

Medical Research Fellows Program • 2016 Application Requirements

ELIGIBILITY

Applicants must be currently enrolled in a medical, dental, or veterinary school in the United States. Students may apply during any year of their studies, but applicants in the last year of school must defer graduation until completion of the fellowship year.

All students must make a commitment to conducting 12 months of continuous, full-time research with minimal interruptions for interviews for residency or post-graduate training. These fellowships are not available to students enrolled in a combined medical, dental, or veterinary/PhD program (e.g., MD/PhD), a PhD program, or an ScD program or to those who have completed a PhD or an ScD in a laboratory-based science.

Previous laboratory research experience is required. Applicants should have one or more substantial research experiences (e.g., summer or part-time research experience). Applicants with a year of full-time research experience since entering medical, dental, or veterinary school must show how further full-time research experience at this time would strongly enhance their future research careers. Students applying for the Medical Research Fellows Program at Janelia should have significant research experience and accomplishments.

Students applying in their final year of medical, dental, or veterinary school must indicate in the personal statement component of the application: 1) whether or not they plan to do residency interviews during their HHMI year; 2) if so, explain how they plan to make-up for time away from lab (e.g., by extending the fellowship term). The proposed mentor must provide a brief schedule or timeline at the end of the training plan, indicating how the time away from lab would be made up.

There are no citizenship requirements for application, but those who are not U.S. citizens must have and maintain an appropriate visa with eligibility to work in the United States status by the award acceptance deadline of March 25, 2016. Students must be authorized to work in the United States during the entire term of their HHMI fellowship year. HHMI will not handle visa matters for applicants.

Applicants may not concurrently have two Medical Research Fellows applications in the HHMI Competition System (e.g., a Medical Research Fellows at Janelia or K-RITH application and a standard Medical Research Fellows application). It is recommended that those applying for the Janelia or K-RITH options have a mentor and project in mind at another fellowship institution in

the event their prescreening application does not progress in the Medical Research Fellows at Janelia or K-RITH competition. Those not progressing past the Janelia or K-RITH interview stage are encouraged to complete the standard Medical Research Fellows Program application with a mentor at another fellowship institution by January 11.

LOAN DEFERMENT

HHMI can complete loan deferment forms for fellows so that they are able to defer their loans during their HHMI fellowship year.

APPLICATION PROCESS

Selection of a mentor and preparation of a research project plan are key components of the application process. The proposed project must be in the basic, translational, or applied biomedical sciences. HHMI does not fund clinical research, health services or health policy research.

Application is via HHMI's Web-based competition system at www.hhmi.org/competitions. Submission of all applicant, mentor, dean, and reference forms must be via the Web.

A complete application has three sections.

Section 1: The applicant's portion

- **Registration**
- **Application**
 - Contact Information
 - Dean's Contact Information
 - References' Contact Information
 - Mentor's Contact Information
 - Confidential Information
 - HHMI Affiliations
 - Education
 - Demographic information (*optional*)
 - Research Experience
 - Professional Activities
 - Honors and Awards
 - Publications (*if any*)
 - Personal Statement (*should not exceed one single-spaced page*)
 - Project Title (*should not exceed 255 characters, including spaces and punctuation*)

- Research Plan Summary (*should not exceed 1,600 characters including spaces and punctuation, or approximately one-third of a single-spaced page*)
- Research Project Plan (*should not exceed four single-spaced pages*)
- Research Project Plan Citations (*should not exceed one single-spaced page*)

In addition to the Web-based submission above, the applicant is responsible for providing the mentor, co-mentor (if applicable), dean, and references with the information necessary for them to submit the required letters and other information.

After the applicant registers and initiates the Web-based application, he or she will be able to submit the names and contact information for the mentor, co-mentor (if applicable), dean, and references.

Once the names have been submitted, e-mails generated by the Web-based system will provide them with login instructions. *It is the applicant's responsibility to make sure that the mentor (co-mentor, if applicable), dean, and references have provided all required information by the application deadline.*

Section 2: The mentor's components (and co-mentor's, if applicable)

- **Contact Information**
- **Training Record** — completion of a table indicating his/her experience supervising the training of individuals in biomedical research by entering the number of trainees by educational level
- **Trainee Outcome** — report the career outcomes of up to 6 representative trainees: 3 most recent and 3 most illustrious (name, current institution, position, training start and end dates [month/year])
- **CV or NIH Biosketch** — upload not to exceed 4 pages
- **Grant Data** — upload a list of current grants, not to exceed 4 pages, including source(s), title(s), and annual direct costs. May use the supplemental grant information page or Other Support page included in the NIH grant applications.
- **Applicant Assessment** — assessment of the applicant's potential for a career as a physician-scientist, as evidenced from mentor's interaction with him or her. Letter should be no longer than 1.5 pages in length.

