

HHMI Medical and Dental Student Research Training Programs

HHMI sponsors two programs in which medical and dental students spend a year conducting biomedical research:

- **HHMI-NIH Research Scholars Program** at the National Institutes of Health (Cloister Program) in Bethesda, Maryland;
- **Research Training Fellowships for Medical Students** at various non-NIH institutions throughout the United States.

You may apply to BOTH of the programs in a given year. The requirements below are for the Research Scholars Program ONLY.

Application Procedures

You must apply online using the Web-based, HHMI Competition System, accessible from the Research Scholars Program Web site: www.hhmi.org/cloister.

Eligibility

After registering, you must complete the Eligibility section. If you are applying for both HHMI Medical and Dental Student Research Training Programs, you have to complete a separate Eligibility section for each program.

You must be a student in good standing at a medical or dental school in the U.S. You may not be enrolled in a combined M.D./Ph.D., D.D.S./Ph.D. or a Ph.D. program. You cannot have an M.D. degree or a Ph.D. in a laboratory-based biological science. In addition, because you become an employee of HHMI in this program, you must be authorized to work in the U.S. during the entire period of time you would be employed as a Research Scholar.

HHMI-NIH Research Scholars Program Application - 2006

The application consists of the following components:

• **Contact Information**

Provide your address, phone number(s) and the name, address, phone and e-mail address of a permanent contact. You may make corrections to the information on this page at any time. Please keep your contact information current.

• **Confidential Information**

Your authorization is needed to obtain your MCAT scores and pre-medical transcripts electronically from the AAMC and to use your data for external program analysis and evaluation. Your social security number is also required. You are must provide official transcripts from all medical or dental schools you are attending or previously attended. You

may request your medical or dental school transcripts electronically from each institution or via the transcript request forms provided online. Undergraduate or graduate transcript data that is not available from the AAMC should be requested from each institution. It is your responsibility to ensure that transcripts arrive by the deadline. You should periodically check the Main Page of your application to ensure that these items have been received by HHMI.

If you are a dental student, complete the DAT Request Form online to generate a PDF to send to the American Dental Association. DAT scores should be sent directly to HHMI:

HHMI-NIH Research Scholars Program
1 Cloister Ct., Bldg. 60, Rm. 253
Bethesda, MD 20814-1460

• **Research Area of Interest**

Indicate your primary and secondary research area of interest. Primary area of interest is required; secondary area of interest is optional.

• **Personal Statement**

Upload a statement explaining why you are interested in a year of research, how it might impact your career, and how the program would benefit you at this time. Note that you are limited to one single-spaced page, minimum 11-point type (7000 characters including spaces and punctuation or approximately 700 words.). Do not include your C.V. or any other documents; they will not be reviewed.

• **Research Experience**

Prior research experience is not required. If you have had prior research experience, such as any undergraduate electives or have done research during the summer or school year, etc., list the institution, laboratory, mentor, and describe the project and your role in it, so as to indicate your scientific understanding of the work. List the experiences in reverse chronological order.

• **Professional Activities**

Include any employment, volunteer activities, and any academic or research-related activities that you did not list under Research Experience. Please list the experiences in reverse chronological order.

• **Honors and Awards**

Please list honors, awards, fellowships, prizes, or other recognition of achievement on this page, in reverse chronological order.

• **Publications**

Prior publications are not required. If you have had prior publications, upload a list of

your publications. You may include, for example, journal articles, review articles, book chapters, and abstracts. Identify all abstracts with the work "abstract" at the end of the citation. Include not only the journal name, volume, pages, and year, but also the title of the article and all authors. You may include published articles, in-press articles, and submitted articles (clearly identify the latter). Do not upload electronic documents of actual publications or manuscripts; they will not be reviewed.

• **Education**

If you have pre-medical transcript data on file with AAMC, institution and degree information will be imported into the Education section. Please enter any additional undergraduate or graduate education information that is not already populated from the AAMC data transfer. You must enter information for all medical or dental schools you are attending or previously attended.

• **Dean/References**

One dean's letter and three (3) letters of reference are required. The dean at your medical or dental school (may be a student affairs dean) should provide a letter of support on your behalf, including a comprehensive evaluation of your qualifications, academic and intellectual abilities, or any special circumstances that pertain to your application.

The letters of reference may be from: a faculty member from your current medical or dental school; a faculty member from an academic institution you previously attended; or a previous or current mentor. No more than three (3) reference letters will be accepted for this program. If you had prior research experience (such as any undergraduate electives or research during the summer or school year), you should obtain at least one of the letters from your research mentor. You may request all three letters from research mentors, if applicable. None of the information provided by the dean or references will be made available to you or publicly disclosed except as required by law.

Your dean and references must submit their letters online. To activate a system-generated e-mail, advising these individuals of your request, complete the dean/reference notification section.

It is your responsibility to make sure that all letters are submitted by the deadline. You should periodically check the Main Page of your application, **after** submitting your portion of the application, to ensure that your letters have been received by HHMI.

Application Deadline

All application components must be completed and your application must be submitted by **January 10, 2006 at 2:00 p.m.**