Applying for a Year of Research

Timeline, Sign-off & Check sheet

FIRST NAME: ___________________ LAST NAME: _____________________ UCSF EMAIL: ________________

Step 1: Meet with your college advisory mentor

Take time to meet with your college advisory mentor to discuss whether or not a year of research is right for you. Does it fit your career goals? Are you academically ready for it?

Mentor Signature: ________________________ Date:_________

Step 2: For International Projects: Review Travel Restrictions

Is there a State Department warning for this area?    YES  NO
https://travel.state.gov/content/passports/en/alertswarnings.html

Is there a level 5 overall iJet/Worldcue security rating?    YES  NO
https://ermsp.ucop.edu/uctrip/enterERM.do

Download and complete the “New Global Health Site Form” and email to Mylo.Schaaf@ucsf.edu

Step 3: Start meeting with potential mentors

Your advisory college mentor and pathways director should be a starting point for finding a mentor. It is expected that you will need to meet with more than one faculty member to find a good mentoring fit. You do not have to have a mentor in place by the letter of intent due date.

Step 4: Meet with your potential Pathways director

 Decide which Pathway to Discovery relates best to your project and meet with the director of that Pathway to learn what being in a Pathway entails. Directors should also be able to advise you about your potential project interests and how they can further your career.

Director Signature: ________________________ Date:_________

Step 5: Submit a Letter of Intent by November 18th, 2016

By the time you submit an LOI you should know which Pathway you are declaring, what grants you are applying for (extramural or intramural), and you should have a tentative project title. It is not required that you have a mentor in place yet. You will also submit the two above signatures from your Pathway director and your college advisory mentor by November 18th. Submit LOI online here.

Step 6: Meet with a co-director of RAPtr (Urmimala Sarkar or Mallar Bhattacharya)
The co-directors of RAPtr will discuss your project and mentorship with you, giving you more concrete direction if needed. They will later be writing a Dean’s letter on your behalf, so this is a very important step! Schedule your meeting here.

**Step 7:** Submit a draft of your proposal and a short pre-medical school biography paragraph by December 19, 2016 to the co-director of RAPtr you have met with.

In order for the co-directors of RAPtr to write a dean’s letter for your application, they must have (1) a brief paragraph describing your academic, work, and, if applicable, research experiences prior to medical school and (2) a rough draft of your proposal in hand. Without these, they will be unable to write a letter and your application will be incomplete. Important: Review the proposal writing module at [https://courses.ucsf.edu/course/view.php?id=2095](https://courses.ucsf.edu/course/view.php?id=2095).

**Step 8:** For yearlong RAPtr grants, the application is due January 13, 2017 (date may differ for extramural agencies)

If you are applying for an intramural yearlong RAPtr grant you must submit a completed application by 5:00pm on this date. Your application materials should include 2 letters of recommendation, full transcripts (unofficial are acceptable), a mentor endorsement form (submitted separately by your mentor), and a dean’s letter ( appended by RAPtr).

**OPTIONAL STEP 9:** If you are applying for an extramural grant that requires a Dean’s letter, request a Dean’s letter with minimum 6 weeks notice.

In order for the co-directors of RAPtr to write a dean’s letter for your application, they must have (1) a brief paragraph describing your academic, work, and, if applicable, research experiences prior to medical school and (2) a rough draft of your proposal in hand. Without these, they will be unable to write a letter and your application will be incomplete.

Save this completed form for upload with your Letter of Intent form by November 18th, 2016

**CONTACTS**

**Dr. Urmimala Sarkar, RAPtr Co-Director**  
[Email Dr. Sarkar](mailto:Urmimala.sarkar@ucsf.edu)  
Dr. Sarkar is interested in patient safety for ambulatory chronic disease patients. She focuses on the role of communication in safety, especially for vulnerable populations, and on health information technology to improve safety. For more information, please see Dr. Sarkar's [UCSF Profile](https://profiles.ucsf.edu/).  

**Dr. Mallar Bhattacharya, RAPtr Co-Director**  
[Email Dr. Bhattacharya](mailto:Mallar.bhattacharya@ucsf.edu)  
Mallar comes to us from a background in basic science research relating to lung disease. After completing medical school at Harvard and internal medicine residency at Johns Hopkins, he came to UCSF for his pulmonary and critical care fellowship. Mallar’s research focuses on 1) cellular mechanisms of airway contraction in asthma; and 2) vascular barrier function in acute lung injury and pulmonary edema. Mallar is excited to mentor students as they explore careers in research supported by the RAPtr program. For more information, please see Dr. Bhattacharya’s [UCSF Profile](https://profiles.ucsf.edu/).