



TO: SHP Faculty

FROM: Michele Sisco, MPA  
Sr. Director, Research Administration

Re: **Procedure for Applying for Student Interns for Research and Scholarly Activities**

We anticipate funding 25 projects in 2026. Please be advised of the following necessary procedures:

1. Only faculty members with a doctoral degree are eligible to apply for the research component.
2. The project proposal form (posted on the SHP Research website) is due **by March 27, 2026**. Please email the project proposal to Michele Sisco ([mcoral@shp.rutgers.edu](mailto:mcoral@shp.rutgers.edu)). If required, the faculty member should have submitted the application to the Institutional Review Board by that date. IRB Application Forms for initial submission can be found at: <https://research.rutgers.edu/researcher-support/research-compliance/human-research-protection-program-toolkit>
3. A listing of selected project opportunities (both research and scholarly) open to all current SHP graduate students, will be posted on the website by **April 1, 2026**. Where required, only those projects for which IRB applications have been submitted will be offered to students. All applications and postings will be available online on the SHP Website at: <https://shp.rutgers.edu/research/summer-intern-program/> Students should review the proposals from April 1, 2026 through April 30, 2026.
4. Students should contact faculty whose project they are interested during the month of April. The student will contact faculty and arrange for an interview during the period of **April 1, 2026, through April 30, 2026**. After the interview, the student will submit to the faculty member a detailed summary of their responsibilities pertaining to the project. The faculty member must evaluate the summary description to determine whether the statement matches the project description and whether it is clear and well written.

5. A project commitment form is required to confirm the project approval and selection of the student by **May 1, 2026**. Preference will be given to students who are not employed. The Project Commitment Form is posted on the Summer Student Research website at:  
<https://shp.rutgers.edu/research/summer-intern-program/>
6. Where required, the Office of Research will confirm IRB approval before awards are made.
7. In the event that more projects are submitted than can be funded, the Dean, along with chairs will assist with selection of the projects to be funded.
8. The Research Office will notify both the student and the faculty member of the award on **May 15, 2026**.
9. Projects are anticipated to be funded at the level of approximately \$1,500 for a six to eight week period of work. One half of the funds will be disbursed on or about end of July 2026 and the second half of the stipend will be paid after completion of the project and submission of the final abstract of the project to Michele Sisco (mcoral@shp.rutgers.edu)