

2026–2027 NCOM MS2–MS4 Student Research Fellowship Agreement



Expectations:

1. Awardees are expected to produce a scholarly product, such as an abstract, poster or oral presentation, or manuscript, arising from their fellowship-supported research.
2. Awardees are required to submit a final research report summarizing their research activities, accomplishments, and scholarly outcomes, along with an evaluation of their overall research experience, within the timeframe established by the Office of Research for Medical Students (ORMS).
3. Awardees must notify the ORMS of any changes to their research, as well as any plans to attend conferences and any submissions to publications.

APPLICANT SECTION

1. I certify that the statements and information included in my full proposal and on this agreement form are true and complete to the best of my knowledge. If named a recipient of this award, I agree to abide by all guidelines as described in the Program Announcement.
2. I understand that the Award will be provided as a research stipend.
3. I agree to complete my research project according to the guidelines as described in the Program Announcement, including:
4. **Fellowship Acknowledgment:** I agree to acknowledge the NCOM Student Research Fellowship, supported by the State University of New York and the Upstate Research Foundation, in all scholarly products arising from fellowship-supported research, including abstracts, posters, oral presentations, manuscripts, and publications, regardless of when they are submitted, presented, or published.
5. Timely submission of satisfactory reports on the conduct and completion of my research project.
6. Immediate notification in writing to the ORMS of any changes, receipt of additional funding, or change in project status.
7. Notification to the ORMS if I plan to attend any research-related conferences, or if any submissions have been made to publications as a result of my research project.

APPLICANT SIGNATURE _____ NAME _____ DATE _____

MENTOR ACKNOWLEDGMENT: I agree to provide appropriate scientific guidance, supervision, and support throughout the fellowship period and to assist the student in completing the proposed research and required deliverables.

Upstate MENTOR SIGNATURE _____ NAME _____ DATE _____

COMPLETE PROGRAM ANNOUNCEMENT

Recipients receiving this fellowship award will be named: '**NCOM Student Research Fellows**'

Award amount: Each awarded fellow will receive a \$3,500 research stipend. Fellows are also eligible for up to \$500 in travel reimbursement to present research arising from their fellowship-supported project at a scientific conference, subject to documented acceptance of the abstract, presenting as first author, or co-contributing first author, and the endorsement by their Upstate Faculty mentor. Travel funding must be requested and approved prior to traveling.

Duration: Research must be conducted under one of the following schedules:

1. **Intensive research:** A continuous period of 8 to 10 weeks, with a minimum commitment of 30 hours per week.
2. **Longitudinal research:** An average commitment of 4-8 hours per week over a period of 6-18 months.

Eligible projects include basic laboratory, translational, clinical (including retrospective and prospective studies), computational, epidemiological, medical education and health outcomes. Quality improvement projects must incorporate a defined methodology, measurable outcomes and the potential for scholarly dissemination.

Eligibility:

- Students must be enrolled as MS2/MS3/MS4 at NCOM during the application period.
- Applicants must be nominated by an Upstate faculty member who will serve as their research mentor and supervise the proposed research project. Students may not apply independently without faculty nomination.
- Applicants should demonstrate previous research engagement, research potential and commitment to completing the project.

Dual degree eg. MD/PhD holders or students taking a year off for research or to gain an MSc or PhD that requires research are not eligible. Students who received this fellowship previously are not eligible to apply again.

Required materials:

The nominated student will submit a complete proposal (combined documents and submitted as one pdf file) that includes:

1. Signed Agreement form: Read the information included in the form and sign as requested
2. Description of the research Project (a minimum of 1 page up to two-page limit) composed by the applicant that includes:
 - o *Title, Background, rationale and literature citations.* Describe the scientific or clinical problem.
 - o *Key objectives and aims.* State clearly the goals and include briefly approaches you will use to accomplish the objectives.
 - o *Impact:* Potential impact on the studied field and or patient care.
 - o *Timetable:* Include the proposed research schedule (intensive or longitudinal), expected start and completion dates and anticipated research activities.
 - o *Citations* are included in the end of the proposal (not part of the two-page limit).
3. Applicant's updated CV and a signed personal statement (two-page limit): The personal statement should describe the applicant's previous research experiences, current research interests, career goals, and motivation for pursuing the proposed project. Applicants are encouraged to discuss their long-term commitment to research, leadership experiences, and how the fellowship will contribute to their professional development and intended career path.

4. Mentor Biosketch: NIH-style biosketch or updated CV of the Upstate faculty mentor.

5. Mentor nomination letter (two-page limit): The Upstate faculty mentor should describe their support for the applicant and proposed research project, relevant expertise, and commitment to providing scientific guidance, supervision, and research resources.

The letter should address the feasibility of completing the proposed work within the fellowship period and describe opportunities for the student's research training and professional development, including participation in seminars, scientific meetings, abstract preparation, presentations, manuscript preparation, or other scholarly activities.

The mentor should also briefly describe their research experience and track record in scholarly productivity and student mentorship.

Deliverables

- Fellows are expected to produce a scholarly product arising from their fellowship-supported research, such as an abstract, poster or oral presentation, or manuscript.
- Fellowship completion: A satisfactory final research report and evaluation of the research experience are required for fellowship completion. A scholarly product may be in preparation, submitted, or accepted at the time of fellowship completion, recognizing that research dissemination may extend beyond the fellowship period.
- Fellows must notify ORMS of significant changes to their research project or mentorship and report abstracts, conference presentations, and manuscript submissions resulting from their fellowship-supported research, including those occurring after the fellowship period.
- **Mandatory Fellowship Acknowledgment**: All scholarly products arising from fellowship-supported research, including abstracts, conference presentations, posters, manuscripts, and publications, must acknowledge support from the **NCOM Student Research Fellowship**, even if the work is disseminated after the fellowship period has ended.

Application Deadline: The complete application package must be submitted by the student to meds4research@upstate.edu, FAO: Katie Stuenzi, no later than **November 20, 2026**.

Award Notification: Applicants and their faculty mentors will be informed of the funding decision by **December 18, 2026**.

Final Report: Fellows must submit their final research report and evaluation **within 30 days** of completing their research. Details to follow.

** **Research Microcredential**: Research conducted through this fellowship may contribute toward the Medical Student Research Microcredential, provided the student independently fulfills all applicable eligibility and scholarly productivity requirements. Fellowship participation does not automatically confer the credential.*