

Project Summary Form - 2026-27

Form Preview

2026-27 VACATION STUDY PROGRAM

* indicates a required field

BEFORE YOU START (please read)

The Vacation Study Program (VSP) is a 6-week placement that provides a foundational research experience for 2nd-4th year university students. It provides a hands-on experience to real-world health research projects delivered within Canberra Health Services (CHS) or the Health and Community Services Directorate (HCSD).

For supervisors, VSP strengthens research capacity across CHS and HCSD by providing the opportunity to lead a research project, build project management and supervisory experience, and access workshops that support effective supervision.

Applications are merit assessed with places in the Program limited. As such, not all project proposals will be selected and funded. Incomplete/late applications will not be considered.

SECTION 1 - PROJECT INFORMATION

1.1 Project Title *

Provide a clear project title (avoid acronyms where possible).

1.2 Project summary

A project summary should clearly define the problem and its context, identify existing gaps in evidence, and articulate the research question.

- **Problem & context** - Briefly describe the problem/need within the local and/or national context. What is the issue, for whom, and why does it matter?.
- **Evidence gap** - Summarise key existing evidence (peer-reviewed and/or relevant guidelines/grey literature). What do we already know, and what's the gap your project addresses?.
- **Research question** - State a clear research question your project is trying to answer. Consider using a framework e.g. PICO or CoCoPop etc. as a guide to generate your research question.

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1.3 Proposed research methods

Methods should be aligned with the research question. Please include:

- Study type/design: e.g., scoping review, observational cohort study, qualitative interviews.

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- Data/sources: what, where from, and access arrangements.
- Sample/eligibility (if relevant): inclusion/exclusion.
- Analysis plan: what analyses will be undertaken and how results will be interpreted.
- Student tasks across the research cycle: focus on meaningful research engagement (e.g., literature review, analysis, interpretation, writing and/or dissemination), not only routine tasks such as data extraction/cleaning.
- 6-week feasibility: clearly state what will be completed by Week 6, versus what may start before and/or continue after the placement. Note any key dependencies (e.g., data access, ethics approvals, software) and how you will manage risks early in placement.
- Progress to date (if any): briefly summarise what's already been done (e.g., protocol drafted, key literature identified, ethics application underway, data availability checked).

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1.4 Data readiness

If your project uses existing data, confirm what will be ready for the student by Week 1.

Select all that apply and provide details. *

- Data already extracted
- Data cleaning mostly complete
- Data dictionary/codebook available (or will be created by Week 1)

Provide detail on selections made above or anything else that should be captured. *

1.5 Please describe anticipated outcomes of your VSP project

Identify at least 1-2 other project outputs/deliverables (in addition to the program requirements: a final report and presentation). For example, planned research dissemination either at a conference i.e CHARM and/or journal publications etc.

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1.6 Preferred study discipline being undertaken by the student *

For example, a nursing or medical student.

1.7 Benefits to the student and to the organisation

In 4-6 bullet points, describe:

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• what the student will learn (skills and experience). • how the host organisation will benefit (service improvement, evidence base, outputs). • how the work will be used after the placement (e.g., briefing, implementation, publication pathway).

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1.8 How does this project align with Better Together: A strategic plan for research in the ACT health system

Identify which objective(s) from the [Better together - A strategic plan for research in the ACT health system 2022-2030](#) this project supports and explain, in 2-4 sentences, how the project contributes in a practical way (e.g., value-based care, workforce capability, research translation, partnerships, equity).

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1.9 Will the student be in a patient-facing role at any time during the project *

- Yes
 No

Describe the patient-facing activities, supervision arrangements, any required clearances (e.g., WWVP, immunisations), and how patient privacy/consent will be managed.

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SECTION 2 - IT AND BUILDING ACCESS REQUIREMENTS

2.1 What building access will the student require. Select all required locations for the student to complete the project. Only request what is necessary for the project activities and supervision plan. *

- Canberra Hospital Campus
 North Canberra Hospital
 Health and Community Services Directorate Bowes Street Office
 Health and Community Services Directorate Howard Florey Centenary House (HPS)
 No building access required
 Other:

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Please list the specific area/s within the Canberra Hospital the student will need access to *

2.2 What file access will the student require *

- Health and Community Services Directorate
- Canberra Health Services
- None of the above
- Other:

What is the team name or objective folder the student will require access to *

The student will require similar access to *

Please enter the name of an existing staff member who's access to objective files will be the same as the students

Please list the Q drive file path here: *

*

- Read only access
- Read/write access

2.3 What software will the student require *

- Clinical portal
- Clinical patient folder
- DHR
- PACS (radiology software)
- None
- Other:

SECTION 3 - SUPERVISION DETAILS

3.1 Primary supervisor name *

First Name

Last Name

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Enter the details of the primary supervisor who will be responsible for day-to-day supervision and project delivery.

Organisation affiliation *

- Health and Community Services Directorate
- Canberra Health Services

Eligibility requirement: The PRIMARY supervisor MUST be from Health and Community Services Directorate or Canberra Health Services. Academic partners are welcome as co-supervisors.

Position title *

Enter your current position title.

Telephone *

Must be an Australian phone number.

Provide an Australian phone number where you can be contacted during business hours.

Email *

Must be an email address.

Provide your work email address.

Lead discipline *

- Nursing and Midwifery
- Allied Health
- Medicine
- Pre-clinical
- Health Economics
- Biostatistics
- Epidemiology
- Health Policy
- Other:

No more than 1 choice may be selected.

3.2 Which best describes your research supervision experience? *

- I have supervised research projects to completion (primary or co-supervisor).
- I have supported research projects (e.g., advisory role), but have not supervised a research student/project to completion
- I have supervised clinical training/placements only (not research supervision).
- I have not supervised research projects previously.

