ARTiE APPLICATION REGISTRATION TRACKING & EVALUATION

UNDERGRADUATE SCHOLARSHIP PROGRAM
OFFICE OF INTRAMURAL TRAINING & EDUCATION • NATIONAL INSTITUTES OF HEALTH

Application for the Undergraduate Scholarship Program (UGSP)

You are on step:

1. **Contact Information**
2. Personal Information
3. Academic Profile
4. References
5. Resume Components
6. Optional Statistics
7. Required Uploads
8. Review

Save & Continue▶

Application for the Undergraduate Scholarship Program (UGSP)

Contact Information

The information requested in this section is used to establish methods for contacting you throughout the application and admission process. Please make sure all information submitted is correct, especially email and phone numbers.

First Name: (Given Name)

Middle Name:

Last Name: (Family Name)

Email*:

Phone Number:

Address*:
Street:

City:

State:

Zip:

Country:

Password:
For security purposes, the password must meet the following criteria:
1. Must be between 8 and 14 characters
2. Must contain **1 of each** of the following:
   • Lower case letter • upper case letter • number • special character (i.e. !, %,^)

Verify Password: Enter the password again

Save & Continue▶

OMB Number: 0925-0299
Expiration Date: September 20, 2012 (Expiration Date is not the Application Deadline Date)

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Application Number*:   570423406

Personal Information

This information is used to determine your eligibility for a partnership. Applicants for admission into Institutional Partnerships must be United States of America citizens or United States of America permanent residents. No exceptions.

Date of Birth:

Citizenship*:

US Citizen or Permanent Resident?*:   Are you a US Citizen or a Permanent Resident?
○ Yes ◉ No

Native Language:

Additional Fluencies: [select]

Certification of Non-Delinquent Status: The Federal Debt Collection Procedures Act of 1990 precludes a debtor who has a Federal judgment lien against his/her property arising from a Federal debt from receiving Federal funds until the judgment is paid in full or otherwise satisfied. Applicants of the NIH Undergraduate Scholarship Program must certify that they do not have a judgment lien against their property arising from a debt to the United States.

Certification of Application - Information is True, Complete, and Accurate: I certify that information given in this application (including any personal statements) is true, complete, and accurate to the best of my knowledge and does not omit any material fact, which would render the statement false, fictitious, or fraudulent as a result of the omission. I understand that the information given may be investigated and that any false representation is sufficient cause for rejection of this application, or, if awarded scholarship benefits, that I am liable for return of all awarded funds and, further, that any false statement may be punishable as a felony under U.S. Code, Title 18, Section 1001. I am aware that any false, fraudulent, or fictitious statement may, in addition to other remedies available to the Government, subject me to civil penalties under the Program Fraud Civil Remedies Act of 1986.

Certification of Application - Release of Information to UGSP: I authorize the program(s) indicated in my Educational History to release information about my academic, financial, service, and any other pertinent information to administrators of the NIH Undergraduate Scholarship Program (UGSP) and to other authorized Government officials. This release is valid for six months after completion of all UGSP requirements.

Save & Continue ▶

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Save & Continue ▶

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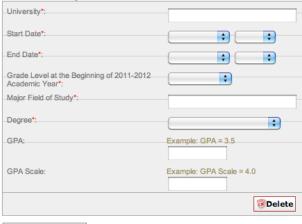
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Academic Profile

This section collects information about your Educational History. Submit information about each university / college attended during undergraduate and graduate school, even if you did not obtain a degree from that institution. Enter educational information in chronological order with the most recent enrollment first. You will be able to add as many records as needed to accurately represent your educational history. Note, GPA should be reported as Cumulative GPA.

Educational History:

University*:

Start Date*:

End Date*:

Grade Level at the Beginning of 2011-2012 Academic Year*:

Major Field of Study*:

Degree*:

GPA: Example: GPA = 3.5

GPA Scale: Example: GPA Scale = 4.0

⊠ Delete

✚ Add New School

Save & Continue ▶

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References

Three letters of recommendation from three different individuals are needed to complete the UGSP application. Choose references that are familiar with your work ethic, educational training and any prior research experience, if applicable. After you complete and submit information about your references, email messages requesting letters of recommendation are automatically sent on your behalf. The email message contains directions about completing the evaluation form and submitting a recommendation letter electronically. Periodically contact each of your references to ensure receipt of the request. If a recommendation request needs to be resent, login to your record and click the letter icon next to the reference's name. This feature should be used sparingly because each new request will reset the reference's password to access the online recommendation form. Hardcopies of recommendation letters will not be processed by the UGSP.

Although not required, you are allowed to submit a fourth reference. As the application season proceeds if you find that you must make a substitution on one or more of your references you are able to do so by completing additional fields for new references within the application; select edit view within the Reference step.

Under the Privacy Act of 1974, you have the right to access the information contained within a recommendation unless you have waived such access. For each reference, your response about waiving access to each letter of recommendation is required. Your references will be given your response to waiving access to the letter of recommendation.

