

**THE OHIO STATE UNIVERSITY COLLEGE OF MEDICINE
MEDICAL STUDENT RESEARCH SCHOLARSHIP
APPLICATION INSTRUCTIONS**

These awards are available to medical students of The Ohio State University College of Medicine for medical research performed under the guidance of its faculty. The goal is to engage medical students in biomedical discovery and scholarly inquiry and to encourage students to consider a future academic career in biomedical research. Each application is reviewed by at least two expert faculty members and recommendations are made for these competitive awards. Due to limited funds, awards cannot be made for all competitive applications and it is highly recommend to take the opportunity to apply to many other sponsorship opportunities.

Applications are available online from Medical Student Research Office's [website](#).

Applications are collected in a two-phase process to ensure agreement to scholarship expectations and to prepare administrative review of applications. **Please see website for deadline information.**

Phase I: The applicant must provide the provided Cover Page/checklist, and necessary documents included on the checklist under Phase I or on the Phase I cover page via the MDSR website submission page.

Phase II: The applicant must provide all items listed on the cover page checklist, and necessary documents included on the Medical Student Research Office's [website](#) via the MDSR website submission page.

Mentors: A mentor must be a faculty member with a primary appointment in the College of Medicine. Information on previously funded research projects is available at the Medical Student Research Office's website at and students are encouraged to attend Medical Student Research Informational Sessions posted on the website. **A research mentor may *not* advise more than two COM Scholarship Awardees** simultaneously. Questions about scholarship guidelines should be directed to research.education@osumc.edu.

Format: Application documents are expected with **1" margins, Times New Roman or Arial 12pt font, single spaced.** Be mindful of each section's limitations regarding word or page length. Each section should be in the order as it is listed on the cover page provided on the MDSR website. If images are important to illustrate your research plan, please print clear images that will translate nicely electronically. *No handwritten applications will be accepted.

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PHASE I DOCUMENT INSTRUCTIONS**

1. **NIH BIOSKETCH of Medical Student:** Please submit a **1-page** NIH biographical sketch using the Word version located on the MDSR website.
2. **THE COMPACT BETWEEN MEDICAL STUDENTS AND THEIR RESEARCH MENTORS.** Review, sign, and submit the student and mentor versions of the Compact online. Communication between mentor and medical student research trainee is necessary to convey mutual expectations. Keep a copy of the compact for your records and reference.
3. **RESEARCH MENTOR APPROVAL AND SIGNATURE:** Review the scholarship guidelines, mentor and mentee compact, required checklist of documents with your research mentor before submission of signed Phase I documents. Review complete application materials with your research mentor prior to submitting the completed application materials for Phase II documents and sign the cover sheet of your application.
4. **IRB AND IACUC PROTOCOL:** If your research involves human subjects or patient data, you will need to provide the Institutional Review Board (IRB) protocol approval/exemption number. For research involving animals, you will need to provide the Institutional Lab Animal Care and Use Committee (IACUC) approval/exemption number. Approval by the appropriate regulatory body for these issues is the responsibility of the student's mentor. Additional information is available through the Office of Environmental Health and Safety at <http://ehs.osu.edu/> and The Office of Responsible Research Practices <http://orrrp.osu.edu/irb/> and Clinical Research tools http://medicine.osu.edu/research/clinical_research/pages/index.aspx
5. **COM ASSOCIATE DEAN APPROVAL FOR LEAVE OF ABSENCE:** Research applications which require a leave of absence must be accompanied by permission of Associate Dean Joanne Lynn in 155 Meiling. Make sure you give them time to sign your proposal. It may be best to leave your application in their office for signature.

****Distribution of Funds:*** Funds will be distributed in 3 allotments. Release of the each allotment is dependent on confirmation of meeting scholarship expectations; including but not limited to attending the mandatory kickoff orientation, submission of a check in survey by both mentor and student, presentation at the annual MDSR Symposium and submission of a final report, evaluation and thank you letter to the endowment family.