Comment on:

- quality of the applicant's academic preparation for research and scientific background

- applicant's intellectual and research abilities including perception of his or her originality, accuracy, and enthusiasm for the project
- relative contributions mentor and applicant have made in the development and writing of the research plan
- **Training Plan** — describe plans for the research training of this particular student and the research environment in the mentor's laboratory. Upload should not exceed 2 pages. Individualized training plan is very important in the overall evaluation of the application.

Address:

- how mentor will be involved in training the student on the proposed project and advising him/her on career development
- who will guide the applicant on day-to-day technical issues
- how the composition, size and structure of the mentor's research group will advance the student's success and research development
- what formal and informal seminars, laboratory meetings, journal clubs, etc. will be used to enrich the student's scientific development
- the adequacy of financial and physical resources, including computer resources, to support the proposed project during the entire fellowship term. HHMI does not provide support for computer equipment, software or related accessories.

Section 3: Dean's confirmation and letters of reference

- **Dean's confirmation.** By answering questions in the online application, the dean (may be a student affairs dean, advisory dean, etc.) must indicate that the student will be allowed to participate in the program, *if selected*. Instead of submitting a dean's letter, the dean will be provided with a textbox to comment on the applicant's unique characteristics, qualifications, experiences, accomplishments or research interests that pertain to the application. Comments are limited to 2,500 characters including spaces.
- **Two letters of reference** from persons (other than the mentor or co-mentor on this application or dean) who are familiar with the applicant's talents, abilities, and previous research experience, if any.

Referee should discuss:

- applicant's ability to conduct research, master knowledge required, and think independently
- applicant's potential for a career in biomedical research
- how applicant compares with others at the same stage

- student's qualifications, indicating the student's academic and intellectual abilities including his or her originality/creativity, accuracy, research ability, scientific background, ability to exchange ideas, perseverance in pursuing goals, and ability to relate to others.

APPLICATION TO THE MEDICAL RESEARCH FELLOWS PROGRAM AT JANELIA AND K-RITH

Applicants should note that the timeline and requirements differ for the Janelia and K-RITH program options as follows:

Two-step application process:

- 1) The prescreening application is due by November 2 followed by in-person interviews for selected candidates at Janelia or via Skype for K-RITH in early December.
- 2) Applicants progressing after interviews will be matched with a Janelia or K-RITH mentor, develop a research proposal with that mentor, and complete the remainder of the Medical Research Fellows Program application by January 11.

All application components must be submitted online in the HHMI Competition System.

The prescreening application includes:

- Contact Information
- References' Contact Information
- Education
- Research Interests and Experience (*should not exceed five single-spaced pages*)
- Research Experience
- Professional Activities
- Honors and Awards
- Publications (*if any*)

Two reference letters are to be submitted online directly by referees by November 2.

Applicants that advance after the prescreening stage will complete the remainder of the Medical Research Fellows Program application components by January 11:

- Dean's Contact Information
- Mentor's Contact Information
- Confidential Information
- HHMI Affiliations
- Personal Statement (*should not exceed one single-spaced page*)
- Project Title (*should not exceed 255 characters,*

including spaces and punctuation)

- Research Plan Summary (*should not exceed 1,600 characters including spaces and punctuation, or approximately one-third of a single-spaced page*)
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The dean's confirmation and mentor's components, described in Sections 2 and 3, above, are to be submitted online directly by those third parties by January 11.

The two reference letters submitted for the prescreening application will be used for the remainder of the Medical Research Fellows Program application.

TIMELINE

All components of the application must be submitted online by **January 11, 2016**, to be considered in the fellowship competition. Applicants should retain copies of the application materials they have completed and submitted online. Application materials will not be returned. ***Evaluations of the review committee will not be made available to the applicant.*** HHMI will notify applicants by e-mail of the outcome of their applications on March 18, 2016. Awardees must notify HHMI by March 25, 2016 of their intent to accept or decline the award.

The fellowship term for all Medical Fellows may begin no earlier than May 1, 2016, and no later than September 1, 2016.

INFORMATION

Please contact us if you have questions or need additional information.

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