

INSTRUCTIONS FOR APPLYING FOR THE PETER MORGANE RESEARCH FELLOWSHIP 2016

The University of New England College of Osteopathic Medicine anticipates funding multiple medical student research projects through the Peter Morgane Research Fellowship (formerly known as the Dean's Research Fellowship) program starting in the summer of 2016. This is a great opportunity for UNECOM students who wish to participate and obtain experience in biomedical, clinical, experiential, or translational research. Research projects can have a basic science, community health, clinical, or osteopathic orientation. All current UNECOM students who are matriculated at the time of the award and in good academic standing are welcome to apply.

I. PROGRAM OVERVIEW:

The following are mandatory deadlines and activities in the Peter Morgane Research Fellowship program. Please refer to individual sections below for detailed information. Note that for particular activities listed here (indicated by *), the dates may be flexible, which will be determined on an individual basis.

Time	Activity	Related Section(s)
Late February 2016	<ul style="list-style-type: none"> Application materials become available at: http://www.une.edu/com/research/fellowship-opportunities 	
Before April 11, 2016	<ul style="list-style-type: none"> Select mentor for summer research Prepare research proposal with the mentor 	Section II
April 11, 2016 (midnight)	<ul style="list-style-type: none"> Deadline for proposal submission 	Section III
April 29, 2016	<ul style="list-style-type: none"> Announcement of Peter Morgane Research Fellowship recipients 	Section IV
June 1 – December 31, 2016	<ul style="list-style-type: none"> Conduct summer research as proposed* 	Section II-B and V
June 5, 2016	<ul style="list-style-type: none"> Deadline for completion of selected, required training (including mentor-identified specific training) ✓ Note that deadlines for completing all additional required training should be specified by the mentor in the application. 	Section V and VI
Early July 2016	<ul style="list-style-type: none"> Submit Progress Report to the Research and Scholarship Committee 	Section V and VI
August, 2016	<ul style="list-style-type: none"> Workshop: "Preparing Your Presentation and Professional CV"* 	Section V and VI
Academic year 2016 - 2017 (Date TBD)	<ul style="list-style-type: none"> Submit abstract for Presentation during UNECOM Research Day* 	Section V and VI

* These can be modified if the proposed project will not be completed during the summer of 2016. (Please see section B.3.iii below for details).

II. PREPARE YOUR APPLICATION WITH SELECTED MENTOR:

A. Mentor

1. Every applicant **must** identify a primary mentor to assist in preparation of his or her application. The primary mentor can be a faculty member from any UNE college (internal mentor) or a professional from another institution with adequate research/training experience (external mentor). If a co-mentor (internal or external) is identified, the co-mentor will share the responsibilities listed below with the primary mentor and also needs to provide all documents listed below.
2. The mentor responsibilities include: sponsoring and supervising the proposed research project, including providing the necessary resources for the project; assisting the applicant with the application process (**BUT NOT WRITING THE PROPOSAL FOR THE APPLICANT**); ensuring that the funded applicant completes all required training (see sections V) and stays on track with the research project; and helping in preparation of required research presentations at the UNECOM Research Day. Time must be allotted for the award recipient to prepare the progress report and attend the workshops required for all Peter Morgane Fellowship recipients (see section V for details and exceptions).
3. Each mentor needs to provide a letter indicating a willingness to supervise the applicant, the availability of space and resources needed to conduct the proposed research, and the training/experience the student will obtain during the fellowship. The letter should also indicate whether the applicant will be under direct supervision of the mentor or a designee.
4. Each mentor needs to fill out and sign the attached “**Peter Morgane Research Fellowship Mentor’s Agreement**” and provide a recent CV or NIH Biosketch with the application.
5. Note that all communications to each applicant regarding the status of their application or fellowship (during the award period) will be visibly cc’d to their mentor(s).

B. Application

1. Please use the “**Peter Morgane Research Fellowship Application Form**” and work with your mentor to prepare your application. **DO NOT exceed the allowed space for each section (using Times New Roman Font 11). Applications that exceed the space allowed will be administratively withdrawn.**
2. Instructions for the “**Peter Morgane Research Fellowship Application Form**”:

- Cover page: Please fill in all required administrative information.

