APPLICATION DEADLINE: February 12, 2018, No Later than 4PM
ACCEPTANCE NOTIFICATION: March 2, 2018 (Tentative)
PROGRAM DATES: June 11-August 24, 2018

Contact: Jessica Wingett, Program Director (wingettj@ohio.edu)

Proposal Submission Link:
https://app.smartsheet.com/b/form/8fe5c81997ae41879416a7ab3bba1cf5

Summary of Program
Since 1978, the Heritage College has sponsored a program to provide summer research experience for medical students. The Research and Scholarly Advancement Fellowship (RSAF) program seeks to match medical students who have successfully completed their first year of the Heritage College curriculum with mentors who can supervise a meaningful experience in research or scholarly activity.

Under the guidance of the mentor, students conduct intensive short-term (10-week) research projects in selected areas of basic, primary care, medical education, or clinical investigation. Students will attend a core curriculum consisting of seminars on broad topics in medical research. They will complete a poster describing their research to be presented after the conclusion of the summer program.

The fellowship pays $3,000 to assist students with living expenses over the 10-week program. Fellowship payments will be paid intermittently throughout the program and will be paid through the Ohio University Bursar’s Office.

Upon successful completion of the fellowship program, students will receive one hour of academic credit and a letter of completion for their academic records. There will be no tuition cost to the students for participation in the program, and the program will be graded on a pass/fail basis.

Fellowships are provided by the Heritage College and the Osteopathic Heritage Foundations. A minimum of twenty five RSAF fellowships will be available. Students from all three campuses are encouraged to apply.

Objectives
The objectives of the RSAF program are to provide a valuable experience for highly motivated and talented medical students to participate in a defined research project; to acquaint students with
scientific methodology; to enhance their analytic and laboratory skills; and to provide an opportunity to improve their presentation and writing skills. The program provides an atmosphere that encourages and facilitates student interactions with a diverse group of established investigators and clinicians. The rationale for the program is that exposure to a superior research environment will ultimately result in better physicians. It also opens the possibility for students to consider pursuing research as physician-scientists dedicated to enhancing healthcare.

**Eligibility**

All Heritage College students who will successfully complete the Year 1 medical school curriculum by the end of spring semester 2018 are invited to apply for the RSAF program. Students must also be in good professional and judicial standing at the time of application through the completion of the program.

**Identifying a Faculty Mentor**

Students are encouraged to directly approach the Heritage College faculty member and/or members of Heritage College affiliates (e.g. OhioHealth, Nationwide Children’s Hospital, and the Cleveland Clinic systems) whose research may be of interest to them. Students who are looking at different options for the summer should make the potential mentor aware of this early in their discussion process.

[Click here](#) to view Heritage College faculty and members of Heritage College affiliates who have volunteered to mentor a student. This list is updated regularly, so please check frequently. Students are not limited to these mentors.

**Awards**

Fellowships are awarded for a period of ten weeks during the summer months. The fellowship pays $3,000 to assist students with living expenses over the 10-week program. A selection committee will review the proposals and make funding decisions. Fellowships will usually be awarded before Spring Break. The awards are for the student's use only. No funds are available for equipment or supplies.

Students will also be eligible for up to $500 for domestic travel and $750 for international travel to present research findings after satisfactory conclusion of the RSAF program. Students must be first author on the research poster/presentation. Students receiving travel funding from RSAF will not be eligible for the Medical Student Travel Award program for the RSAF project.

**Conditions of Award**

Awards of a fellowship is contingent upon successful completion of the Year 1 medical school curriculum by the end of spring semester 2018 and that the student is in good professional and judicial standing at the time of application through the completion of the program.

Fellows are expected to conduct research according to the highest scientific and ethical standards and in compliance with all applicable laws, regulations, and policies regarding protection of human research subjects, humane care and use of laboratory animals, and laboratory safety.

**Compliance**
It is the responsibility of the mentor to obtain appropriate Ohio University and affiliate (if applicable) approval for research involving human subjects, animals, and/or biohazards prior to the start of the proposed research. Proof of IRB and/or IACUC approval must be provided to the Office of Research and Grants before the start of the research. Fellowship monies will only be awarded after documentation of Ohio University approval is provided.

**Dissemination of Research**
At the completion of the summer program, the students are expected to give a presentation of their work to an audience comprised of the RSAF program director, their mentor, and the other RSAF students. Other members of the student’s laboratories are also invited to attend. **This event is mandatory for all RSAF students.**

**Proposal Guidelines**

**General Information**
- These guidelines supersede previous versions. Please review the guidelines before submitting a proposal. Meritorious proposals are often not funded because these guidelines are not followed, and information needed to make an informed, objective decision is not available to the review committee. RSAF Guidelines are subject to change as needed.
- Proposals must be written and submitted by the student, in collaboration with the faculty mentor.
- Proposals must be single-spaced, with 1" margins and no smaller than **12-point Arial or Times New Roman** font.
- Number pages to facilitate the review process.
- Proposals must include all components in the order listed below. **Incomplete proposals or those that do not follow the guidelines outlined below will be withdrawn from consideration.**
- Proposals must be submitted as a PDF document, including scanned images of the fully signed cover page, checklist, and if applicable, the International Travel form (OHIO – Affiliated Travel Form found at [https://www.ohio.edu/global/goglobal/programs/forms.cfm](https://www.ohio.edu/global/goglobal/programs/forms.cfm)).
- Questions concerning the proposal preparation process should be directed to Jessica Wingett, Office of Research and Grants, 222 Irvine Hall, Athens, Phone: 740-593-2336, E-mail: wingettj@ohio.edu.

