

### HHMI MEDICAL, DENTAL AND VETERINARY STUDENT RESEARCH TRAINING PROGRAMS

HHMI sponsors two programs in which medical, dental and veterinary students from U.S. schools 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 programs in a given year. The requirements below are for the Research Scholars Program ONLY.

### ELIGIBILITY

You must be a student in good standing at a medical, dental or veterinary school in the U.S. You may not be enrolled in a combined professional degree/Ph.D. program (e.g., M.D./Ph.D.), Ph.D. or Sc.D. program, or have completed a Ph.D. or an Sc.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. If you are applying to both HHMI programs, you have to complete a separate Eligibility section for each program.

### APPLICATION COMPONENTS – 2008

All applications components, including dean's and references' letters must be submitted online via the HHMI Competition System at [www.hhmi.org/competitions](http://www.hhmi.org/competitions).

#### • 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

Enter your social security number and indicate whether you've previously applied to the program. Your authorization is needed to use your data for external program analysis and evaluation.

#### • Education

If you have pre-medical transcript data and MCAT scores on file with AAMC, you are required to upload this information from the AAMC via the link provided on this page. Please note that you **MUST** follow these steps in the specific order on this page in order for the education information to be completed correctly. Use the drop-down menu to indicate the status of your MCAT scores and transcript

information on file with the AAMC. If you are a dental or veterinary student, please use the DAT/GRE drop-down menu to indicate the status of your DAT or GRE scores and request that your DAT or GRE scores and undergraduate transcripts be sent directly to: HHMI, 1 Cloister Ct., Bldg. 60, Rm. 253, Bethesda, MD 20814.

You must disable pop-up blockers on your computer in order to obtain your information from the AAMC. A separate window will open with a sample of your information to be uploaded. You will not be able to view all of the transcript information that will be uploaded due to security issues. After your education records have been uploaded, institution and degree information will be imported into the Education section. Use the Education editor to edit the pre-medical education information shown. Please enter any additional undergraduate or graduate education information that is not already populated from the AAMC data transfer.

If you are a dental or veterinary student, please enter your undergraduate and graduate education information in chronological order.

Next, enter the medical, dental or veterinary school you are attending and, if you transferred, the school you previously attended. **Note: medical, dental or veterinary school transcripts are not required. Undergraduate transcripts are only required if you do not have a record on file with the AAMC.**

#### • 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. Also, indicate the residency field that you anticipate pursuing at this time. If you are a dental or veterinary student, enter your anticipated post-graduate training field.

#### • 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. If you already completed a year of full-time research, explain how further full-time research experience would strongly enhance your future career. Note that you are limited to one single-spaced page, minimum 11-point type (4000 characters including spaces and punctuation or approximately one page.). 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.

#### • Professional Activities

Include any employment, volunteer activities, and any academic or research-related activities that you did not list under Research Experience.

#### • Honors and Awards

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

#### • Publications

Prior publications are not required. If you have 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.

#### • Dean/References

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

The letters of reference may be from: a previous or current research mentor; a faculty member from your current medical, dental or veterinary school; or a faculty member from an academic institution you previously attended. No more than three (3) reference letters will be accepted for this program. If you had prior research experience (such as any under-graduate 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 four letters (one dean's letter plus three reference 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. **Submit your portion of the application on time; do not wait for your dean or referees to submit their letters.**