

TO: SHP Faculty

FROM: Letitia Dean, MPA, CRA

Director Research Administration

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

We anticipate funding a number of projects in 2018. Please be advised of the following necessary procedures:

1. Only faculty members with a doctoral degree are eligible to apply for the research component. Faculty need not meet that criteria to apply for the Scholarly Activities component.
2. The project proposal form (posted on the SHP Research website) is due **by March 30, 2018**. Please email the project proposal to Letitia Dean at [deanle@shp.rutgers.edu](mailto:deanle@shp.rutgers.edu). If required, the faculty member should have submitted the application to the Newark Health Sciences Institutional Review Board by that date. IRB Application Forms for initial submission can be found at: <http://rbhs.rutgers.edu/hsp/forms/index.html>
3. Official announcements and postings will be made on the SHP Research website, Monthly Report, via e-mail and reported at meetings by March 2018. A listing of selected project opportunities (both research and scholarly) open to all current graduate students, will be posted on the website by **April 4, 2018**. 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: <http://shp.rutgers.edu/Faculty/Research/SummerResearch.html>
4. The deadline for students to contact faculty whose project they are interested in is **April 20, 2017**. The student will call to arrange an interview with the faculty Project Director between April 4th and April 27th. After the interview, the student will submit to the faculty member a detailed summary of their responsibilities pertaining to the project. The Project Director 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 4, 2018**. Preference will be given to students who are not employed. The Project Commitment Form is posted on the Summer Student Research website at: <http://shp.rutgers.edu/Faculty/Research/SummerResearch.html>
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 11, 2018**.
9. Projects are anticipated to be funded at the level of $1,500 for a six to eight week period of work. One half of the funds will be disbursed on or about July 1, 2018 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 Letitia Dean at [deanle@shp.rutgers.edu](mailto:deanle@shp.rutgers.edu).