*For the following sections (i-iv), please focus on **YOUR PROPOSED** project, **not your mentor’s project**.*

- (i) Background/Significance and Specific Aims (up to one page)
Provide a brief background about the problem(s) that will be addressed in **YOUR PROPOSED** project and discuss their significance. Provide a brief background on how the proposed project fits into an existing program (if applicable).
State concisely the specific aims of **YOUR PROPOSED** project (such as testing a stated hypothesis, solving a particular problem, or learning/developing a new technique).
State briefly how the short-term and long-term goals will be achieved through the specific aims of **YOUR PROPOSED** project.
- (ii) Experimental Approach (up to 1¼ pages)
For each specific aim, describe the experimental design, methodology, and data analyses to be used. Discuss anticipated results, potential problems, and alternate strategies. The use of subheadings is often helpful.
- (iii) Time Line of the Project (up to ¼ page)
Provide a **REASONABLE** time line for completing **YOUR PROPOSED** project. Please include time for training to acquire necessary skills, time needed for completing each specific aim, and time for data analyses.
* Note, in general, the proposed project is expected to be completed during the summer and fall of 2016. Upon review (Section IV), it may be deemed acceptable that a project can be completed during other specified time periods from June 1, 2016- May 31, 2017.
- (iv) Literature Cited (do not exceed one page)

3. Assemble your application:

All components of the application should be arranged in the following order and converted into a **SINGLE** PDF file.

- Application Form (up to 6 pages)
- Applicant's CV (up to 2 pages)
- Primary Mentor's Support Letter
- Primary Mentor's Agreement
- Primary Mentor's CV or NIH Biosketch

(Please include all documents for the primary mentor followed by all documents for the co-mentor if applicable.)

III. SUBMIT YOUR APPLICATION:

- A. Deadline for submission: **midnight April 11, 2016**
- B. Complete applications must be submitted as a single PDF file
- C. Applications must be submitted electronically to COMPMRF@une.edu along with the mentor visibly cc'd no later than 11:59 p.m. on **April 11, 2016**.
- D. Note that **late, incomplete, or incorrectly assembled** applications **WILL NOT** be considered for funding due to administrative withdrawal.

IV. REVIEW PROCESS:

All qualified applications (see section II and III) will be forwarded to the UNECOM Committee on Research and Scholarship for critical/competitive review. If the mentor listed for a particular application is a member of the Committee, he/she will recuse himself/herself from the review of that application. *Ad hoc* reviewers may be assigned by the Research Committee. Recipients of the 2016 Peter Morgane Research Fellowship and their mentors will be notified by **April 29, 2016**.

NOTE TO APPLICANTS: 1) *Referring to the review criteria (see appendix A) should help assist in crafting a competitive application.*

2) *In order to receive and maintain the award, the applicant must be in and remain in good academic standing during the award period.*

V. REQUIREMENTS FOR UNECOM RESEARCH FELLOWSHIP RECIPIENTS:

All award recipients are expected to conduct their research as proposed. It is the **AWARDEE's** responsibility to ensure the completion of their project during the proposed time period. In addition, all recipients are required to do the following:

- A. Complete the following training modules (Cover Page of the Application).
 - MSUCOM Research Training Course for Residents: Modules 1, 5, 6, 7, 9, 10, 19, and 20 (***Review the section and complete the post-tests if applicable; completion of the assignment is not necessary***) – by June 5, 2016 (Verification must be sent by mentor to Dr. Cao (lcao@une.edu).
 - CITI online training modules for research with human subjects, animals, or infectious agents (if appropriate) – by June 5, 2016 (Verification must be sent to Dr. Cao (lcao@une.edu).
 - Other required training identified by the mentor (on the Cover Page of the Application) – completion dates are determined on an individual basis (which should be included in the Cover Page of the Application). For example, if you will be working in a research laboratory in UNE, you will have to complete the OSHA Blackboard training modules for lab safety and working with hazardous reagents and these have to be completed prior to working in the laboratory. (Verification must be sent by mentor to Dr. Cao (lcao@une.edu).
- B. Submit a progress report to the Research and scholarship Committee in **early July 2016 (specific format of the report and date will be provided to all awardees later)**. Exceptions may be made on an individual basis for awardees who will start their projects after the progress report submission deadline. In this case, fellowship recipients may be asked to report the preparation they have made for their projects.
- C. Attend the workshops **“Preparing Your Presentation”** and **“Preparing your Professional CV”** in **August 2016**. Exceptions may be made on an individual basis for awardees unable to return to campus and cannot participate via a conference call (or video conference). In this case, an activity that substitutes this workshop can be arranged instead.

- D. Submit an abstract for presentation at the UNECOM Research Day that will be held in the academic year 2016-2017. Travel funds are available upon request for students who will be off campus on clinical rotations who will present at Research Day or who are selected to present their work orally on campus. **It is the students' responsibility to obtain excused absence in advance if clinical or academic duties may be in conflict with participation of the Research Day.**

Note: for all above exceptions, recipients MUST obtain approval from the UNECOM Research Committee at least two weeks PRIOR to each particular event.

