

Medical Research Fellows Program • 2012

APPLICATION REQUIREMENTS

ELIGIBILITY

Applicants must be currently enrolled in a medical, dental, or veterinary school in the United States. Students may apply during any year of their studies, but applicants in the last year of school must defer graduation until completion of the fellowship year. Those applying in the fourth year of medical, dental, or veterinary school must make a commitment to conducting 12 months of continuous, full-time research with minimal interruptions for interviews for residency or post-graduate training. These fellowships are not available to students enrolled in a combined medical, dental, or veterinary/Ph.D. program (e.g., M.D./Ph.D.), a Ph.D. program, or an Sc.D. program or to those who have completed a Ph.D. or an Sc.D. in a laboratory-based science.²

It is advantageous for applicants to have prior research experience. But, it is only *required* for those applying for the Janelia Farm program. Applicants with a year of full-time research experience since entering medical, dental, or veterinary school must show how further full-time research experience at this time would strongly enhance their future research careers. Students applying for the Medical Research Fellows Program at Janelia Farm should have significant research experience and accomplishments.

The fellowship term for all Medical Fellows, including those at Janelia Farm, may begin no earlier than June 1, 2012, and no later than September 1, 2012. There are no citizenship requirements for application, but those who are not U.S. citizens must have and maintain an appropriate visa with eligibility to work in the United States status by the award acceptance deadline of March 30, 2012. Students must be authorized to work in the United States during the entire term of their HHMI fellowship year. HHMI will not handle visa matters for applicants.

Students applying for a position as a Medical Research Fellow at Janelia Farm must be able to start the fellowship year between June 1 and September 1. Those who are not U.S. citizens must have eligibility to work status by the award acceptance deadline of March 30, 2012 as they will be employees of Janelia Farm. Those who are in the U.S. on a student visa must have their home school authorize [Optional Practical Training](#) or [Curricular Practical Training](#) by the award acceptance deadline of March 30, 2012.

Students may apply to either the Medical Research Fellows Program at Janelia Farm or the standard Medical Research Fellows Program. It is highly recommended that those applying for the Janelia Farm opportunity have a mentor and project in mind at another fellowship institution in the event their prescreening application does not progress in the Medical Research Fellows at Janelia Farm competition. Those not progressing past the Janelia Farm interview stage are strongly encouraged to complete the standard Medical Research Fellows Program application with a mentor at another fellowship institution by January 11.

Applicants may not concurrently have two Medical Research Fellows applications in the HHMI Competition System (e.g., a Medical Research Fellows at Janelia Farm application and a standard Medical Research Fellows application). However, Medical Research Fellows at Janelia Farm applicants may apply to the standard Medical Research Fellows Program, with a mentor at another fellowship institution, after notification in early or mid-December that their Janelia Farm application is not progressing to the next stage of the competition.

LOAN DEFERMENT

HHMI can complete loan deferment forms for fellows so that they are able to defer their loans during their HHMI fellowship year.

APPLICATION MATERIALS

Application is via HHMI's Web-based competition system at www.hhmi.org/competitions. Submission of all applicant, mentor, dean, and reference forms must be via the Web.

A complete application has three sections.

Section 1: The applicant's portion

- Registration
- Application
 - Contact Information*
 - Dean's/References/Mentor's Contact Information*
 - Confidential Information*
 - HHMI Affiliations*
 - Education*
 - Demographic Information* (optional)
 - Research Experience*
 - Professional Activities*
 - Honors and Awards*
 - Publications* (if any)
 - Personal Statement* (should not exceed one single-spaced page)
 - Project Title* (should not exceed 255 characters, including spaces and punctuation)
 - Research Plan Summary* (should not exceed 1,600 characters including spaces and punctuation, or approximately one-third of a single-spaced page)
 - Research Project Plan* (should not exceed five single-spaced pages)
 - Research Project Plan Citations* (should not exceed two single-spaced pages)

