Clinical & Translational Science Center

A Weill Cornell Medical College Multi-Institutional Consortium with:

Weill Cornell Graduate School of Medical Sciences / New York Presbyterian Hospital / Cornell University, Ithaca / Cornell University Cooperative Extension, New York City / Memorial Sloan-Kettering Cancer Center / Hospital for Special Surgery / Hunter College of the City University of New York / Hunter-Bellevue School of Nursing / CUNY School of Public Health / Hunter Center for Translational and Basic Research / Animal Medical Center and Cornell College of Veterinary Medicine

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SUMMER RESEARCH FELLOWSHIPS FOR MEDICAL STUDENTS

APPLICATIONS DUE BY 5PM ON FRIDAY MARCH 22, 2024

Applications must comply with eligibility and submission requirements
Missing or incomplete documents or information will disqualify your application for review

The CTSC Summer Intensive Clinical/Translational Research Fellowship for Medical Students is an 8-week continuous, full-time program that provides medical students who are between the first and second year of medical school with an introduction to clinical translational research. The program includes a summer research project conducted within the June to August timeframe, under the mentorship of any faculty member active in research at WCM or one of the other CTSC consortium institutions. The program also includes attendance at research seminars of the department in which the student is conducting research, completion of a CTSC C/T research workshop, a poster or oral presentation of the student's project at the following year's WCMC Medical Student Research Day, and a written work product (see Program Requirements below). The student's participation in this program is expected to qualify for Summer Research Elective Credit (SREC), but a separate application must be submitted for SREC using the Pre-Approval form.

FUNDING
The fellowship includes a stipend for the student in the amount of $4,500**. The student may not hold equivalent concurrent funding support for the designated research project (e.g. federal or non-federal fellowships and awards), nor may student receive combined total funding of more than $4,500.**

ELIGIBILITY
Students who are between the first and second year at Weill Cornell Medical College are eligible to apply. Applicants must be US Citizen, Non-Citizen National, or Permanent Resident. Mentors must be faculty from WCM or one of the CTSC Partner Institutions (visit http://www.weill.cornell.edu/ctsc for further info).

PROGRAM REQUIREMENTS
- 8 weeks continuous, full-time program. Research is conducted within the June-August time window and may not be conducted while Medical School classes are in session (with the exception of participating in a CTSC workshop.
- CTSC Grant Writing Workshop: Planning and Writing Successful NIH Grant Proposals June 13 & 14, 9am to 1pm. More details to follow.
- Award recipients are required to present their CTSC research as an oral or poster presentation at the Fall 2024 WCMC Medical Student Research Day.
- Scholarly Report: A report describing activities and accomplishments during the fellowship is to be submitted, using the SREC Final Approval Form, by the Medical Student Research Day.
- Bi-Annual Progress Reports: recipients of NIH funding are required to submit progress reports. Subsequently, annual alumni surveys will be requested to track career progress and outcomes of past awardees.

TO APPLY
To apply for the program, eligible students should first contact a faculty member who has a research project in their field of interest to serve as a mentor. The student and the faculty mentor should work together to complete and submit the application in the Electronic Protocol Authoring and Review (ePAR) system. The deadline for application is **5:00pm, Friday, March 22, 2024.**

Questions? Email My Linh H. Nguyen-Novotny at ctsc-education@med.cornell.edu

PLEASE NOTE

The applicant should note that the director of the sponsoring laboratory is responsible for identifying and obtaining all required reviews and approvals prior to initiation of the applicant's participation in research. This includes oversight committee review (e.g., IRB, IACUC, IBC, RSC, ESCRO), permits (e.g., radioactive materials, select agents, controlled substances, import/export), safety or hazard training and/or registration.

The CTSC Summer Fellowship support can be supplemented by the Institutional Summer Research Award. The CTSC Fellowship requires that students commit full-time to the research and training program for 8 continuous weeks for which they receive the fellowship support. Students should not have other major time commitments during this period. Please speak to Dr. Anthony Brown and My Linh H. Nguyen-Novotny should you have any questions.

SELECTION PROCESS

A committee comprised of members of the CTSC administrative staff, WCMC faculty and the WCMC Director of Medical Student Research will review applications. Applications will be assessed with respect to the potential to provide medical students with a meaningful mentored research experience. Funding decisions will be announced in **April 2024**.

Application Instructions and Checklist	
To access your application login to WebCAMP. Click on **Protocol Authoring and Review**. Under the **Abbreviated Title** column click on **Your Research Project Title** to access your application.	

Notification of Intent	Completed

1. A valid **WCM issued/institutional email** is required to initiate an application.
2. **Study Information:**
    a. **Is this a test application?** No   **Are you a member of the study team?** No.
    b. Please answer all relevant regulatory questions if you are conducting Human and/or Animal Subjects Research.
    c. Select the appropriate category for your research (refer to Translational stage (T0-T4) definitions by hovering cursor over each category).
	☐

Trainee Application Form	
3. Select your current **Legal Residency status** to proceed.	☐
4. Has there been any **disadvantage** in your life or training that you have had to overcome?	☐
5. Is the proposed research project **covered under mentor's IRB/IACUC**? Answer 'yes' or 'no'	☐
6. If research study is covered under multiple IRB or IACUC protocols, please click on the "Other IRB/IACUC numbers" link to enter in additional protocol numbers.	
7. **Project Summary** (250 words or less).	☐
8. **Proposed Research Study**. If you are conducting Human and/or Animal Subjects Research, please answer all regulatory questions; 1-3 pages, including tables and references.	
9. **Mentor -** Click on **[add primary mentor]** and fill in required information.	☐
10. **Biographical Sketches:** Upload individual pdf files for the applicant and mentor; note the most current NIH Biosketch format is required.	
Supporting Documents (Required Before Submission) - Please Upload Attachments as individual PDF files.	
1. **Study Plan:** Include project title, proposed start and end dates, background/significance, aims/hypothesis, methods, data analysis/anticipated involvement, and upload pdf file (no more than 2 pages).	☐
2. **Mentoring Agreement**: Please upload your Mentoring Agreement Form once your mentor has signed.	☐
How to Submit Your Application	
Return to the **Application Status Page** (link in the upper left-hand side of the page), click on the blue **Submit Application** button. If you do not see the **Submit Application**, please click the **Run Detailed Completeness Check** link to display items missing, or incomplete.	