Applying for MedScholars
Login with your SUNET ID at https://med.stanford.edu/mep/

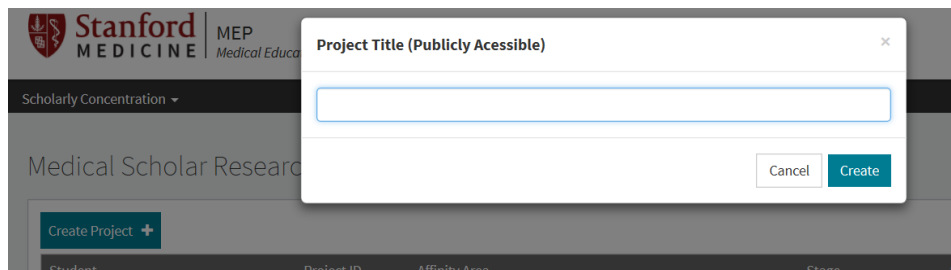## Important tips before you get started:
- The application will generally auto-save unless it is noted that you must save before being able to proceed to the next step.
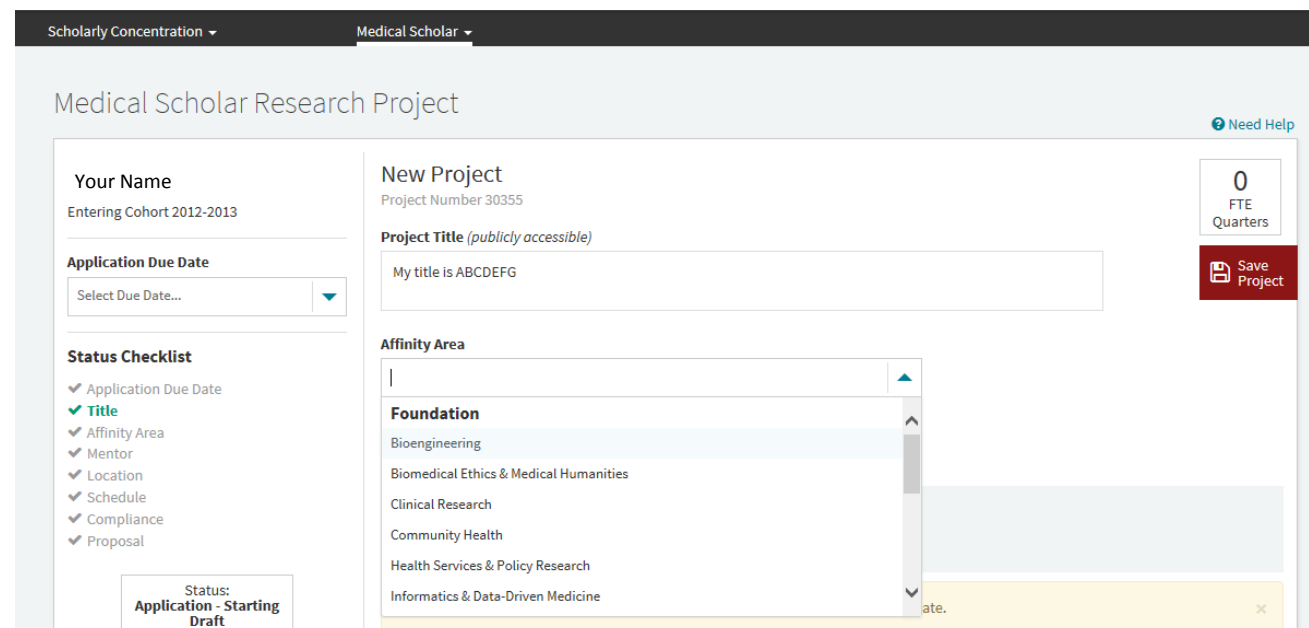
Step 1 – Create Project

Step 2 – Project Details

Type in *Project Title* (please note: project titles are publicly viewable)

Select an SC *Affinity Area* that most closely aligns with your project

Select an *Application Due Date* that you are applying for. Note: You must select a date before you can select your Primary Mentor.

Select a Stanford *Primary Mentor* by typing in your mentor's name.

Note: Primary Mentors must be certified via an add mentor request process reviewed by the MedScholars Committee. If a prospective mentor is uncertified, you must submit an add mentor request to: admin-msr-som@lists.stanford.edu due one week before the MedScholars application deadline.

If you have a Stanford Co-mentor, click *Add Stanford Co-mentor*, and type in your co-mentor's name and select from the list.

If you have a non-Stanford Co-mentor, click *Add Other Co-mentor*, and enter all the information requested.

Note: Co-mentors must send a letter of support to admin-msr-som@lists.stanford.edu ; Co-mentors do not need to be certified.

Add a Location. Make sure to click *Save Project* after selecting a location.

Status Checklist

✔ **Application Due Date**
✔ **Title**
✔ **Affinity Area**
✔ **Mentor**
✔ Location
✔ Schedule
✔ Compliance
✔ Proposal

Status:
Application - Starting

Location(s)

Location   🗑 Remove Location

[|]   ▲

Stanford

US   💾 Save Project

Abroad   ▲

✚ Add a Location

Designate *Mentor* for the location(s) selected. Click *Save Project*.

Status Checklist

✔ **Application Due Date**
✔ **Title**
✔ **Affinity Area**
✔ **Mentor**
✔ **Location**
✔ Schedule
✔ Compliance
✔ Proposal

Status:
**Application - Starting
Draft**

Submit to Mentor

Withdraw

Location(s)

Location   🗑 Remove Location

Stanford   ▼

Mentor   💾 Save Project

Laurence Baker   ▼   ▲

Location   🗑 Remove Location

Abroad   ▼

Country *
Nepal, Asia 🗑

Choose country...

