**INOVA SUMMER STUDENT RESEARCH GRANT**

**Request for Applications**

Deadline is May 2nd, 2022 by 5:00 PM (ET)

Submit all applications via email to the Grants Management Office at [InovaSeedGrants@inova.org](mailto:InovaSeedGrants@inova.org)

**Overview**

Summer Student Research Grants are provided to enhance research and productivity throughout Inova. The goal of the program is to encourage students at the high school, college, and graduate levels to pursue academic careers in healthcare-related fields. The awards are intended to help start the research activity of promising students, offer students an opportunity to publish original research in peer-reviewed journals, and build professional relationships that facilitate career development and future letters of support. Students receiving this award will engage in research during the summer months under the mentorship of an Inova Principal Investigator (PI). Stipend support in the amount of $2,500 will be provided.

**Eligibility**

Applicants must be students enrolled in high school, college, nursing, graduate or medical school programs, and may not be employed by Inova. Applicants must be at least 16 years old. Students must identify an Inova-affiliated investigator to serve as their mentor and PI for the proposed research study. The mentor must be eligible to serve as a PI on Inova research studies (See ORI Policy 3.01 for Inova Investigator Qualifications). Note: students supported by a separate grant or fellowship to perform research at Inova are not eligible to receive a concurrent stipend under this award.

**Program Requirements**

It is expected that, at minimum, the student will spend an average of 20 hours/week engaging in research-related activities at Inova, for at least 8 weeks. It is the responsibility of the student and mentor to establish a work schedule and keep track of hours. There is no maximum time commitment, and the stipend will be $2,500 regardless of the number of hours worked.

Students will be required to submit a 3-page final research report at the end of award period. A template for this report will be provided to all awardees. Although the student may be involved in drafting a protocol for submission to the IRB, the final research report is separate and distinct (i.e., it is not acceptable for the student to submit a copy of an IRB protocol in lieu of a final research report). The final report is also separate from any other requirements set by the student’s “home” institution or internship program (term papers, poster presentations, etc.)

**Regulatory and Institutional Approvals**

All students must complete the required items on the Non-Employed Research Staff (NERS) Checklist before an award can be made. It is the responsibility of the mentor’s department to ensure that all HR requirements are fulfilled prior to the student engaging in research. The Grants Management Office reserves the right to delay, deny or rescind an award for failure to abide by Inova’s Policies.

IRB approval is not required prior to award. However, there must be a clear plan to obtain IRB approval, if required, during the award period. It is the responsibility of the mentor to ensure that all regulatory requirements for the research study are met.

**Stipend Distribution**

Stipends will be paid in two equal installments of $1,250. The first payment will occur once the applicant completes all NERS requirements and returns the signed Notice of Award to the Grants Management Office. The second payment will occur at the end of the award period, once the Grants Management Office receives the final research report, signed by the mentor.

**Application Instructions**

Applications must be submitted to [InovaSeedGrants@inova.org](mailto:InovaSeedGrants@inova.org) by 5:00 PM (ET) on the due date. Include the Student Name and ‘Student Grant Application’ in the subject line of the email. Late applications will not be accepted.

Application Components:

Combine all components into a single .pdf document.

**1. Cover Page** (Template attached): Complete all fields. Signatures of PI/Mentor, Department Chair (or Authorized Designee), Student and, if applicable, the Parent/Guardian, are required.

**2.** **Cover Letter/Abstract (1 Page, Template Attached):** The student and mentor should collaborate to complete the attached template.

**3.** **CVs** **(5 pages each):**  Include CVs for both the mentor and student (NIH Biosketches from mentors are also acceptable). No specific format is required, but the student’s CV should list any relevant STEM coursework that has been completed or is underway.

**4.** **Proof of Student Status** (No page limit): Provide a photocopy of either a valid student ID or transcript

**Selection**

Application does not guarantee acceptance into the program. Student qualifications, experience of the mentor, and the feasibility of the proposed project will all be considered. The number of awards will be dependent upon the size and qualifications of the applicant pool and the availability of funds.

**Notification**

Students and their mentors will be notified of their application status by May 15th via an email from the Inova Grants Management Office. Potential awardees will then complete and submit the requirements for Non-Inova Employed Research Staff (NERS) as well as the IRC Confidentiality Non-disclosure Agreement and IRS Form W-9. The Grants Management Office may also request additional documentation as proof of compliance with Inova’s research policies. Once all required documents are received, a Notice of Award will be issued outlining the award terms and conditions. *No awards will be made after July 1st, 2022; the Grants Management Office must receive all required materials prior to this date.*

**Questions?**

Please email all questions related to this RFA to [InovaSeedGrants@inova.org](mailto:InovaSeedGrants@inova.org).

**STUDENT APPLICATION COVER PAGE**

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| --- | --- | --- | --- |
| **PROJECT TITLE** | | | |
|  | | | |
| **KEY PERSONNEL (Student and Mentor only)** | | | |
| **NAME** | **Inova Service Line** | **Study Role** | **Email** |
|  | N/A | Student |  |
|  |  | Mentor |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **IRB STATUS** | | | |
| **Approved**  **Protocol Number:**  **Expiration Date:** | **Pending**  **Protocol Number:**  **Submission Date:** | **Not Yet Submitted**  **Planned Submission Date:** | **Non-Human Subjects Research**  *Additional information may be requested* |

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| --- | --- | --- |
|  |  |  |
| Name of Student | Signature of Student | Date |
|  |  |  |
| Name of Parent/Guardian (if under 18) | Signature of Parent/Guardian | Date |

As the Mentor and responsible Inova Principal Investigator, I agree that if this grant proposal is funded, I will acknowledge the support of Inova in all publications that arise from the research. I agree to include the above named Student as a co-author on all presentations or publications that are directly based on work performed by the Student. Once awarded, I am fully committed to serving as a Mentor to the Student and to ensuring that all award requirements are fulfilled in a timely manner.

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| --- | --- | --- |
|  |  |  |
| Name Mentor | Signature of Mentor | Date |
|  |  |  |
| Name of Mentor Department Chair or Designee | Signature of Mentor Department Chare or Designee | Date |

**ABSTRACT/COVER LETTER TEMPLATE**

*Address all questions below. Font must be Arial, 11 pt., single spaced, with 0.5 inch margins. Do not exceed one page total. You may delete the italicized template instructions.*

**1. Briefly, describe your qualifications for the student program and why you are applying:**

**2. Briefly, summarize your proposed research project (background, hypothesis, expected outcomes, etc.):**

**3. List specific learning objectives for the award period**

**4. Outline the anticipated work schedule (dates of performance, estimated hours per week).**