

**SUNY Upstate Norton College of Medicine
2023-2024 Student Summer Research Fellowship Application
Cover Sheet**

Student Applicant

NAME: _____

CAMPUS ADDRESS: _____

CAMPUS PHONE: _____

EMAIL: _____

Faculty Mentor

NAME: _____

DEPARTMENT: _____

TITLE / RANK: _____

Contact pref.: _____

Tel: _____

EMAIL: _____

Research Project

Title: _____

Site: _____

Project Period (add approx. dates):

From: _____

To: _____

Required Compliance: _____

In effect: _____

Date: _____

Number: _____

Pending*: _____

IRB _____ IBC _____ CRU _____ CHUA _____

** Fellowships will not be approved without submission of compliance documents by 5/20/2024.
Start this process early on!*

Faculty signature: _____

Student signature: _____

SUNY Upstate Norton College of Medicine 2023-2024 Student Summer Research Fellowship Application GUIDELINES

Purpose/expectations: The purpose of this program is to offer medical students an invaluable opportunity to gain research experience during the summer recess. Students who are accepted for fellowships are expected to participate in an orientation and, following the completion of the program, they will produce an evaluation and final report summarizing their research.

Additionally, accepted students are required to produce a poster summarizing their summer research and must apply to present their research at both the annual Charles R. Ross Memorial Student Research Day and to a specific, relevant research conference based on your research. This fellowship needs to be acknowledged in any publication or poster presentation as support towards completion of the specific research.

Eligibility: College of Medicine MS1 and students in the MPH Program who have an interest in research are eligible to apply. Prior to initiation of project, student and mentor must have successfully completed CITI Responsible Conduct of Research and FCOI courses. In the event of being selected for more than one award, you will have to choose one opportunity for the summer. **The fellowship will take place over the course of 8 weeks. Up to a total of 2 weeks may be completed prior to the start of summer recess during the Fall and Spring semester, given faculty approval.** Earlier start has to be agreed between mentor and student. This arrangement needs to be clearly discussed in the application (both in student and faculty letters, see #2 and #5 below). The research project timeline has to clearly state tasks to be performed on a weekly basis.

Awards: Each successful fellow will receive a stipend of \$3,500 for a summer research experience: In conjunction with the Upstate Cancer Center, at least 4 of the 12 awarded summer research fellowships will be awarded to cancer-related research. Awards cannot be used for any other purpose, such as materials or supplies or to pay students who will be receiving a SUNY Upstate paycheck from another source during the fellowship period.

Application:

1. Student Summer Research Application Cover Sheet
2. **A letter from the student** describing a) any previous research experience and giving an indication of how the proposed research will contribute to his/her career development and plans to continue research, b) Include statement that there is an agreement between the student and the mentor for earlier start. This arrangement needs to be clearly discussed in the application (both in student and faculty letters). c) The research project timeline has to clearly state tasks to be performed on a weekly basis.
3. **A brief research proposal (1-2 pages)** written by the student in collaboration with the faculty mentor. The proposal should include a brief statement of research aims, overall significance, summary of the techniques to be used, timeline and a plan for analysis of data, and a statement explaining how this research proposal fits into the PI's larger research program. Citations may (or not) be included in a separate page.

4. The student's curriculum vitae or resume.

5. A letter from the faculty mentor indicating:

- a. a description of current research activities and the source(s) of funds to carry out that research;
- b. a statement that funds are available for materials and supplies, including animals, to enable the student to carry out the research project, description of current funding sources.
- c. a statement that the mentor will be on campus and/or working remotely on this project during the summer of 2024 including plans for supervision of the student's work on the research project.
- d. a statement that there is an agreement between the student and the mentor for earlier start. This arrangement needs to be clearly discussed in the application (both in student and faculty letters). The research project timeline has to clearly state tasks to be performed on a weekly basis.
- e. a description of training opportunities for the student (e.g. research techniques to be learned, opportunities to publish and/or present findings, opportunities to attend project team meetings, journal clubs, etc.)
- f. if the project involves human and/or animal subjects, radiation, or biohazards, a statement that the necessary approvals from IRB, CHUA, IBC, etc., are in place or will be in place by 5/20/2024 and provide the appropriate protocol or license number on the application face sheet.

6. The faculty member's NIH Biosketch or cv.

PLEASE NOTE: Fellowship final approval is contingent on documentation of pending compliances and student's evidence of good status and absence of deficiencies that need to be remediated during the summer. These documents will be provided by the UME Curriculum Office.

Submit the full package to Meds4Research@upstate.edu attn: Ms. Katie Stuenzi.

Important Dates:

Call for Applications – Friday December 9, 2023

Applications Due – Friday February 3, 2024

Decisions announced – Friday March 31, 2024