

# NIH Undergraduate Scholarship Program for Individuals from Disadvantaged Backgrounds

## APPLICATION CHECKLIST

Please use this checklist to make sure all parts of your application are completed. This checklist must be submitted with your application to:

National Institutes of Health  
Undergraduate Scholarship Program  
2 Center Drive, Room 2E20 (MSC 0230)  
Bethesda, Maryland 20892-0230

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

- Official transcript (high school and college transcript required for college freshmen).
- Letter of acceptance (for those entering college or transferring for the 2008–2009 academic year).
- Applicant information form.
- Undergraduate institution certification form. The applicant should fill out Section A. The form was given to the following representative of the undergraduate institution:

Name and Title: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

- Applicant recommendation forms. The applicant should fill out Section A of each form. The following persons have been asked to submit recommendations:

1. Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

2. Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

3. Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

- Contract



## NIH Undergraduate Scholarship Program

### Applicant Information *(continued)*

***This application can be completed on-line at [www.ugsp.nih.gov](http://www.ugsp.nih.gov). Please provide a response to each section in the space provided or on a separate sheet. In either case, you must use a typewriter/word processor. If you use a separate sheet, the type size must be 12-point and your response may not exceed 300 words per question. Responses that do not follow these guidelines will not be considered.***

**9.** What person or event has been most influential in the development of your science career? (You should describe a person or situation that propelled you toward your career path in science or research.)

**10.** Discuss your specific interest in pursuing a career in biomedical, behavioral or social science health-related research and your academic and career goals. Describe how the UGSP would help you to attain your goals, including the non-financial benefits you may attain from the UGSP and NIH.

**11. In responding to the following questions be sure to only include those activities and awards that are relevant to your interest in science and biomedical research.**

*a. Describe extracurricular activities in which you have participated in the past or are participating in currently. (For example—science fairs, science clubs, internships, community service, hobbies.) Describe the specific role you played in the activities.*

*b. List special recognitions, scholastic awards and honors, and any scholarships you have received. Include a short narrative to help us understand the award, scholarship, or recognition.*

*c. Describe any activities, whether voluntary or paid positions, that demonstrate involvement with and/or commitment to biomedical, behavioral or social science health-related research which you participated in during the school year or summer. If you engaged in research, describe the specific role you played in the research project.*

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### Applicant Information *(continued)*

12. How would you evaluate and describe your aptitude in relation to the characteristics listed below? In responding, give specific examples of science-related projects which demonstrate your aptitude in the following areas. Avoid responses "I am very curious" or "I have much initiative." Carefully evaluate and include specific and relevant examples.

a. *Initiative*

b. *Work habits*

c. *Curiosity*

d. *Creativity in problem-solving*

e. *Ability to work as a member of a team*

f. *Leadership skills (Include elected or other positions you have held or projects you have initiated.)*

**NIH Undergraduate Scholarship Program**

**Applicant Information** (*continued*)

**INSTRUCTIONS FOR APPLICANT INFORMATION FORM NIH 2762-1**

**Official Transcript**

You must request that your academic institution send one official transcript, which includes the school's seal or official stamp, to the UGSP. The transcript should be sent to the National Institutes of Health Undergraduate Scholarship Program, 2 Center Drive, Room 2E20, (MSC 0230), Bethesda, Maryland 20892-0230. You are responsible for verifying the receipt of your transcript in our office. You may do so by sending us e-mail at <ugsp@nih.gov>. We cannot respond to telephone inquiries.

**Contract (Form NIH 2762-4)**

Please review this document carefully. By signing the contract you are agreeing to serve at the NIH, and if you change your mind once you have accepted a scholarship you may incur substantial penalties. We suggest you review the contract with your guidance counselor, financial aid advisor, and/or parents/guardians.

**Citizenship (Number 5 on Form NIH 2762-1)**

If you are not a U.S. citizen or national, we urge you to carefully review the citizenship requirements at [www.ugsp.nih.gov/citizenship.htm](http://www.ugsp.nih.gov/citizenship.htm) or contact our office before applying. Even if you are eligible to work in the United States, you may not be eligible for this program. If you are a permanent resident, for example, your eligibility depends on your country of citizenship.

**Certification (Number 8 on Form NIH 2762-1)**

Your application cannot be considered unless this Certification is signed and dated. Please read it carefully.

**Questions 9–12 (Form NIH 2762-1)**

Your answers to the questions must be typed. Please limit your answers to the space provided or follow the guidelines that precede question 9. **Responses which exceed the space limitation or do not follow the guidelines will not be considered.**

This application can be completed electronically at [www.ugsp.nih.gov](http://www.ugsp.nih.gov).