examinations are not eligible for RSS. Students can only take part in one RSS project at a time.

3.3 Hosting an RCSI student

Hosting an RCSI student is defined as providing a physical space (office, clinical environment and/or laboratory) where the RSS project will be conducted. RCSI Bahrain is responsible for hosting students that are undertaking projects by RCSI-Bahrain academics, clinical tutors and non-academics only. RCSI Bahrain will provide office and laboratory space only for these students. Clinical tutors are responsible for providing students access to clinical environments. Registered alumni are responsible for providing all physical space required by their students.

3.4 Applying as a PI

Interested PIs complete a Project Overview Form (POF) (**Appendix I**) which should be submitted to the rssi@rcsi-mub.com by the closing date. All projects are evaluated by representatives of the RCSI Bahrain Research Office (RO). Evaluation criteria include

- scientific merit
- quality of project overview
- alignment with RCSI strategic plan
- potential for student development
- potential for interprofessionalism

Successful PIs will be notified by the RCSI Bahrain RSS.

3.5 Applying as a student

Students can apply for an RCSI project in two ways:

I. Advertised projects

POF's will be advertised to undergraduate students through the RCSI Bahrain vle and website. Students are responsible for ensuring that they meet any requirements stated by the PI in the POF. To apply, students must complete the below:

Student Name and University Email address	
Project Number	
Statement of Interest (150 words maximum)	
<i>The statement of interest may include any previous research, training or educational experience, or personal interest in the research topic. Students are advised to tailor statements of interest for each project.</i>	

1. Complete the above table for each project you wish to apply for. Place all tables into a single word document for submission.
2. Save the word document as your student number (e.g. 18256452) and email to rss@rcsi-mub.com by the closing date.

Submissions which do not adhere to the requirements or are incomplete will not be considered. PIs will not accept applications made directly to them.

II. Student driven projects

Interested students may approach a PI with a project idea which will be further developed collaboratively. Students with project ideas should identify an appropriate PI by exploring the research interests and backgrounds of available PIs before contacting PIs directly. Collaboratively, the POF can be submitted to the RSS for evaluation.

3.6 Student selection process

The RSS sends all student applications to PIs for selection. Students are selected at the discretion of the PI. Selection criteria may include but are not limited to

- academic experience
- academic success
- research experience
- availability
- interview

PIs are required to submit selected students names and email addresses to the RSS by the closing date.

PIs are required to provide feedback to unsuccessful students. This feedback should be provided in a timely manner so that students can organise alternative summer activities.

3.7 Funding

Projects are funded through the RCSI Bahrain RO up to a maximum fund of 500BD. The fund is to cover expenses in the project which may include but are not limited to: consumables, reagents, transcription of interviews, recording devices for interviews, purchasing articles, printing articles, statistical analysis. The RSS fund does not apply to conference fees or publication costs as RCSI Bahrain has other funds that these can be drawn from. Students can apply for the Student conference and Travel Award for conferences. Funding for publication costs can be sought by contacting the RO. Students are responsible for obtaining any necessary visas to travel, and for funding their travel and living expenses for the duration of the RSS. There is no stipend provided to students.

All RSS projects are placed under one budget code. An RCSI Bahrain representative will be responsible for raising orders and approving invoices on PIs behalf's. All requests must be accompanied by appropriate quotations. All requisitions must be approved by a representative of the RCSI Bahrain RO. receipts/invoices/POs must be provided for all spending. All disbursement of funds is the responsibility of the PI and students are not to make direct requests for funding. Any sums not spent by the end of Nov will no longer be available for the project. All awards are subject to approval by the appropriate Research Ethics Committee(s).

3.8 Presenting/Publication

RSS students are responsible for completing and submitting a PI approved abstract to the RCSI Bahrain International Research Day. RSS students are required to present either a poster or oral presentation at this conference. PIs should read and comment on students writing and encourage students to present/publish work of sufficient quality to the wider research community.

3.9 Reporting

PIs are responsible for reporting the main outcomes of their project to the RSS at the end of the year by completing the Project End Report (PER) (**Appendix II**).

3.10 Awards

RSS students will receive a certificate of completion from the Head of School of Postgraduate Studies and Research. Awards will be made at the RCSI Bahrain International Research Day for the best RSS oral and poster presentation.

4. Roles and Responsibilities of RSS PI and Student

	PI	Student
Requirements	<p>Possess sufficient knowledge, skills and training in the research area to provide accurate advice and guidance</p> <p>Organise physical space (office, clinical environment or laboratory) for the student to conduct the research</p>	<p>Comply with RSS requirements by informing the RSS director and PI if you are ineligible to take part due to repeat examinations</p>
Application	<p>Complete and submit POF.</p> <p>Provide approval of research ethics</p> <p>Submit names of selected students</p>	<p>Engage in POF if requested to do so for student driven projects.</p>
Training	<p>Provide all training (subject specific and generic skills) necessary to the student to conduct the research effectively and safely</p> <p>Provide guidance on relevant literature and research methods to the student to conduct the research effectively</p>	<p>Complete all training made available by the RSS and/or PI</p>
Supervision and engagement	<p>Agree frequency and nature of supervision that will be provided and provide adequate notice to the student of any failure to complete such supervision</p> <p>Provide constructive criticism and monitor the students engagement</p> <p>Raise any supervisee relationship difficulties that may be impeding the research with the RSS director at the earliest opportunity</p>	<p>Agree frequency and nature of research engagement and provide adequate notice and explanation of any failure to complete such engagement</p> <p>Keep an accurate record of the research activities undertaken such as detailed methods and results generated</p> <p>Incorporate PI feedback</p> <p>Raise any supervisory relationship difficulties that may be impeding the research with the RSS director at the earliest opportunity</p>
Publication	<p>Encourage students to publish their work</p> <p>Read and comment on the draft of an abstract, presentation or paper</p>	<p>Submit a research abstract to RCSI Bahrain International Research Day.</p> <p>Incorporate PI feedback. Present/publish research of sufficient quality to wider community</p>

	PI	Student
Conduct	Conduct themselves as a representative of RCSI Bahrain	Conduct themselves in accordance with the student code of conduct
Reporting	Complete and submit a PER to RCSI Bahrain Research Office.	Complete and submit a report of the RSS project to your PI if requested to do so
References	Provide a character reference on request as per RCSI Bahrain provision for references	Request a character reference as per RCSI Bahrain provision for references if required

Appendices

Appendix I – Project Overview Form (POF)

Appendix II – Project End Report (PER)