In addition, the applicant is responsible for

- Providing the mentor, co-mentor (if applicable), dean, and references with the information necessary for them to submit the required letters and other information. After the applicant registers and initiates the Web-based application system, he or

continued on next page

2. The eligibility of applicants with a doctoral degree in a science that is not laboratory based will be determined by HHMI on a case-by-case basis.

she will be able to submit the names and contact information for the mentor, co-mentor (if applicable), dean, and references. Once the names have been submitted, e-mails generated by the Web-based system will provide them with login instructions. *It is the applicant's responsibility to make sure that the mentor (co-mentor, if applicable), dean, and references have provided all required information by the application deadline.*

Section 2: The mentor's endorsement (and co-mentor's, if applicable)

The endorsement includes information on the mentor's plans for training the applicant, training experience, grant support, a brief curriculum vitae, and an evaluation of the applicant.

Web access for the mentor will be initiated by the applicant (see Section 1).

Section 3: Letters of reference

- Dean's endorsement. By writing a letter on your behalf, the dean must indicate that you will be allowed to participate in the program, if selected. The dean will be asked to comment on your potential for scholarly achievement, elaborating, where appropriate, on such matters as scientific knowledge, performance as an undergraduate, medical, dental, or veterinary student, in research-participation programs, and ability to make sound judgments. The dean may also describe pertinent personal characteristics such as perseverance, persistence in the face of obstacles, creativity, independence, and motivation.
- Two letters of reference from persons (other than the mentor or co-mentor on this application or dean) who are familiar with the applicant's talents, abilities, and could comment on the applicant's promise and potential, especially as a physician-scientist, dental scientist, or veterinary scientist.

APPLICATION TO THE MEDICAL RESEARCH FELLOWS PROGRAM AT JANELIA FARM

Applicants should note that the timeline and requirements differ for the Janelia Farm program as follows:

Two-step application process:

- 1) The prescreening application is due by November 1 followed by interviews for selected candidates at Janelia Farm in early December.
- 2) Applicants progressing after interviews will be matched with a Janelia Farm mentor, develop a research proposal with that mentor, and complete the remainder of the Medical Fellows Program application by January 11.

All application components must be submitted online in the HHMI Competition System.

The prescreening application includes:

- *Contact Information*
- *References' Contact Information*
- *Education*
- *Research Interests and Experience* (should not exceed five single-spaced pages)
- *Research Experience*
- *Professional Activities*
- *Honors and Awards*
- *Publications* (if any)

Two reference letters are to be submitted online directly by referees by November 1.

Applicants that advance after the prescreening stage will have to complete the remainder of the Medical Research Fellows Program application components by January 11:

- *Dean's Contact Information*
- *Mentor's Contact Information*
- *Confidential Information*
- *HHMI Affiliations*
- *Personal Statement* (should not exceed one single-spaced page)

- *Project Title* (should not exceed 255 characters, including spaces and punctuation)
- *Research Plan Summary* (should not exceed 1,600 characters including spaces and punctuation, or approximately one-third of a single-spaced page)
- *Research Project Plan* (should not exceed five single-spaced pages)
- *Research Project Plan Citations* (should not exceed two single-spaced pages)

The dean's letter and mentor's endorsement materials, described Sections 2 and 3, above, are to be submitted online directly by those third parties by January 11.

The two reference letters submitted for the prescreening application will be used for the remainder of the Medical Research Fellows Program application.

APPLICATION AND AWARD DATES

All components of the application must be submitted online **by January 11, 2012**, to be considered in the fellowship competition.

Applicants should retain copies of the application materials they have completed and submitted online. Application materials will not be returned. *Evaluations of the review panel will not be made available to the applicant.*

HHMI will notify applicants by e-mail of the outcome of their applications on March 16, 2012. Awardees must notify HHMI by March 30, 2012, of their intent to accept or decline the award.

INFORMATION

Telephone: (800) 424-9924

E-mail: medfellows@hhmi.org

Web: www.hhmi.org/medfellowships

HHMI
HOWARD HUGHES MEDICAL INSTITUTE

Medical Education Programs
1 Cloister Court, Building 60, Room 254
Bethesda, Maryland 20814-1460