VI. FUNDING MECHANISMS:

- A. Funding includes up to \$3,000 for an allowance stipend and up to \$1000 for supplies. Supply funds are ONLY available to researchers at or affiliated with UNE (i.e., internal mentors). *Note that once the award notice is made, you will be asked to fill out necessary forms with the Human resources office.* The mentor should contact Diane Labbe (dlabbe@une.edu) for receiving the \$1000 for supplies (cannot be used for salaries, food or drinks). *In addition, for fellowship recipients who will conduct research off-campus, expenses for traveling to the site may be reimbursable. This will be determined on the individual basis by the Committee on Research and Scholarship, prior to expenditure of the funds.*
- B. Stipend will be distributed in four payments upon fulfillment of the specified requirements of each stage (see time tables on page 1 and descriptions below). In addition, all award recipients must be in good academic standing during each of the award period in order to receive the payment.

Payment	Requirement(s)	Time of distribution
#1 (\$1000)	Completion of selected required training <ul style="list-style-type: none"> ✓ CITI online training modules for research with human subjects, animals, or infectious agents (as appropriate) ✓ MSUCOM Research Training Course for Residents (Module #1, 5, 6, 7, 9, 10, 19, and 20) ✓ Other required training determined by the mentor 	7-14 days following completion ¹
#2 (\$1000)	<ul style="list-style-type: none"> • Submit a progress report to the Research and scholarship Committee • Other required training determined by the mentor 	7-14 days following acceptance of "Work in Progress" report ¹
#3 (\$800)	<ul style="list-style-type: none"> • Attend the workshops "Preparing Your Presentation" and "Preparing your Professional CV", or the approved alternative session • Completion of all the rest of required training as determined by the mentor 	7-14 days following the workshop on "Preparing Your Presentation and Professional CV" ¹
#4 (\$200)	<ul style="list-style-type: none"> • Presentation of the Peter Morgane Research Fellowship project at the academic year 2016-2017 UNECOM Research Day. Exceptions may be made for off-campus students who present at national/international conferences. 	After submission of the abstract ¹

¹Note that specific dates are determined based on Payroll's pay schedule.

VII. PRESENTATION AT UNECOM RESEARCH DAY AND OTHER CONFERENCES:

As mentioned in Section IV (D), all Peter Morgane Research Fellowship recipients are required to submit an abstract of their research for presentation at the UNECOM Research Day. Recipients are encouraged to stay connected with their mentor/supervisor and become involved in follow-up studies and present at national or regional research conferences. Funds to defray the cost of attending these national/regional conferences are available (up to \$500 per person upon request).

VIII. QUESTIONS REGARDING THE PETER MORGANE RESEARCH FELLOWSHIP:

If you have any questions regarding the application process, please feel free to contact Dr. Ling Cao (lcao@une.edu).

APPENDIX A

Peter Morgane Research Fellowship Review Guidelines

The following are guidelines to help the UNECOM Research Committee evaluate the Peter Morgane Research Fellowship applications. All applications must be submitted using the official application form.

The studies proposed may be self-contained or a component of a larger (longitudinal) project. What is important is that there is a meaningful objective/outcome for the student (for example, it would not be acceptable if a student's project is to input raw data only, without participating in the data collection or data analyses), and that there is clear evidence of mentorship from the mentor (or an appropriate designee). Some other aspects to be considered are as follows:

- Is the study hypothesis driven or goal oriented?
- Is (are) the stated goal(s) reasonable and measurable?
- Is the experimental design suitable for completing the specified aims?
- Does the mentor have the experience and resources to direct the study?
- Is there evidence that the applicant is engaged in the research proposal?
- Will the research experience be beneficial to the student by adding a new skill or experience?

Specific criteria:

The committee will score each of the proposals based on the following areas (see table below) using the **NIH 1-9 scale (with 1 being Exceptional and 9 being poor; see the NIH scoring guidance table in the “NIH_scoring_system_and_procedure”)**. A brief summary (3-5 sentences) of the strengths and weaknesses will be provided. If an application is deemed unfundable regardless of funds available, this will be noted and a more extensive critique will be provided, outlining the committee's concerns. This will help the applicant in crafting a more competitive proposal in the future.

Item #	Areas for evaluation	Score
1	Specific Aims and Significance	
2	Hypothesis where appropriate	
3	Experimental approach	
5	Training environment (Quality of the mentor, Mentoring plan and experimental resources)	
6	Timeline	
Overall merit summary: 3-5 sentences will be provided to summarize the overall assessment of the proposal and the applicant's potential for conducting the research. Strengths and (more importantly) weaknesses will be stated to help justify the score.		
Overall score: An overall score will be provided that reflects the rating of the application. This score is not simply an average of the individual evaluation scores, but will take into account the overall enthusiasm for the student and the project.		