

# INSTRUCTIONS FOR PREPARING A YALE SPONSORED FELLOWSHIP APPLICATION

## **Preparation of Application:**

Submit a pdf copy of the completed application to Anne Kellett at [anne.kellett@yale.edu](mailto:anne.kellett@yale.edu). A letter of good standing from the registrar, a letter from your academic advisor, two letters of reference and a letter from your sponsor can be sent directly via pdf to [anne.kellett@yale.edu](mailto:anne.kellett@yale.edu). **Deadline is April 9, 2022 for all components of the application.**

Please type all information (10 to 12 point).

## **Body of Application:**

### **Form Page 1 – Project Summary**

1. Give the name of the award program for which application is being made.
2. Awards will begin on July 1, 2022. The term of the fellowships is twelve consecutive months.
3. Give the first, middle initial and last name, as well as degree (s).
4. Give name of current institution (Yale School of Medicine).
5. Give name of institution where work will be done if same as above (Yale School of Medicine).
6. A sponsor is the individual under whose supervision an awardee conducts the research, and who usually offers the awardee the supervisory or collaborative assistance necessary for the progress of the research program.
7. Give the name of the institution with which sponsor is affiliated (Yale School of Medicine).
8. Self-explanatory.

9. Project summary should be a brief synopsis of the proposed project. The summary must be completed in the space provided. Do not use Continuation Pages. Include the following:
  - a statement of hypothesis and specific aims.
  - the methods or techniques to be used, including the model to be used (animal, tissue culture, etc.).
  - summary of proposed experiments.
  - the end points or objectives to be achieved.
  - bold or underline no more than 8 keywords in this project summary.

## **Form Page 2 – Signature Page**

List other personnel who will be involved with the research project in a significant role (i.e., will have an impact on project content, data collection, data interpretation, etc.).

The applicant is responsible for compliance with all Yale School of Medicine research award policies and guidelines for the duration of any awards they receive.

1. Type name as used in signature. Applicant to sign and date.
2. Self-explanatory.
3. Type name as used in signature. Department Thesis Chair to sign and date.

## **Form Page 3 – Personal Statement**

1. Provide a one page personal statement.  
Possible items to include: If you have limited research experience, explain what prompted you to apply for the fellowship program and what you hope to gain from the research experience. If you have had extensive research experience, explain how you would further benefit from the proposed year of research. Explain your intellectual, and personal motivations for the year of research training.

## **Form Page 4 – Applicant/Institution Information**

1. Enter the name of the award program (same as No. 1 Form Page 1).
2. Give first, middle initial, and last name.
3. Self-explanatory.

4. Enter the name of the project (same as No. 8, Form Page 1).
5. Self-explanatory.
6. Enter contact numbers for applicant.
7. Give work institution address, and specify the effective date of this address.
8. Give contact numbers for the applicant at the institution where work will be done.

## **Form Page 5 – Research Project Environment**

Applicant should give this page to sponsor to complete and return to applicant for submission.

1. Facilities. Describe facilities available to the applicant, including laboratory  
Space, technical and consultative personnel, and the equipment to carry out the procedures outline.
2. Additional information – self-explanatory.

## **Form Page 6 – Funds Available**

Applicant should give this page to sponsor to complete and return to applicant for submission. Please list explicitly all research support available (active, approved or pending), any funds available through other Investigators (if any are involved), and institutional support.

1. Self-explanatory.
2. Self-explanatory.

## **Form Page 7 – Curriculum Vitae**

Applicant should ask sponsor to provide a 5 page NIH biosketch.

## **Form Page 8 – Bibliography**

Applicant should give this page to sponsor to complete and return to applicant for submission.

Self-explanatory.

## **Form Page 9 – Sponsor Information**

Applicant should give this page to sponsor to complete and return to applicant for submission.

1. Self-explanatory
2. Self-explanatory
3. Self-explanatory
4. Self-explanatory
5. Self-explanatory

## **Proposed Research Plan**

1. Proposed Research Plan - Number these pages consecutively following the Sponsor Information Sheet. The applicant's name should appear in the lower right corner of each page. Type the proposed research plan single-spaced, specifically following the outline given. All items should be addressed. Please indicate N/A or None if not applicable to this application. Suggested lengths are guidelines:
  - 1) Aims of the research program (1/2 page)  
Provide a clear, concise summary of the hypothesis and specific aims of the work proposed.

- 2) Previous work done on same or related problems (1-2 pages)
  - a. By other investigators. Summarize important results outlined by others in the same field, evaluating existing knowledge. Cite no more than 25 recent and pertinent bibliographic references.
  - b. By applicant's faculty sponsor. Concisely describe work related to the proposed research. Include pilot studies showing the work is feasible.
  
- 3) Contemplated method of approach to the problem (3 pages)

Description of proposed tests, methods or procedures should be explicit, sufficiently detailed, and well-defined to allow adequate Evaluation of the approach to the problem.

Clearly describe overall design of the study, with careful consideration to statistical aspects of the approach, the adequacy of controls, and number of observations, as well as how results will be analyzed. Include details of any collaborative arrangements that have been made.
  