**Proposal Guidelines**

Students must prepare and submit a proposal detailing the proposed research project. The proposal is to be developed by the student in consultation and collaboration with the mentor. Proposals submitted without the written consent of the mentor will not be accepted. **Proposals must be submitted via the online application at [https://app.smartsheet.com/b/form/8fe5c81997ae41879416a7ab3bba1cf5](https://app.smartsheet.com/b/form/8fe5c81997ae41879416a7ab3bba1cf5)** and assembled in the following order with the following formatting/page limits:

1. **Proposal Checklist (Form found in Appendix A):** Complete the attached Checklist and submit with your proposal. The goal of the checklist is to affirm that all the sections have been included and are compliant with formatting guidelines.
2. **Project Abstract (500-word limit):** The abstract should be a description of the activity. It should be informative to persons working in related fields and understandable to the
scientifically or technically literate lay reader. The abstract must contain a brief description of
the following:
   A. Significance of the proposed activity
   B. Statement of research question, specific aims and objectives
   C. Specific and clear research hypotheses
   D. Methods to be employed

3. **Project Description (6-page limit):** The Project Description must be organized as follows:
   A. Specific Aims (Suggested Length = 1 page). At minimum, the Specific Aims page should
      accomplish the following:
      a. Introduce your research subject and describe the significant gap in knowledge
         that relates to your request for funding.
      b. Introduce the solution that fills the gap in knowledge. You should include your
         hypothesis, objectives and rationale.
      c. Briefly describe each of the aims that you will use to test your hypothesis.
      d. For a qualitative research project, describe how the results will be used to
         generate hypotheses for further testing.
   B. Significance of Proposed Study (Suggested Length = ½ page)
   C. Broader Impacts of the Research (e.g. to your program/discipline, Ohio University, the
      region/state/nation/world) (Suggested Length = ½ page)
   D. Preliminary Results, if applicable (Suggested Length = ½ page)
   E. Research Design with Detailed Methods and Analysis Plan (Suggested Length = 3 pages)
   F. If applicable, discuss data confidentiality and protection of human subjects or animals.
      (Suggested Length = ½ page)

4. **Plan for Dissemination (1/2-page limit):** Provide a plan for disseminating your research results
   including potential target journals and conferences.

5. **Student Research Goals (1/2 page limit):** Explain how participation in the RSAF program relates
   to your current and future research goals.

6. **References:** All literature references must include the list of authors, title of the article, journal
   name, issue, year of publication, and relevant page numbers. AMA editorial style is preferred.
   This document is a quick guide to AMA style: [http://library.stkate.edu/assets/library-uploads/files/citeAMA.pdf](http://library.stkate.edu/assets/library-uploads/files/citeAMA.pdf). You can also search the internet for other helpful guides.

7. **Mentor’s NIH Biosketch and Endorsement:** Mentor’s NIH Biosketch
   ([https://grants.nih.gov/grants/forms/biosketch.htm](https://grants.nih.gov/grants/forms/biosketch.htm)) with personal statement containing a brief
description of why their experience and qualifications make them well-suited for the role of a
mentor (e.g. previous experimental work on this specific topic or related topics, technical
expertise, past performance in this or related field, specific contributions to scholarly work on
this topic or a related topic), plan for mentoring the student, and description of how the project
fits into the mentor’s research program.

**Evaluation Criteria**

**Quality of the Research Experience**
Research projects should be well planned and should be structured. A student should be carrying out
much of the work. A project that requires more than two weeks of reading or library research is not
appropriate for this program.

**Quality of the Proposal**
The student should write the proposal after thorough consultation and collaboration with the mentor. It should include all of the components outlined below. In addition, the proposal must include a clear mentoring plan indicating to the committee specifically how the student will be spending his/her time on the project during the ten weeks.

Mentor
Mentors must be members of the Heritage College faculty or Heritage College affiliates (e.g. individuals within the OhioHealth, Nationwide Children’s Hospital, and the Cleveland Clinic systems). This may include adjunct or part-time faculty members. Mentors should not sign for the same project with competing students. Faculty mentors may sign for different projects with different students; however, because the demand for RSAF placements often exceeds the number of fellowships awarded, the RSAF program can likely only support one student per mentor.

Proposal Submission
- Proposals must be submitted as a single PDF document, including scanned images of the fully signed cover page, checklist, and if applicable, the International Travel form (OHIO – Affiliated Travel Form found at https://www.ohio.edu/global/goglobal/programs/forms.cfm).
- Proposals must be submitted via the online application at https://app.smartsheet.com/b/form/8fe5c81997ae41879416a7ab3bba1cf5 and must be received no later than 4:00 PM on the deadline date.
Principal Investigator Name: _____________________________________

☐ Proposal Checklist (This Form)
☐ Project Abstract
☐ Project Description
  ☐ Specific Aims
  ☐ Significance of Proposed Study
  ☐ Broader Impacts of the Research
  ☐ Preliminary Results, if applicable
  ☐ Research Design with Detailed Methods and Analysis Plan
  ☐ If applicable, discuss data confidentiality and protection of human subjects and animals

☐ Plan for Dissemination
☐ Student Research Goals
☐ References
☐ Faculty Mentor’s NIH Biosketch and Endorsement
☐ Research Compliance (IRB or IACUC from each institution)