

CREMS/IMS & Other University Stipend Student Instructions

What is a Stipend student? A stipend student is a student (undergraduate or graduate) that is registered in a formal Research Experience program which pays a stipend amount. Please refer the examples below. Stipend students are not Graduate Students or Co-op Students.

What is a CREMS student? A student from the [Faculty of Medicine Comprehensive Research Experience for Medical Students \(CREMS\) Program](#). The University of Toronto (UofT) CREMS Program will pay 50% of the total stipend and the St. Michael's Investigator will pay the other 50%. These individuals are engaged by the hospital as students and are not employees of the hospital. As determined by the UofT the student is provided a stipend for doing research for knowledge purposes.

Receipts

There are two separate CREMS programs:

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| <p>Research Scholar Program - 20 months STIPEND: A student participating in the Program receives a total stipend of \$15,000 for the entire 20-month program; CREMS: \$7,500. St. Michael's Investigator: \$7,500 Eligibility: Open only to U of T first year Medical Students Website</p> | <p>Summer Program - 12 Weeks STIPEND: A student participating full time in this program receives a total stipend of \$5,500. CREMS: \$2,750. St. Michael's Investigator: \$2,750. Eligibility: Open to UofT 1st and 2nd year medical students as well as students with a Masters or Ph.D. degree. MD/PhD students are eligible to apply for a one time CREMS Summer Program, either between years 1 and 2 or years 2 and 3 of their medical training. Website</p> |
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What is an IMS Student? A student from the [Institute of Medical Science for Undergraduate and Medical Students \(IMS\) Program at the University of Toronto](#). These individuals are engaged by the hospital as students and are not employees of the hospital. As determined by the UofT the student is provided a stipend for doing research for knowledge purposes.

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| <p>IMS Summer Undergraduate Research Program The program runs for a period of 12 weeks (June 1 - August 21, 2015). Students are expected to be present for the complete duration of the program. Stipend: Different Funding options available see website. Option 3 is most typical: 50% IMS / 50% St. Michael's Investigator. Eligibility: Participants in the IMS Summer Student Program must be enrolled in medical school or pursuing an undergraduate science degree program.</p> |
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Other Students? These are students who are registered in a non-St. Michael's student program, such as but not limited to: Banting & Best Diabetes Centre, Canadian Blood Services, University of Toronto Undergraduate Student Research Opportunity Program, Ontario Genomics Institute, etc. where a St. Michael's Researcher is the Supervisor.

PROCESS:

1. Investigator to follow the procedure outlined in Appendix A.
2. Investigator is asked to complete and sign the forms "IMS/CREMS&Other University Stipend Student Forms for PI".
3. Investigator to provide the completed PI forms to the Student.
4. Investigator to provide/email the "IMS/CREMS& Other University Stipend Student Forms for **Student**" to the student for completion.
5. All students must complete online Orientation and Training prior to registration. Please inform the Student whether they are Wet Bench (laboratory), Clinical or Dry Bench (health sciences). There are different training requirements depending on the type of Student.

In-Person Registration

6. Please Instruct the Student to pre-register by the Sunday before the in-person registration session they are planning to attend at https://www.surveymonkey.com/s/ORA_pre_registration.

7. The Student must personally bring all PI and Student Forms, Certificates & documentation to the in person registration. Students must arrive promptly at the start of a session with ALL their completed paperwork.

REGISTRATION TIMES* & LOCATION:

Tuesdays 10:00 & 2:00

Thursdays 10:00 & 2:00

Location: (250 Yonge Street - 6th floor - Through the glass doors)

The Student will be entered into the Barcode Database and informed of next steps (ID Badge, Health and Safety, Training, etc.)

Questions? Cordelia Cooper, Research Employment Coordinator (416 864-3077 / cooperc@smh.ca)

APPENDIX A

1. Please copy the fields/subject line below, and paste into an email and complete the fields.
2. Send the email from the Investigator (or from a designate with a copy to Investigator) to the Investigator's Research Financial Analyst (RFA). The RFA will then check Activity Number and, if approved, forward the approval to the Research Employment Coordinator.
3. By submitting the below information via email this replaces the Investigator's signature and indicates approval of the engagement and funding terms.

Subject Line: *PI Name - Student Name - Activity Number Approval for Paid T4A Student (CREMS, IMS, Other)*

Investigator Name & Ext:

Program Manager Name & Ext (if applicable):

Name of Student:

Position: T4A Student

Start Date:

End Date:

Name of Program (e.g., CREMS, IMS etc.):

St. Michael's Stipend* for period: \$

University Stipend for period: \$**

TOTAL Stipend from both St. Michael's and University Sources: \$

Company/Accounting Unit/Activity Numbers & Percent (*the stipend can be distributed up to 4 Activity Numbers – example:*

Example: 2-61-12121-12121-100%)

- 1.
- 2.
- 3.
- 4.

Do all the activities listed above belong to you?

If no, indicate who they belong to:

***Note:** All PI's who own any of the abovementioned cost centre(s) must be copied in the request for RFA approval.

Is the Student a family member* of the supervisor (or the individual responsible for the decision to engage this incumbent)?**

Is the Student affiliated with an organization in which the supervisor or the supervisor's family member* has a financial or ownership interest?**

* The amount of stipend that will be paid directly to the Student through St. Michael's Payroll.

**The amount of stipend that will be paid directly to the Student through the University's Payroll.

***Family Member includes a spouse, domestic partner, child, parent, sibling, grandparent, grandchild or other close relation. For the purpose of this policy (i.e., Research Conflicts of Interest), a family relationship includes biological relationships, adoptive relationships, relationships created through marriage and other relationships in which care-giving or dependency exists. Please note that if you check "Yes", before this hire can be processed this information will be forwarded to the Office of Research Administration for review under the Research Conflicts of Interest Policy