

Applying for MedScholars

Login with your SUNET ID at <https://med.stanford.edu/mep/>

Important tips before you get started:

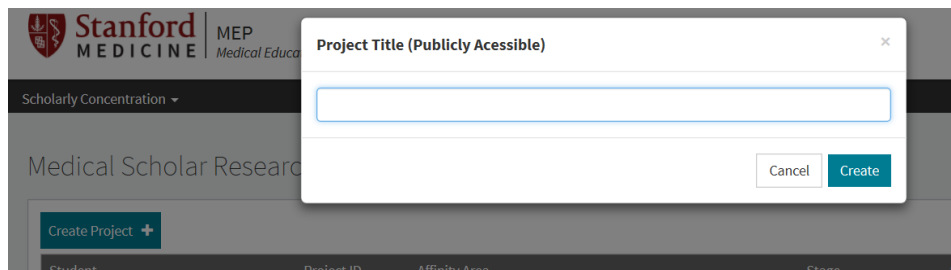
- The application will generally auto-save unless it is noted that you must save before being able to proceed to the next step.

Step 1 – Create Project

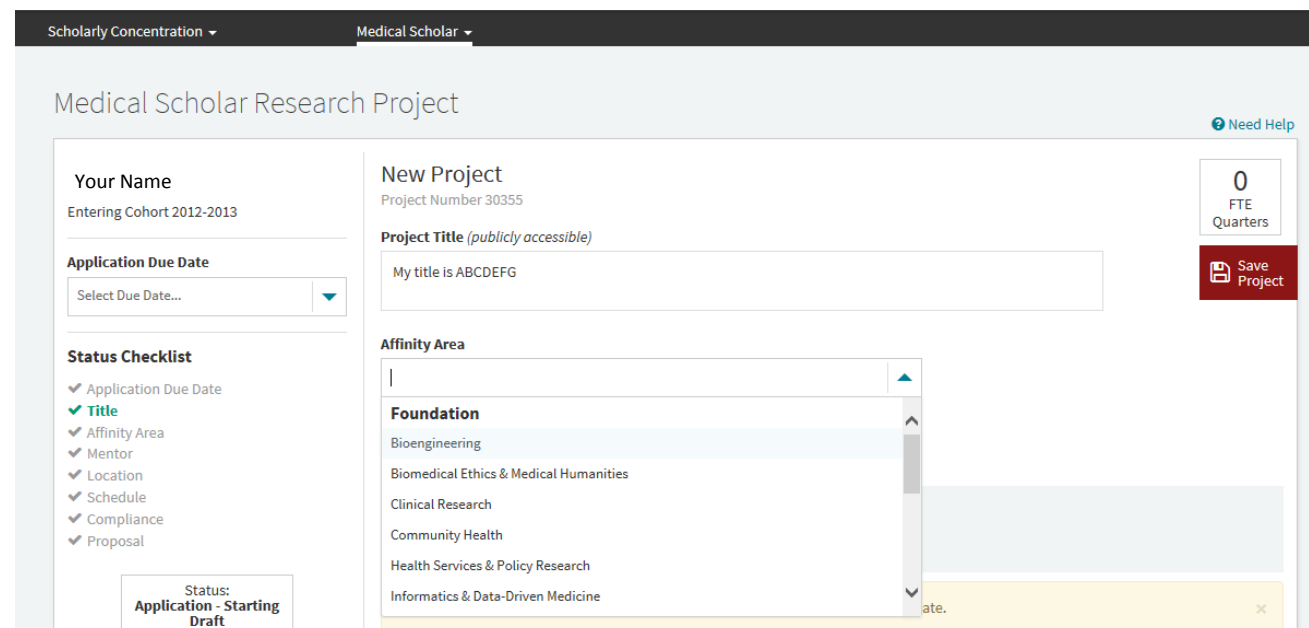


Step 2 – Project Details

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.

Scholarly Concentration Medical Scholar

Medical Scholar Research Project

[Need Help](#)

Your Name
Entering Cohort 2012-2013

Application Due Date
| ▲
04/12/2017

Status Checklist

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

Status:
Application - Starting Draft

New Project
Project Number 30355

Project Title *(publicly accessible)*
My title is ABCDEFG

Affinity Area
Choose an area... ▼

Mentor(s)
Primary Mentor
Choose project mentor...

You cannot choose a Primary Mentor until you have chosen your application due date. ✕

0 FTE Quarters

Save Project

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.

