STUDENTS

Initial password is: test
Please change this password!

STANFORD
MedScholars Research Fellowships

Figure A

Please Enter Your Student/Employee ID Number,
Password and a Login Type

Select STUDENT
from the drop-down menu.

Use your SUID #.

Don’t forget
to change your password!

Click here to start an
application or to go to
applications already started.

Figure B
This is your personal application page. It shows all your applications in process.

You should see your name here.

You can START a NEW APPLICATION from here.

The MedScholars Review Committee meeting dates are one month AFTER each deadline date.

These instructions can be found here!

You can edit or view your application by clicking here.

If you have comments or suggestions on how to improve this process, please e-mail!

You can see the status of your proposals.

You can START a NEW APPLICATION from here.
If you select YES, you will get this notice:

![Notice]

If you have done any other funded MedScholars projects in the past, select YES.

If you have never had a MedScholars project in the past, select NO.

This is the toolbar. By clicking on any of these menu buttons, your application will automatically be saved (this includes clicking on “SAVE” and “LOGOUT”).
If you select YES, you will get this notice:

Because you stated that have had a previously funded MedScholars project that is related to this proposal, in your Background & Significance section, please note how this project relates to this proposal, update the committee on your progress, and why it is of value to fund this beyond the previously approved project/amount.

Figure E

- If this proposed project related to a past, funded MedScholars project, select YES.
- If this is new project, unrelated to a past, funded MedScholars project, select NO.
Enter your project title. This will be made public, so clear it with your advisor!

Select, from the drop-down, your Foundation Area and Application, if applicable.

Select, from the drop-down, when you are intending to submit your application.

Select, from the drop-down, your project length.

NOTE: As of 3/19/08, applicants apply for increments of 25% after the initial 100% FTE. Subsequent proposals that continue the same project are also in increments of 25% after the first 100%.
If you select YES, you will get this notice:

**NOTE:** When in STUDENT DRAFT no one can see the application, except for you.

If you will be conducting your project off the Stanford/SoM campus, select YES. If you will be conducting your project on campus, select NO.

If you select YES, you will get this notice:

> Because you have stated that you are conducting your project off the Stanford/SoM campus, please provide in the Background & Significance section of your proposal an explanation of why this experience offers you a unique opportunity and why the same research cannot be conducted at Stanford. Also include a proposed travel budget.
Enter the phone number we can reach you at during business hours.

Select, from the drop-down, which SC would best serve as your reviewer.

Select, from the drop-down, which academic year, quarter, and % you plan to spend on your project.
Work with your mentor to decide what compliances are needed for your project. You should also work together to get your compliances in order PRIOR to the start of funding.

Select, from the drop-down, which Stanford Advisor is your primary advisor. If your advisor is not on this list, please e-mail Joan (jmenees@stanford.edu).

Enter the name of any outside funding you may be receiving for this project (ex. HHMI, Doris Duke, AHA, etc).

Enter your co-advisor and affiliation here.

NOTE: Co-advisors should send Susan their Letter of Support directly. You should also send them your proposal, as they will not have access to this online application.

Click on PROPOSAL & APPENDICES UPLOAD (see toolbar at the top).
This is where you attach your whole proposal. Remember to include all five sections (I-IV) and all subsections (A-E or A-F).

This is where you may attach any appendices that can not be saved with your proposal directly.

click on BACK TO APPLICATION
(see toolbar at the top)
You have prepared what you believe is a finished application for your MedScholars project, and submitted the proposal to your faculty mentor for review and approval before you submit your application to the MedScholars Review Committee.

Here is what may happen next:

- Your faculty member may not agree that your proposal is ready for submission, and may therefore RETURN TO STUDENT – REQUIRED REVISION. S/he may attach a letter of support, even if they don’t feel the application is quite ready to submit to the MedScholars Review Committee at this time. You will not be able to see the support letter.

- Your faculty mentor may agree that the proposal is ready for submission, so s/he will attach a letter of support and return the application to you as APPROVED FOR SUBMISSION.

You will receive another e-mail indicating when your faculty review has been completed and what you are to do next in the process. Until such time, you can only view your application in READ ONLY mode.

**NOTE:** It is your responsibility to follow-up with your faculty mentor through this online process, and submit your proposal by the deadline. Late submissions will not be accepted.
If your mentor has comments, s/he would either type them in this notes section or attach a document. You can use your mentor’s feedback to improve your application.

**NOTE:** If you want to save any correspondence between you and your mentor, please print out the FACULTY NOTES page. The original comments will not be saved if your mentor replies with more changes.
Now, you can see that you have:

- one application that has been sent to your faculty for review and rests in your faculty hands currently,
- one application in your hands to revise (it didn’t pass your mentor’s review),
- one in your hands that has passed your mentor’s review awaiting your submission for MS Review
- several applications are still in draft

You now have two choices
1) SUBMIT FOR MS REVIEW - your application will be sent as-is to the MedScholars Review Committee
2) REVISE & RESEND - you want to make some last minute changes to the proposal before submission.

You may REVISE & RESEND; the system will refresh and set your application back to DRAFT so that you can make changes. You will then need to follow the process again, by selecting READY FOR FACULTY REVIEW. You should let your faculty mentor know that you made changes, what they are, and that you want them to review/approve the new proposal.

NOTE: It is your responsibility to follow-up with your faculty mentor through this online process, and submit your proposal by the deadline. Late submissions will not be accepted.