



Guidelines for Final Report: Winter 2024 Bursary Program

Your report will not simply be filed in your dossier, never to be seen again, and should therefore be thought of as a serious piece of writing (e.g. comparable to a short publication). Final reports will be reviewed by the Student Research Committee to select the best written report prize winner for the Winter 2024 Research Bursary Program. The prize winner will be announced at the Student Research Day in Fall, 2024. Final reports will also be used by various donors to report to their Board of Directors and Revenue Canada.

Submission:

- ✚ Save your final report file in PDF or Word format and name it accordingly: LastName_FirstName_W24report
- ✚ Your final report **MUST** be submitted from your McGill email account to submitresearch.med@mcgill.ca no later than Monday, May 13, 2024. Please use Winter 2024 Abstract and Report as the subject of your email.
- ✚ An automated reply will be used to confirm receipt of your email. The automated reply is set to work only once therefore be sure to attach the correct version of report/abstract and send both files in the same email.
- ✚ Please note that the submitresearch.med@mcgill.ca account will only be used for receiving documentation, not for responding to questions. Inquiries should instead be sent to Trainee Awards Coordinator at rbursary.med@mcgill.ca

Report Layout:

- ✚ Your final report, including a cover page, should be created in a single PDF or Word document.
- ✚ The size of your final report file should not exceed 2 MB therefore do what you can to respect this limitation (e.g. compress your pictures before saving the file).
- ✚ Header on all pages: McGill Faculty of Medicine and Health Sciences Research Bursary Program – Winter 2024
- ✚ Margin: 0.9-inch margin on all borders
- ✚ Font: Times New Roman - 12 pt
- ✚ Page numbers

Cover Page with Lay Summary:

- ✚ Keep your **cover page separate** (begin body of report on a new page)
- ✚ Maximum of 1 page using single line spacing
- ✚ First line: Title of report in capital letters, without abbreviations, centered on page.
- ✚ Second line: Your name followed by your supervisor's name, centered on page; if you feel that someone else played a key role in your research project (e.g. post doc, co-supervisor), you can include the name in between.
- ✚ Third line: McGill-affiliated institution or your department where your research work was completed, centered on page.
- ✚ Lay summary (about ½ page): Your summary should use terminology that can be understood by someone who is not familiar with your research. It will assist in the review of your report since our committee is multi-disciplinary. You should avoid the use of complicated medical terminology, abbreviations and/or complex methodology. Pretend that you are explaining the goal of project and its results to a class of grade 10 students.
- ✚ Bottom section of cover page: Make sure to include source of faculty funding for the project, i.e. I would like to thank the support provided by the [insert name of bursary included in notice of award] for making this [winter] research experience possible.



Body of Report:

- ✚ Maximum of 5 pages using 1.5 line spacing
- ✚ Start your report with an Introduction section that gives background information citing relevant prior work and rationale for the study
- ✚ Follow this first section with:
 - Materials and Methods
 - Results
 - Discussion - discuss your results in the context of literature, what is novel about your work? This section should also include some discussion of limitations/difficulties that you encountered and ethical issues if IRB approval was necessary for your study.
 - Conclusion
- ✚ You should include these report section titles (Introduction, Materials and Methods, Results, etc.), but **do NOT start a new page for each section.** (Your writing should be continuous.)

Bibliography:

- ✚ Between 1 – 4 pages using single line spacing.
- ✚ In this section, provide a list of references used.
- ✚ Be sure to cite each reference appropriately, including author(s), title, journal name, volume, pages and year per reference.

Appendix A:

- ✚ Maximum of 4 pages
- ✚ In this section, include any figures, tables, charts, graphs, diagrams, questionnaires, etc. that support your methodology and/or results.
- ✚ Be sure to include legends where appropriate.

Appendix B:

- ✚ Indicate your specific role in the project.
- ✚ Should be about ½ page in point form.
- ✚ Information to be included, for example:
 - Performed literature search
 - Designed survey
 - Compiled results
 - Performed RT-PCR analysis