* Required
Mentor

Steven Goodman   ▼

✚ Add a Location

Add a Term to create your project Schedule. Assign a location for each term. Each new application requires at least the total equivalent of 1.0 FTQE (i.e. 100% total effort). Click *Save Project*.

Status Checklist

✔ **Application Due Date**
✔ **Title**
✔ **Affinity Area**
✔ **Mentor**
✔ **Location**
✔ **Schedule**
✔ Compliance
✔ Proposal

Status:
**Application - Starting
Draft**

Schedule

| 2016-2017 Spring ▼ | 25% ▼ | Stanford ▼ | 🗑 |

💾 Save Project

| 2016-2017 Summer ▼ | 100% ▼ | Abroad - Nepal, Asia ▼ | 🗑 | ▲

| 2016-2017 Autumn ▼ | 50% ▼ | Stanford ▼ | 🗑 |

✚ Add a Term

Is your project a Continuation of a previous project? If Yes, then click *Add a Project* and select the previous project that you are continuing. Continuation projects can total less than 1.0 FTQE. More information on continuation applications: http://med.stanford.edu/medscholars/application/interview.html

Have you applied for External Funding for the project? If Yes, then type in the Funding *Source* (name of Fund and amount of funding) and select the *Status* (Pending or Awarded), and upload a document that confirms your status (e.g. email showing you applied, or an Award letter with details of your funding).

Status Checklist
- ✔ Application Due Date
- ✔ Title
- ✔ Affinity Area
- ✔ Mentor
- ✔ Location
- ✔ Schedule
- ✔ Compliance
- ✔ Proposal

Status:
Application - Starting Draft

Submit to Mentor

Withdraw

Continuation
This Project is a continuation of …
…no other Project

Select Project... ▼

Save Project

+ Add a Project

External Funding ❓

Source	🗑 Remove External Funding
HHMI	

(4/200)

Status   Pending ▼

⬇ HHMI_applied_email.docx (11.37K)
Uploaded 03/15/2017 9:06:08 AM | 🗑
Upload/Replace Document

⬆ Drag and Drop document here   🔗 Browse

Attach your *Project Proposal* (required) and *Appendices* (optional). A guideline for proposal writing can be found at: http://med.stanford.edu/medscholars/application.html

Status Checklist
- ✔ Application Due Date
- ✔ Title
- ✔ Affinity Area
- ✔ Mentor
- ✔ Location
- ✔ Schedule
- ✔ Compliance
- ✔ Proposal

Status:
Application - Starting Draft

Submit to Mentor

Withdraw

Attachments
Project Proposal
Upload/Replace Document

⬆ Drag and Drop document here   🔗 Browse

Save Project

File	Size	Uploaded By	Uploaded	
⬇ 📄 ProposalTest.docx	11.38K		03/15/2017 9:06:47 AM	🗑

Appendices
Upload Additional Documents

⬆ Drag and Drop document here   🔗 Browse

File	Size	Uploaded By	Uploaded	
⬇ 📄 Appendix.docx	11.37K		03/15/2017 9:12:56 AM	🗑

Agreements

Primary Mentor Agreement
This agreement has not been signed yet.

Add the *Compliance* protocol(s) that apply to your project. Documentation will be required showing evidence of the approved protocol. This is due by the quarterly funding deadline that will be communicated to you if your project gets approved by MedScholars. The MedScholars Administrator will also verify each protocol before funding is released in a given term.

Project Comments –you may add comments to communicate with the MedScholars Administrator (at all times), your Primary Mentor (at the appropriate application stage), or the MedScholars Committee (at the appropriate application stage).

Step 3 – Application Submission

If your application is complete, you can *Submit to Mentor*. Your application will be routed to your Primary Mentor, who will review your application, upload a Letter of Support, and select to Approve your application, or Return it to you for Revision. If your mentor requires you to revise your application, you will be notified and follow the same steps to *Submit to* Mentor. You can view your mentor's feedback and comments, in the *Project Comments* section, by clicking on the Comment in *General Feedback,* or scrolling to the Comment box at the bottom of the application. If your mentor approves, you will receive notification that your application is ready to Submit to Committee.

Status Checklist

✔ Application Due Date
✔ Title
✔ Affinity Area
✔ Mentor
✔ Location
✔ Schedule
✔ Compliance
✔ Proposal

Status:
Application - Starting Draft

Submit to Mentor

Withdraw

Status:
Application - Approved by Mentor

Unlock to Revise

Submit to Committee

General Feedback

1 Comment, 1 New

Step 3 – After Submission and Project Completion (required)

Access your application to update materials as needed (e.g. compliance protocols, external funding) and to view your project information.

The Project Completion or *Research Delivery* is due within 6 months after the last quarter of MedScholars funding. You will be notified of your project's "close out" status after your last quarter of funding. Login to submit a Final Report and Presentation. You will Submit to Mentor for completion approval. Your Primary Mentor will be notified to upload a Completion Letter of Summary and approve your completion, or route it back to for Revision.

After your completion has been Approved by your Primary Mentor, the MedScholars Administrator will Mark it Complete. You will receive a "Pass" grade for the quarters in which you received MedScholars after it has been marked complete.

Status Checklist

✔ Final Report
✔ Presentation

Status:
Performance - Close Out

Submit Completion

Research Delivery
Final Report
+ Add Final Report

Presentation(s)
+ Add Presentation

Publication(s)
+ Add Publication

💾 Save Project

Mentor Completion Summary

Mentor Completion Summary has not been uploaded at this time.

If you have questions or concerns regarding MedScholars, please contact admin-msr-som@lists.stanford.edu