SUMMER INTENSIVE FELLOWSHIPS IN CLINICAL TRANSLATIONAL RESEARCH FOR MEDICAL STUDENTS

APPLICATIONS DUE BY 5PM ON MONDAY, MARCH 02, 2020

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 basic, translational, or clinical research. The program includes a summer research project conducted within the June to August timeframe, under the mentorship of a CTSC faculty member, 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 may qualify for Summer Research Elective Credit.

FUNDING
The fellowship includes a stipend for the student in the amount of $2,000. The CTSC fellowship may be combined with Federal Work Study funds. However, 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 $4,000.

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 Skills Acquisition Workshop:** Writing and Publishing High-Impact Research Manuscripts on May 14, 2020 (8:30am to 5pm)
- Award recipients are required to present their research as an oral or poster presentation at the Fall 2020 WCMC Medical Student Research Day.
- **Scholarly Report:** A report describing activities and accomplishments during the fellowship is to be submitted, using the Final Approval Form, by the Medical Student Research Day.

Questions? Email My Linh Novotny at ctsc-education@med.cornell.edu
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, Monday, March 02, 2020.

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 Federal Work Study. 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 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 2020.

INITIATE A NOTIFICATION OF INTENT
APPLICATION INSTRUCTIONS

A. Complete all fields.
1. Study Information:
   a. Is this a test application? No
   b. Are you a member of the study team? No.
   c. 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).

2. Trainee Application Form - Click on your current legal status to proceed.
   a. Personal and demographics information: a valid work email is required.

3. Project Summary (250 words or less).

4. Proposed Research Study. If you are conducting Human and/or Animal Subjects Research, please answer all regulatory questions.

5. Mentor - Click on [add primary mentor] and fill in required information.

6. Funding Support: Please indicate if you have applied for Federal Work Study (Yes/No).

7. Biographical Sketches: Upload individual pdf files for the applicant and mentor(s); note the most current NIH Biosketch format is required.

B. 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. Proof of Legal Status: Submit verification of legal status (scanned copies acceptable):
   - Non-Citizen National: a notary’s signed statement certifying that you have legal verification of such status
   - Lawfully Admitted Permanent Resident: a notarized signed statement certifying that you have legal verification of such status and scanned copy of Permanent Resident Card (USCIS Form I-551)

3. Mentoring Agreement: Please upload your Mentoring Agreement Form once your mentor has signed.
SUMMER INTENSIVE FELLOWSHIPS IN
CLINICAL TRANSLATIONAL RESEARCH FOR MEDICAL STUDENTS

MENTORING AGREEMENT

By signing this form, I hereby certify that I have read and approve the submitted research proposal as outlined in the pre-approval form, and that I agree to serve as a mentor for the applicant for the duration of the proposed project dates. I understand that my role as the mentor for the applicant includes:

- Regular meetings with the applicant (either one-on-one or in a group setting) to discuss research progress
- Providing opportunities for the applicant to interact with the research team
- Providing opportunities for the applicant to develop new research skills and to acquire presentation and publication skills.
- Responsibility for identifying and obtaining regulatory and compliance reviews and approvals prior to initiation of the student’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.
- I understand that the support provided by the CTSC’s Summer Intensive Fellowships in Clinical Translational Research for Medical Students must be acknowledged with the following language: “This investigation was supported by grant UL1TR002384 of the Clinical and Translational Science Center at Weill Cornell Medical College.”
- I also certify that I have read the learning objectives associated with the Summer Research Elective, which can be found at: https://nexus.weill.cornell.edu/display/MSR/Research+Experience+Learning+Objectives

Name (First and Last Name): __________________________________________________________

Signature: ___________________________ Date: ___________________________