The University of Tennessee College of Medicine
NIH Medical Student Research Fellowship Program

Application Guidelines

University of Tennessee medical students who are interested in applying to the NIH Research Fellowship Program are encouraged to contact the College of Medicine Research Office. Student interests, possible faculty research preceptors, and programmatic expectations will be discussed. After a faculty member is identified and agrees to serve as a project sponsor, he or she should provide appropriate guidance in the development of the student's research proposal. Faculty preceptors can have no more than one student research fellow at a time. Student applicants and their faculty preceptors should follow the Application Guidelines itemized below.

1. The cover page includes:
   a. Title of research project.
   b. Student applicant's name, local mailing address, telephone number, email address, and year of anticipated graduation.
   c. Faculty preceptor's name, degree, academic title, University address, telephone number, and email address.
   d. Site(s) where the research will be conducted.
   e. Dates of the project (not less than 2 months or more than months).

2. The medical student applicant, with appropriate guidance and assistance by the selected faculty preceptor, should write the proposal. In most cases, the project is part of or closely related to the preceptor's ongoing research program. The proposal should be approximately 4-5 double-spaced typed pages written by the student. The proposal includes:
   a. Introduction, including hypothesis and significance (scientific question and objective).
   b. Background including a brief literature review (the faculty preceptor should provide 5-10 relevant journal articles to the student).
   c. Methodology which outlines specific experiments (or other work) planned for the appointment period. Explain how these experiments may help to answer the question posed in the hypothesis (e.g., anticipated outcomes, type of data expected, etc.).
   d. List of literature references.
   e. If applicable, a statement of relevant prior research experience may be included (not required).

3. The general review criteria include (1) scientific merit of the project, (2) whether or not the project can be completed within the 2-3 month appointment period, (3) clarity and conciseness, (4) the faculty preceptor's research productivity and training experience, and (5) satisfactory academic progress of the student.

4. Specify whether or not the project involves vertebrate animals. If animals are involved, you must include a copy of the preceptor's most recent Animal Care and Use Committee (IACUC) approval statement. Evidence of IACUC approval is required in order to activate an NIH Research Training Fellowship. In most cases, the student's project will be covered by the preceptor's overall research program which should already have IACUC approval.
5. Specify whether or not the project involves human subjects. If human subjects are involved, include a copy of the most recent Institutional Review Board (IRB) approval statement. Evidence of IRB approval is required in order to activate an NIH Research Training Fellowship. In most cases, the student's project will be covered by the preceptor's overall research program which should already have IRB approval.

6. Include your faculty research preceptor's four-page Biographical Sketch on an NIH form. Your preceptor should have a copy of his/her Biographical Sketch available. Sample NIH Biographical Sketch form, including instructions and a blank form, can be found at the following NIH website (or hard copies are available in the Program Office):

7. Both the student applicant and the preceptor must sign and date the "Fellowship Agreement". The original signed form should be submitted with the completed application. You will also need to fill out a Pre-project questionnaire.

8. The original application (items #1-7) should be submitted to the MSRF Program Office, Coleman Building, A202. The submission deadlines are (1) April 1 for participation during the following summer session, or (2) two months prior to the start of the requested periods for other times of the year. Student applicants are responsible for submitting their proposals and all supporting documents by the deadline. Incomplete applications will not be reviewed.

   Students are **urged to submit their proposals as soon as possible**. Applications will be reviewed and processed as they are submitted. Applicants will be informed of the status of their proposals approximately 3-4 weeks after submission of their completed applications.

In summary, the materials needed are:
- 4-5 page proposal
- Biographical Information Form
- Pre-project questionnaire
- Fellowship Agreement form
- Preceptor NIH biosketch

Please complete and return these forms to:

**Tara Bea, CAP**  
Program Coordinator  
956 Court Avenue (Coleman Building), A202  
University of Tennessee Health Science Center  
Memphis, TN  38163

Contact Info:  
Tel: (901) 448-2610  
Email: tbea@uthsc.edu