

## ORWH-NIH-FAES Summer Student Research Program On-line Application Process

---

if you are not selected for the ORWH-NIH-FAES Program, your application will be released for general selection.

***\*\*Please note that your teacher/science department chair will be notified by email and will have to submit the reference letter on-line, so be sure that your teacher uses email regularly and is comfortable with this process.***

**Completed on-line application, letter of reference, and official transcript should be submitted by Friday, January 11, 2008.**

---

On-line application procedures:

1. Access the on-line application at <http://www.training.nih.gov/webforms/SIP/application/SIPApp.aspx>
2. Once you have accessed the on-line application, complete all required fields. (Prior to beginning the application, you should write and carefully review your documents, particularly the cover letter, resume, and coursework and grades. You should enter and save these in a separate computer file so that you can copy and paste the information into the appropriate fields). **Please note that when you get to item 9, you will have to select ORWH-NIH-FAES.**

### **Personal Information**

Complete all required fields.

### **Academic Information**

Complete all required fields.

- For **Student's Address at School** – put in your home address.
- For **Student's Telephone Number at School** – put in your home phone number.
- For **Academic Major** – put in the term “high school curriculum”

### **Coursework and Grades**

List courses currently in progress as well as those completed and grades received.

***\*\*Please note that you will be required to have an official transcript submitted when you are accepted into the program.***

### **Resume**

List educational and science-related accomplishments, research activities, prior internships, volunteer experiences and honors and awards received (both inside and outside of school).

### **References**

Complete all required fields.

- Reference 1:** This reference letter must be written by the Science Department Chairperson in your high school, who is nominating you for the program. This individual will receive an e-mail containing instructions on how to submit your letter of recommendation electronically. **Please ask this teacher to include your PSAT or SAT score, and class size/rank in the reference letter.**

- **Reference 2:** For this letter, please enter the following information:

Name: Ms. Carline Coote  
Address: FAES  
One Cloister Court, Suite 230  
Bethesda MD 20814-1460  
Phone: 301-496-7975  
Email: [ccoote@mail.nih.gov](mailto:ccoote@mail.nih.gov)

**\*\*Note:** Please inform the teacher who will be writing your letter of recommendation that the e-mail message that he or she will receive will reference "The NIH Summer Internship Program in Biomedical Research," not "The ORWH-NIH-FAES Summer Research Program." For purposes of submitting their letters of recommendation, references should treat these programs as one and the same.

### **Cover Letter:**

Briefly describe your interest in the biomedical sciences and the reasons why you want to participate in this program. In addition, describe your hobbies and other interests.

### **Areas of Scientific Interest**

Using the pull-down lists, check a maximum of 3 scientific areas in which you have an interest.

**Please choose one to three of the following:**

Neuroscience  
Immunology  
Cell biology  
Molecular biology and biochemistry  
Genomics  
Chemistry  
Microbiology  
Computer science  
Bioengineering

### **Medical Entity/Disease**

**If you wish to do so**, using the pull-down lists, check a maximum of 3 medical entity or disease categories in which you have an interest.

**Program Selection – THIS IS VERY IMPORTANT:** Select Item 1 "I would like to be considered for the following Institute/Center" allows you to select our program ORWH-NIH-FAES.

Using the pull-down in field number 9, click on ORWH-NIH-FAES.

**\*\*Please note:** If you do not make this choice (ORWH-NIH-FAES), we will not be able to retrieve your application from the system.

### **Preview and Send the Application**

Remember to review your applications carefully for spelling, punctuation, and grammar.