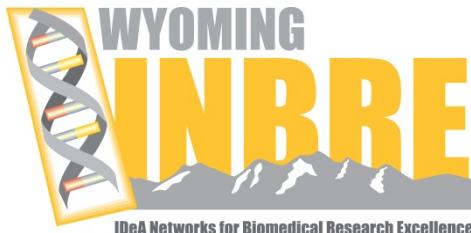


UW INBRE Undergraduate Research Fellowships Application Checklist and Instructions



**SUMMER 2018: Submit completed application materials ONLINE no later than
TUESDAY APRIL 3, 2018 by 5PM MST**

Please direct questions to:

Dr. Scott Seville: WY INBRE Program Director

Phone: (307) 268-2543

University of Wyoming at Casper University

Union Bldg, Room 438

Email: sseville@uwyo.edu

Dr. Annie Bergman: WY INBRE Program Manager

Phone: (307) 399-3845

University of Wyoming

Health Sciences 236

Email: abergman@uwyo.edu

APPLICATION CHECKLIST

Please submit your application containing the following materials via our online application system. Make sure you have electronic copies (**PDFs**) of all your documents** *prior* to starting your online application, as you will need to upload them *with* the application form.

Previous INBRE fellowship awards do not grant automatic renewal. Instead, each application is weighted against the entire pool of new and returning applicants and the outcome ultimately depends on the quality and quantity of the applications, relevance to the NIH INBRE mission, and number of fellowships awarded.

****It is the responsibility of the applicant to ensure that ALL application materials, including ALL faculty letters of recommendation/commitment, are received by the INBRE office before the 5:00 PM (MST) deadline. Incomplete or late fellowship applications will be automatically rejected. PLEASE LABEL YOUR pdf FILES with your name! For example: Smith, Daniel_resume.pdf**

1. **Fellowship Application** (completed online).
2. **Résumé** (PDF)
3. **Transcript(s)** Transcript(s) (single PDF for all transcripts) - include transcripts from UW and all other academic institutions attended. *Transcripts do NOT need to be official: copies of transcripts are acceptable.*
Email Dr. Bergman if you have trouble uploading transcripts.
4. **Project Summary/Abstract** (one page or less, double-spaced – see specific instructions below)
5. **Research Proposal** *The student must write the description, but the sponsoring faculty should offer guidance and editorial assistance.*

Format Requirements: Typed, double-spaced maximum 5 pages (not including title page or references) on standard 8 1/2" by 11" paper with 11 or 12-point font size

**** IMPORTANT- IF the new proposal is a continuation of previous research funded by INBRE, the student must fully address progress made, set backs encountered (if any), and proposed strategies to carry on or improve research results.**

6. Letter of Commitment from the UW Faculty Mentor This letter should detail his or her willingness to supervise your research. It should also describe the expected learning experiences and, if pertinent, describe funds available to support the student's research.

7. Letters of Recommendation from TWO Additional Faculty Members.

- **Faculty MUST submit letter of commitment and letters of recommendation directly to Annie Bergman via email abergman@uwyo.edu to keep confidential.**

**** All of your documents must be submitted as readable pdf files. You can save a Word doc as a pdf file.**

APPLICATION INSTRUCTIONS

- 1. Application Form** (complete all information online)
- 2. Résumé** Include the following:
 - Name
 - Current and Permanent addresses
 - Phone
 - Email addresses
 - Education
 - Experience
 - Honors/Awards and other pertinent information, e.g., memberships, etc.
- 3. Transcripts** submit as a single pdf file
- 4. Project Summary/Abstract (this is not the introduction!):**
 - Limit length to 1 page of text
 - Include the project's broad, long-term objectives and specific aims
 - Briefly describe the research design and methods for achieving the stated goals
 - Write in plain language, so even a non-scientist can understand the importance of the project
 - *Cite your references!*
- 5. Research Proposal** Your description should be clear and concise. It should demonstrate your understanding of research principles necessary to pursue these interests. Present your research plan with a clear hypothesis or questions to be asked by the research and how you think these questions may best be answered. Describe protocols and instrumentation to be used and cite references.
Your research proposal **must** include the following:

Title page: Title of proposed research, student name, mentor's name, UW department name

Project Description: The research proposal should include an **introduction** with background information on the research topic and *state any pertinent research hypothesis*. Explain the project's scientific **significance** and relevance of the proposed research to the biomedical field. Research project **goals** should be clearly outlined before providing a detailed **research plan** to complete these goals (detail experimental design and mention expected outcomes for each experiment if applicable). Reference all work cited and provide a full set of properly listed references at the end of the proposal. Describe your exact role in the proposed research and what **learning experiences** you will gain by performing this research.

To help you write a competitive proposal, ask yourself these questions:

- Can I state the aim of this research in 10 words?
- Is the background section easily understood?
- Does the scientific importance and potential impact of the proposed research on the biomedical field stand out?
- Does the proposal convey a confidence that I can complete the work, and the work is scientifically sound?
- Are the experiments logical?
- Is there a clear statement of the information to be learned from each experiment?
- Is it grounded in appropriate scientific literature? **Citations must be included.

6. Letter of Commitment from the UW Faculty Mentor

This letter should provide details of his or her willingness to supervise the research, describe the expected learning experiences, and, if pertinent, describe funds and facilities available to support the student's research (equipment and supplies).

7. Letters of Recommendation from Two Additional UW or Wyoming Community College Faculty Members

All letters must be sent to Annie Bergman abergman@uwyo.edu by the April 3, 2018 5PM MST deadline.

The subject line in the faculty's emails containing letter of recommendations should read "Letter of reference for "student name"" INBRE fellowship application. In the event that a faculty reference will not meet the application deadline, the applicant must notify the INBRE program office immediately. Contact: Dr. Scott Seville sseville@uwyo.edu and Dr. Annie Bergman abergman@uwyo.edu. The student applicant should explain the reason for the delay and provide an alternative deadline for submission of the reference letter.