The screenshot displays the MedScholars application interface. On the left is a 'Status Checklist' with items: Application Due Date, Title, Affinity Area, Mentor, Location, Schedule, Compliance, and Proposal. Below the checklist is a status box indicating 'Application - Starting Draft' and buttons for 'Submit to Mentor' and 'Withdraw'. The main area is titled 'Mentor(s)' and is divided into 'Primary Mentor' and 'Co-Mentors' sections. The Primary Mentor section shows 'Laurence Baker (lcbaker, Certified)' from Stanford University with a 'Remove' button and a 'Save Project' button. Below it is a search box 'Choose project mentor...'. The Co-Mentors section contains two entries, each with a 'Remove Mentor' button and a yellow warning box stating: 'You are responsible to contact this Co-Mentor and say that you need a Letter of Support, which the Co-Mentor should send to admin-msr-som@lists.stanford.edu.' Below the Co-Mentors section are input fields for 'Name', 'Email', and 'Institution'. At the bottom, there are buttons for '+ Add Stanford Co-Mentor' and '+ Add Other Co-Mentor'.

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: [Dropdown menu open with options: Stanford, US, Abroad]

+ Add a Location

Remove Location

Save Project

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: Stanford

Mentor: Laurence Baker

Location: Abroad

Country: Nepal, Asia

Choose country...

* Required

Mentor: Steven Goodman

+ Add a Location

Remove Location

Save Project

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	Remove
2016-2017 Summer	100%	Abroad - Nepal, Asia	Remove
2016-2017 Autumn	50%	Stanford	Remove

+ Add a Term

Save Project

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

Withdraw

Continuation

This Project is a continuation of ...
...no other Project

Save Project

+ Add a Project

External Funding ?

Source Remove External Funding

HHMI

(4/200)

Status Pending ▼

↓ HHM_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

Withdraw

Attachments

Project Proposal

Upload/Replace Document

📁 Drag and Drop document here
 Browse

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.

Status Checklist

- ✓ Application Due Date
- ✓ Title
- ✓ Affinity Area
- ✓ Mentor
- ✓ Location
- ✓ Schedule
- ✓ Compliance
- ✓ Proposal

Status:
Application - Starting Draft

Submit to Mentor

Withdraw

Compliance

Choose the compliance protocol(s) that apply to your project.

Select compliance protocol...

Add

Chemical Safety
 Radiological Safety
 Safety and Emergency Management
 None Apply

Drag and Drop document here

Browse

Human Subjects Research ⓘ

Needs documentation

No document has been provided.

Upload Documents

Drag and Drop document here

Browse

Laboratory Animal Care ⓘ

Needs documentation

No document has been provided.

Upload Documents

Drag and Drop document here

Browse

Stem Cell Research Oversight ⓘ

Needs documentation

No document has been provided.

Upload Documents

Drag and Drop document here

Browse

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).

Status:
Application - Approved by Mentor

Unlock to Revise

Submit to Committee

Project Comments

Comment ?

(0/1000)

Add

Show Comments ▼

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.

The screenshot shows a sidebar on the left with a 'Status Checklist' containing items with green checkmarks: Application Due Date, Title, Affinity Area, Mentor, Location, Schedule, Compliance, and Proposal. Below the checklist is a status box that reads 'Status: Application - Starting Draft'. At the bottom of the sidebar are two red buttons: 'Submit to Mentor' and 'Withdraw'. The main content area on the right has a status box that reads 'Status: Application - Approved by Mentor'. Below this are two red buttons: 'Unlock to Revise' and 'Submit to Committee'. At the bottom of the main area is a 'General Feedback' section with a text input field and the text '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.

The screenshot shows a sidebar on the left with a 'Status Checklist' containing items with green checkmarks: Final Report and Presentation. Below the checklist is a status box that reads 'Status: Performance - Close Out'. At the bottom of the sidebar is a grey button: 'Submit Completion'. The main content area on the right has a section titled 'Research Delivery' with sub-sections: 'Final Report' with a '+ Add Final Report' link, 'Presentation(s)' with a '+ Add Presentation' link, and 'Publication(s)' with a '+ Add Publication' link. At the bottom of the main area is a section titled 'Mentor Completion Summary' with the text 'Mentor Completion Summary has not been uploaded at this time.' A red 'Save Project' button is visible in the top right corner.

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