Provide details of your RESEARCH supervision experience (not clinical placement supervision).

Please Include:

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- Supervisee level(s): honours / HDR / intern/RA / summer student / other
- Your role: Primary supervisor, Co-supervisor/secondary supervisor or Advisor
- Approx. number of research projects supervised to completion
- Typical methods you've supervised (e.g., quantitative analysis, qualitative analysis etc.)

*

Outputs achieved (tick all that apply): *

- final report
- abstract/poster
- oral presentation
- manuscript draft/submission
- ethics/governance submission

If you are new to research supervision, please describe the strategies or supports in place to ensure effective supervision for this project. Please include:

- Name and email of a co-supervisor with strong research supervision experience who will actively support you and the student.
- How you will ensure the student receives methodological/analysis support (e.g., access to stats/methods support).

*

3.3 Publication history (last 5 years preferred) *

List your two most recent publications or research outputs (preferably from the past 5 years). If you have limited publications, include other relevant outputs (e.g., reports, guidelines, conference abstracts, audits). Examples include: citation/DOI, conference abstract title, internal report title, or poster/presentation title.

3.4 Co-supervisor Nomination

Will this project have a co-supervisor?

A co-supervisor can be from any ACT organisation (e.g., HCSD, CHS, academia, HCCA, or other partner organisations).

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- Yes
- No

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Co-supervisor details

First Name

Last Name

Organisation

Position title:

Email address

Phone number (optional)

Co-supervisor role (select all that apply)

- Active co supervisor (will provide ongoing support to the primary supervisor and student during the project)
- Methods/analysis support (will provide research methods or analysis guidance as needed)
- Contingency cover (will step in to supervise if the primary supervisor is unexpectedly unavailable and/or during summer holiday period)
- Content/clinical context adviser (will provide subject matter guidance for the project area)
- Other:

Briefly summarise the co supervisor's research/supervision experience relevant to this project

Include (as applicable) prior research supervision (e.g., honours/HDR/intern projects), methods expertise (e.g., qualitative, quantitative, reviews, audits) and example outputs supported (report, abstract/poster, publication, presentation).

SECTION 4 - ETHICS REQUIREMENTS

If your VSP project is a new project, you will need to make an application for ethical review. All ethics applications are made via the REGIS platform [REGIS Login - REGIS \(nsw.gov.au\)](https://www.nsw.gov.au/regist/login) For a low risk project, the committee meets every two weeks and researchers should factor in a four week turnaround time from submission to review and outcome. For a greater than low risk project, the committee meets every month and researchers should factor in an eight week turnaround time from submission to review and outcome.

4.1 Does your project require Ethics approval? *

- Yes No

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Confirm how the project will remain feasible within the 6-week placement given ethics timing *

- Ethics approval already in place
- The ethics application or amendment will be submitted prior to the commencement of the placement to ensure all approvals are finalised

Ethics application number *

Will your project need to be amended to add a VSP student? *

- Yes
- No

Existing ethically approved projects require an amendment request to add a student.

Explain why a VSP student does not need to be added *

Ethics information about adding a student to project

You will need to submit an amendment request to add a student. These submissions are accepted via email to ethics@act.gov.au To add a student, you will need provide a letter to the committee, please use the ROAR* acronym/method, providing the student's name, role in the project and a copy of their CV and Good Clinical Practice (GCP) certificate. The preferred GCP training provider is A-CTEC [Home | ACTEC \(myopenlms.net\)](https://www.act.gov.au/actec) access to the platform is free of charge.

- Reason for submission
- Overview of situation/amendment from PI
- Any ethical implications
- Required action/s

Ethics information about which type of approval they should apply for

Student projects are considered to be research training and are categorised as research rather than quality assurance/improvement (QAI). Supervisors are advised to submit all projects for ethical review.

What type of ethics approval will you apply for:

- Low risk project (researchers should factor in a four week turnaround time from submission to review and outcome)
- Greater than low risk project (researchers should factor in an eight week turnaround time from submission to review to outcome)
- My project doesn't require ethics approval

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Please note: Low risk projects should factor in a four week turnaround time from submission to an outcome and projects greater than low risk should factor in an eight week turnaround time from submission to outcome.

Explain why your project does not require ethics approval

SECTION 5 - SUPERVISOR AVAILABILITY AND COMMITMENT

5.1 Will you be available to support your student at the pre-placement presentation session on Friday, 31 October? *

Yes No

Approximate duration 9am-12pm - supervisors are not required for the full session.

5.2 Placement period 1 November - 6 February - please indicate availability across this time *

List any planned leave or periods of limited availability (e.g., Christmas/New Year). Confirm how supervision will be maintained during these periods (e.g., co-supervisor coverage).

5.3 Will you be able to meet with the student face-to-face twice a week during the 6-week placement? *

Yes No

5.4 Confirm how you will meet this requirement (e.g., set days/times, location, and backup plan if a session must be virtual) *

5.5 Will you be available to support your student at the final presentation session on Friday, 6 February? *

Yes No

Approximate duration 9am-1pm - supervisors are not required for full session but are strongly encouraged to attend as much as possible.

If you are unavailable, please outline how you will ensure the student is appropriately prepared *

If you cannot attend, confirm how you will support the student to prepare and who will attend in your place (if applicable) *

SECTION 6 - DECLARATIONS

I have read and I agree to the Health and Community Services Directorate privacy policy. *

Yes

Privacy policy can be found here: https://www.act.gov.au/_data/assets/pdf_file/0008/2423681/Information-Privacy-Policy-ACT-Health-Directorate.pdf

Confirm you understand funded placements are limited and you may be contacted about funding options if your project is not funded. *

Yes