

STANFORD UNIVERSITY SCHOOL OF MEDICINE
Office of Medical Student Research and Scholarship

Dear Student:

Congratulations on your Medical Scholars research proposal being approved for funding! By accepting this award you agree to fulfill the student responsibilities and policies of the Medical Scholars Program.

Please read carefully (you can also review the website http://med.stanford.edu/medscholars/student_resp.html):

1. If you have not yet done so, submit your compliance information as soon as possible to the MedScholars Program Administrator, Natalie Marino (nmarino1@stanford.edu). We must receive compliances before the second week of the quarter in order to release your funding. If this is not done, your project is subject to suspension/cancellation.

Compliance information can be found on the Medical Scholars website/compliance information page. (<http://med.stanford.edu/medscholars/application.html>)

2. Travel MedScholars must follow and complete the New International [Traveling Scholars Information Collection/Requirements](#) form. For domestic travel, please forward only relevant information.
3. Enroll on AXESS for medical scholars units within two weeks (10 business days) of the start of the quarter. Any changes in your percentages, units, or quarters must be cleared with the MedScholars Program Administrator.

100% = **18 units** and a minimum of 40 hours of MedScholars work per week
75% = **13-14 units** and a minimum of 30 hours of MedScholars work per week
50% = **9 units** and a minimum of 20 hours of MedScholars work per week
25% = **4-5 units** and a minimum of 10 hours of MedScholars work per week

You must verify **ALL** TA'ships/RA'ships and Clerkships - even those with percentages less than 100% during all MedScholars quarters (fulltime or otherwise) - with the MedScholars Program Administrator prior to enrolling. **Teaching Assistantships, Research Assistantships, and Clerkships are not permitted during 100% research quarters.** Registration in up to four non-MedScholars units, that are non-MD required coursework, is allowed with a 100% Medical Scholars quarter if the units are approved by your faculty research advisor, with an email to nmarino1@stanford.edu prior to enrolling.

4. Steps for using AXESS to enroll:
 - a. Login to Axess <http://axess.stanford.edu>
 - b. Click on the Student Center tab
 - c. Click on the Enroll link in the upper left under the Academics header
 - d. Under Add to Class Picks and Find Classes, click on the Search button
 - e. Under the Class Search Criteria header:
 - Leave the Course Subject field blank
 - Enter 370 in the Course Number field
 - Select the appropriate department in the Course Career dropdown menu
 - f. Click on the Additional Search Criteria link
 - g. Enter your MedScholars Faculty Advisor's last name in the Instructor Last Name field
 - h. Click Search at the bottom right of the page
 - i. Once you see your MedScholars course with your Faculty Advisor's name, click on the Select Class button
 - j. Use the dropdown menu to select the number of units
 - k. Click Next
 - l. Verify that the information is correct, then click the Proceed to Step 2 of 3 button
 - m. Again, verify that the information is correct and click Finish Enrolling
 - n. Your *My Class Schedule* tab should now display your MedScholars course.

Funding for your project will be disbursed by Financial Aid during the approved quarters. For students not on financial aid, MedScholars funding is generally applied towards tuition, as stipends are taxable. MedScholars awards are for student support, not for research supplies or equipment. Please refer to the MedScholars website for funding levels.

If you have an outstanding balance due at the Bursar's Office at the time of disbursement, your award will be applied to that balance and the remaining portion, if any, will be refunded to you as a stipend. Please contact financial aid if you have further questions about billing.

5. Each student is eligible to apply for travel and can receive a stipend up to \$2,500 for travel and VISAs (not to include lodging, food, supplies/equipment) in addition to the MS fellowship (1 FTEQ)*. We will also cover all required/highly suggested immunizations and medications that our travel physician recommends. Additional information can be found on the [Travel Scholars](#) page.

If the \$2,500 stipend is not completely used on the first travel project, the student may apply to use the balance remaining on future, approved MedScholars travel projects.

Students who are doing a traveling project in the local Bay Area will be eligible to receive ONLY up to \$500 for travel, unless at the time of applying there is an attachment justifying extra travel needs not to exceed \$2,500.

*\$12,000 fellowship is for those students matriculating before 2010. For those that matriculated in 2010 (or later) please see the new tuition chart.

Note that receipts are due no later than 30 days after your return. Please attach an itemized list of expenses including your name, student id number, e-mail, and then attach the receipts. Submit to the MedScholars Program Administrator.

6. MedScholars awards are to support the research project, not the individual student. If you need to change the nature, scope or direction of the project, the Medical Scholars Program Administrator must be notified so that a petition for change can be submitted to the Committee. If a significant problem, other than change in project, occurs such that you cannot meet expectations, you should inform the Medical Scholars Program Administrator and be prepared to withdraw from the program and return any money that was disbursed.
7. Work on your project – the one that has been approved - during the quarter(s) in which you are in receipt of funding and academic credit. Students may continue work on their project when not in receipt of pay or academic credit.
8. Fulfill obligations to the Committee no later than six months from the end of your funding (and always prior to beginning another Medical Scholars Research fellowship). To do this, you must give an oral presentation and write a final report as follows:
 - a. Give an oral or poster presentation of the results or progress of your project. Presentation at the annual Medical Student Research Symposium, a national, or an international meeting fulfills this requirement.
 - b. The written report should be in manuscript format (hypothesis, methods, results, bibliography) with emphasis on the results. The paper need not be extensive and may take the form of a progress report if time does not allow for the completion of the project and if your advisor deems that substantial work has been completed. If the work is being published, a paper can be the final written report if you made significant contributions to the paper.
 - c. The written report (due no later than 6 months after the last quarter of funding) should be uploaded to MS Online for review and approval by your project mentor.
 - d. When acknowledging funding, please use this text: *Funding provided by the Stanford Medical Scholars Fellowship Program*

9. **If graduating, you will be expected to fulfill the completion obligations to MedScholars by June 1, prior to graduation, even if this date is less than six months after your last funded quarter.**
10. Request an extension if additional time is required to finish the final report and oral presentation. Your request is made to the Medical Scholars Program Administrator and includes a letter from the faculty advisor supporting the extension. Students who do not request or are not granted an extension risk receiving an academic hold being placed on their account, a failing grade, and/or appearance on the agenda of the next meeting of the Committee on Performance, Promotion, and Professionalism (CP3).
11. The primary source of Stanford MedScholars fellowships are gifts made by private donors. These donations are frequently made by individuals who take an interest in the scholastic background, academic progress, and research activities of their aid. Recipients of a MedScholars grant may be required to write a personal letter of thanks and attend an annual donor recognition dinner.

Failure to complete any or all of these contractual items may result in your project funding being withdrawn, project cancellation, funding repayment, or a review of your professional conduct by the CP3.

If you have any questions, please drop-by and see me in MSOB Suite 100, call me at 650-723-0355, or send an email to nmarino1@stanford.edu.

Best Wishes,
Office of Medical Student Research and Scholarship