- 4) Experimental problems (1/2 page)

Describe any experimental problems which must be overcome in order to successfully accomplish the goals of this research project.
  
- 5) Significance and relevance of the research (1/2 page)

Briefly explain why the results of the research program may be important, why the proposal is likely to produce new and useful information.
  
- 6) Ethical aspects of the proposed research (1/2 page)

Describe any special consideration you have given to all ethical issues involved in your proposed investigations (biohazards, human or animal subjects, etc.), identifying risks and management. Be sure to address this topic.
  
- 7) Literature cited (1 page)

List all literature references at the end of the Proposed Research Plan. List the authors in the same order as they appear on the paper, the title, the name of the book or journal, volume number, page numbers, and year of publication.

**PROJECT SUMMARY**

**1. Name of award program for which application is being made**

**2. Dates of proposed award:**

**From:**

**Through:**

**3. Name of applicant (first, middle initial, last name, degree(s)):**

**4. Applicant's current institution:**

**5. Institutional where work will be done:**

**6. Name of sponsor (if applicable)**

**7. Sponsor's institution (if applicable):**

**8. Project Title (limit to 120 characters or less)**

**9. Project Summary (must be completed on this page):**

**SIGNATURE PAGE**

Other professional personnel associated with the project:  
 (List name, degree and position of each professional associated with the project, with indication of capacity, e.g., Associate, Consultant, Collaborating Investigator, Research Assistant, etc.

Name & Degree	Institution (If different from P.I.'s)	Position Title	Role in Project	% of Time Involved
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The undersigned have reviewed this application for a Yale Affiliated One Year Medical Student Research Fellowship Award and are familiar with the conditions, policies and objectives of the Office of Student Research concerning research support and accept the obligation to comply with all such conditions, policies and objectives.

1. Applicant (Please Type)	SIGNATURE	DATE
2. Sponsor (If Applicable)	SIGNATURE	DATE
3. Department Thesis Chair	SIGNATURE	DATE

**PERSONAL STATEMENT**



<b>APPLICANT/INSTITUTION INFORMATION</b>		
1. Name of award program for which application is being made:		
2. Name of Applicant:		
First	M.I.	Last
4. Project title:		

5. Current address:		
Department:		
Division		
Institution		
Address 1:		
Address 2:		
City:	State:	Zip code:
6. Contact numbers:		
Phone Number:		
Fax Number:		
Email address:		

7. Institution where work will be done, even if same as above:		
Department:		
Division		
Institution		
Address 1:		
Address 2:		
City:	State:	Zip code:
Specify effective date of this address:		
8. Contact numbers:		
Phone Number:		
Fax Number:		
Email Address		

## RESEARCH PROJECT ENVIRONMENT

**Facilities:** Indicate the facilities available for the applicant's use and briefly indicate their capacities, relative proximity and extent of availability for applicant's use. Under the following headings, describe facilities available if applicable: laboratory space, major equipment pertinent to project, clinical, animal, computer, and office. Use "other" to describe the facilities at any alternate or secondary research sites or field study sites pertinent to the applicant's research.

Division

Institution

Address 1:

2. **Additional information:** Provide any other information describing the environment for the project. Identify support services such as consultants, administrative support, machine and/or electronics shop, etc., that are pertinent to the applicant's research and their availability to the applicant.

**SPONSOR'S FUNDS AVAILABLE**

Specify agency, award I.D. number, amount and period of research support from granting agencies and the work institution which will be available to the sponsor at the time the award is activated.

**1. All Active or Approved:**

Agency/Award I.D. Number	Project Title and Name of Principal Investigator	Dates of Funding	Award Amount Each Year      Total	

**2. Pending**

Agency/Award I.D. Number	Project Title and Name of Principal Investigator	Dates of Funding	Award Amount Each Year      Total	

Sponsor's 5 page NIH Biosketch

## BIBLIOGRAPHY

List in chronological order the titles and complete references to selected publications during the past five years and to any earlier publications you consider pertinent to this application. The total length of the Bibliography cannot exceed two (2) consecutively numbered pages. List under the following headings: Published peer reviewed journal articles; peer reviewed journal articles accepted for publication; abstract; invited papers.

**SPONSOR INFORMATION**  
(To be completed by sponsor)

1. Applicant's name:

2. Sponsor's name (with doctoral degrees):

3. Describe your detailed plan for the proposed research training of this applicant (use no more than two (2) additional blank pages If needed). The narrative should Include the following Items: 1) A description of research in progress in the Sponsor's establishment with which the applicant will be involved. 2) The Sponsor's plan to develop the applicant's research capabilities including a statement as to the sequence in which the applicant will be given increasing personal responsibility for the conduct of research. 3) An indication of other related training or course work which will be required for specific technical skills or methods the applicant will expect to master. (Include the names, degrees and titles of other individuals who will be involved in training the applicant.) 4) The relationship of the research training plan to the applicant's career goals

4. Indicate the approximate percentage of time the sponsor will spend on the trainee's research program:

5. Sponsor's Signature

Date