



2025 NCOM

Summer Research Fellowship

Application

Dr. Dimitra Bourboulia

The Office of Research for Medical Students
Meds4Research@upstate.edu

*December 11th,, 2024 1pm
Virtual Meeting*



Important Dates

Writing the 2025 NCOM Summer Fellowship Application Webinar (virtual presentation)	Wednesday, December 11th at 1 PM
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Call for Applications	Friday, December 13 th
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Applications Due	Friday, February 7 th
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Students Informed of Decisions	Friday, April 4 th
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<i>Fellowship 8-wk Start and End Dates Between May-Aug* 2 weeks early start may take place during Fall and Spring Semesters (2024-2025)</i>	Determined by you and your mentor
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SUNY Upstate Norton College of Medicine
2024-2025 Student Summer Research Fellowship Application
Cover Sheet

Student Applicant

NAME: _____

CAMPUS ADDRESS: _____

CAMPUS PHONE: _____

EMAIL: _____

Upstate 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 5/19/2025.
Start this process early on!*

Upstate Faculty signature: _____ Date _____

Upstate Student signature: _____ Date _____



SUNY Upstate Norton College of Medicine 2024-2025 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 working with an Upstate Faculty 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 the Upstate Faculty 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 PIs larger research program. Citations may (or not) be included in a separate page.

PLEASE NOTE: Fellowship final approval is contingent on documentation of

- a. pending compliances and
- b. student's evidence of good status and absence of deficiencies that need to be remediated during the summer. These documents will be provided by Undergraduate Medical Education Office.

4. The student's curriculum vitae or resume.

5. A letter from the Up 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 2025 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 5/19/2025 and provide the appropriate protocol or license number on the application face sheet.

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

Call for Applications – Friday December 13, 2024

Applications Due – Friday February 7, 2025

Decisions announced – Friday April 4, 2025

2025 NCOM Summer Research Fellowship

Applications are due 4 PM, Friday, February 7th 2025

To apply, students must submit, as one PDF, their completed application to Meds4Research@upstate.edu (Katie Stuenzi).

Application:

1. Student Summer Research Application Cover Sheet

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2024-2025 Student Summer Research Fellowship Application
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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.

Application:

FIRST AND LAST NAME
College of Medicine Class of XXXX
SUNY Upstate Medical University

2. A letter from the student

Date xx/xx/xxxx

Dimitra Bourboulia, PhD
Assistant Dean for UME and GME Research
Director, Office of Research for Medical Students
c/o Kathryn Stuenzi

Re: 2024-2025 NCOM, Summer Research Medical Student Fellowship Application

Dear Research Administration and Review Committee,

Paragraph 1: BACKGROUND

- Early thoughts or events that inspired you to follow medical profession
- What parts of Health Sciences interested you the most
- Prior involvement in any kind on research activities (if any)

Paragraph 2: DETAILS

if it applies to you:

- describe some detailed experience on prior research. mention any publications and/or presentations
- impact of your previous research experience on your decision to continue research
- what quality or skill you have that qualifies you the most to do this project
- how will this project contribute to your career development.

Paragraph 4

- current research project, goals, impact on patients/ new knowledge
- agreement between you and your mentor of earlier start (2 weeks can be completed in the Fall/Spring semesters).
- That you have already discussed and will provide details of the project timeline.

Sincerely,

SIGNATURE

your name

2025 Summer Research Fellowship

4. **The student's curriculum vitae or resume.**
5. **A letter from the Up 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.
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6. **The faculty member's NIH Biosketch or cv.**

Summer Research Fellowship Application- Proposal

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 PIs larger research program. Citations may (or not) be included in a separate page.

***Follow the guidelines otherwise the application will
be returned back to you!***

Application: 1-2 pages

3. A brief *research proposal* (1-2 pages) written by the student in collaboration with the faculty mentor.

Background: 1/3 of page; include references in a separate page if you need to.

Rationale and hypothesis:

Research aims (2 or 3max):

- aim 1
- aim 2
- aim 3

Methods/Techniques to be used for:

- Aim 1
- Aim 2
- Aim 3

Overall significance:

How your proposed work will move the field forward

Timeline: (describe what part you will be doing during Fall/Spring semester)

- Week 1-2 (cell culture)
- Week 3-4
- Week 5-7
- Week 8 (data analysis)

Describe how you will divide your time.

Integration into long term PI research goals

References (references can be on a separate page)

Background paragraph

- **Opening sentence**
 - Introduce the subject
 - Hook the reviewer
- **A factual statement – what we know**
 - The reviewers will understand the topic
 - Previous data or data from the lab
 - Cite few references
- **Gap or lack of knowledge**
 - State what is not yet known
- **What is the need**
 - What needs to be done to solve the problem
- **What will happen if we do nothing about the problem**
 - State the potential consequences

Rationale and hypothesis

- This paragraph provides your solution to the problem
- *State the objective* of your research.
To determine ...
- *State the hypothesis* of your project. Can be tested.
You will test it by doing the proposed research.
- *State the rationale* (basically this is a sentence where you will state that your results will help avoiding the consequences if the problem is not solved).

Specific Aims

- 2 or 3. Can be completed in 8 weeks.
- You are testing the hypothesis with these aims
- Aims are written as **Why** not as **What**
- Key words: Determine, identify, Elucidate
- Each Aim functions independently

Methods/Techniques to be used

- Separately for each aim
- Briefly Describe the methods you will use
- State if a technique/method is routinely used by the mentor
- State if your mentor provides you with the necessary support; tools are available
- State the statistical program if it is needed for your analysis.

Overall significance and payoff

- State the expected outcomes (eg. Upon completion....)
- How do you expect your results to move the field forward
- How your work will add to the current knowledge
- State the positive impact of your research in the field

Timeline:

describe what part you will be doing during
the Fall/Spring semester

- **Week 1-2** (cell culture)
- **Week 3-4**
- **Week 5-7**
- **Week 8 (data analysis)**
- **Describe the process.**
- **Week 1:** train in cell culture, discussions with mentor
- **Week 2 :** eg take measurements from controls
- **Week 3:** eg take measurements from treated samples
- **Week 4:** Repeat to acquire independent measurement/replicates
- Analysis/statistics

Integration into long term PI research goals

A brief summary of how this work integrated with
Current research theme of the PI

REFERENCES

UP TO 10



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