The student applicant and faculty mentor should work together to design the research project and craft the project proposal, but it is the student’s responsibility to write the proposal and submit all application materials by the deadline. Please read the application instructions carefully!

Application materials must be submitted online, with one hard copy of all materials sent to Lynne Cleeland, 4119 HSCL, by 5:00 PM, Monday, March 8, 2010.

The following documents (in Word or PDF format) are required for submission:

1. Shapiro Application Face Sheet (see separate document)

2. Student Résumé (Include previous research experience, if any)

3. Signed Mentor Letter of Support and Brief Biosketch or CV
   Letters should indicate the faculty member’s commitment of mentoring and supervision and source of matching stipend funds.

   Mentor letters and CVs can be sent to you to upload online OR can be sent by the mentor to Lynne Cleeland, lmcleela@wisc.edu, Office of Academic Affairs, 4119 HSCL.

4. Research Proposal
   This document should describe the proposed research project and your role in it. It should not exceed two pages, single spaced, in 11 pt font, written by the student under the supervision of the faculty mentor. **The proposal must be organized and written with the following section headings:**

   A. Project Title, Student Name, Mentor Name, Institution and Department

   B. Research Plan, to include background, clear research question or hypothesis, research design, methods and data analysis). Make sure this is clearly stated and of sufficient detail for a reviewer to understand the project.

   References may be included at the end of your proposal on a separate page.

   If the project requires specialized lab techniques or use of technology for data collection or analysis, include a statement indicates your skills to conduct the research or plans for training.

   C. Student Role/Responsibilities
      Clearly outline what you will do. Students are expected to play a significant part in the design and execution of the project.

   D. Learning Objectives, Activities, and Products
      Develop 3 or 4 Learning Objectives for your experience. For each objective, list what Activities you will undertake to achieve the objectives, and Products that will provide evidence of your learning.
E. State your plan for regular meetings with mentor and any others who will supervise your work

F. State the status of institutional review board approvals for project (human subjects, animal use, biohazardous materials). If approvals have not yet been obtained, indicate the plan and timeline for doing so prior to the start of the project.

Note: All IRB applications must be submitted by the time proposals are reviewed and approved by the Student Research Committee in late March.

5. Approvals
Upload copies of any human subjects, animal or biohazardous material approvals related to the project.

Instructions for online submission of application materials

1. Go to http://www2.med.wisc.edu/research/
2. Create a new account or logon to your existing account
3. Select program "Summer Research"
4. Use the Upload Files box to browse for your document files
5. Indicate the File Type from the drop down menu (Face Sheet, Proposal, Resume, etc)
6. Click “Upload”
7. Repeat process for all documents
8. Log out when session completed

Questions?
If you have questions about the program or need assistance with your application, contact Lynne Cleeland, Assistant Dean for Academic Affairs, 4119 HSLC, lmcleela@facstaff.wisc.edu, 265-6045.