Recommendation #1

Title: [▾]

First Name*:

Middle Name:

Last Name*:

Email*:

Waive Access*:   ○ Yes ○ No

🗑 **Delete**

Recommendation #2

Title: [▾]

First Name*:

Middle Name:

Last Name*:

Email*:

Waive Access*:   ○ Yes ○ No

🗑 **Delete**

Recommendation #3

Title: [▾]

First Name*:

Middle Name:

Last Name*:

Email*:

Waive Access*:   ○ Yes ○ No

🗑 **Delete**

+ Add Additional Reference (Optional)

Save & Continue ▶

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Resume Components

This step of the application contains several elements to assess your strength as a candidate. Details on what is expected from each of these sections are provided below. To ensure all special characters are displayed correctly in these fields you must use the Paste As Plain Text icon in the edit tools provided to copy/paste your text.

Most Influential Person or Event*:   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.

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Path:

Career Interests*:   Discuss your specific interest in pursuing a career in biomedical, behavioral or social science health-related research and your academic and long term 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.

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Path:

Extracurricular Activities*:   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.

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Path:

Awards and Honors*:   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.

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Path:

Experiences & Activities*:   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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Path:

Personal Statement*:   How would you evaluate and describe your aptitude in relation to the characteristics listed below? 1. Initiative 2. Work habits 3. Curiosity 4. Creativity in problem-solving 5. Ability to work as a member of a team 6. Leadership skills (include elected or other positions you have held or projects you have initiated.)

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Path:

Scientific Discipline / Research Interests: Please select at least one area of interest from the drop-down list provided. If you wish to provide a more in depth, but very brief, description of your preferred research please use the available text box (able to accept approximately 100 characters).

[select]

Additional Information: This section of the application is available for applicants that wish to provide additional information, such as lapses in education or explanations of academic blemishes.

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Path:

Save & Continue ▶

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Optional Statistics

Questions asked in this section are accessed by the UGSP only and used only for statistical purposes on large populations. The admission committee does not have access to this section.

Ethnicity: [▼]

Race: [▼]

Gender: ○ Male ○ Female

Recruitment: How did you learn about the UGSP?
                          [▼]

Save & Continue ▶

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Required Uploads

To complete your application for admission consideration the following must be completed by the application deadline:

- **Transcripts** - You must upload a PDF file containing an unofficial copy of your transcript from each university listed in your application; one PDF file per university listed. If you have recently transferred to another university and do not have a transcript for that university, please upload a copy of the acceptance letter in lieu of the transcript.

- **Undergraduate Institution Certification** - You must provide a copy of the Undergraduate Institution Certification form to the financial aid office of the school at which you are enrolled or will be enrolled starting in September. Your university will complete and send a copy of the form to the UGSP office. Certification forms received by the UGSP will be uploaded into your application.

We prefer PDF files to be less than 500kB for ease of upload by you and downloading for review by the admission committees. However, we understand some transcripts are multi-paged or contain very small font sizes that require a higher resolution to ensure clarity. With that in mind, please use the following guidelines when constructing your PDF files:

- **Resolution** - 200dpi
- **Mode** - scan your transcript as line-art, black-white, or grey scale
- **Security Elements** - do not include any of these elements because they are not compatible with our application evaluation features.

If you have any difficulties creating or uploading the PDF files please contact the UGSP for assistance at ugsp@nih.gov or complete the 'Ask A Question' box within the Application Interface.

Academic Documents:
Unofficial Transcripts:

kjlkjlk **File:**   (Choose File) no file selected

Additional Document(s):   You can use this area to upload additional documents requested by the UGSP.

✚Add Document

Save & Continue▶

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Recommendation Form

Submit▶   **💾Save**   **✖Cancel**

Recommendation

The Undergraduate Scholarship Program (UGSP) asks you to complete the evaluation form and submit a letter of recommendation to assess the student's potential to excel in school and as a future scientist.

Please contact the UGSP if you have any questions or concerns (ugsp@nih.gov).

Evaluation Form

The Evaluation Form asks for your assessment on several aspects using the following rating system:

- 0-Stars = Not Able to Observe
- 1-Star = Below Average - Bottom 50%
- 2-Stars = Average - Top 50%
- 3-Stars = Above Average - Top 25%
- 4-Stars = Excellent - Top 10%
- 5-Stars = Exceptional - Top 1%

In addition to these elements, please provide a brief description on how long you have known the student and in what capacity.

Length*:
How long have you known the applicant?

[   ]

Capacity:
In what capacity have you known the applicant?

[   ]

Overall Impression:
🚫 ☆ ☆ ☆ ☆ ☆

Intelligence:	**Writing Ability:**	**Initiative:**
🚫 ☆ ☆ ☆ ☆ ☆	🚫 ☆ ☆ ☆ ☆ ☆	🚫 ☆ ☆ ☆ ☆ ☆
Analytical Ability:	**Interpersonal Skills:**	**Honesty:**
🚫 ☆ ☆ ☆ ☆ ☆	🚫 ☆ ☆ ☆ ☆ ☆	🚫 ☆ ☆ ☆ ☆ ☆
Research Ability:	**Motivation:**	**Knowledge of Field:**
🚫 ☆ ☆ ☆ ☆ ☆	🚫 ☆ ☆ ☆ ☆ ☆	🚫 ☆ ☆ ☆ ☆ ☆
Verbal Ability:	**Confidence:**	**Maturity:**
🚫 ☆ ☆ ☆ ☆ ☆	🚫 ☆ ☆ ☆ ☆ ☆	🚫 ☆ ☆ ☆ ☆ ☆

Service Obligation:
Indicate the likelihood of the student completing the service obligation associated with the UGSP Scholarship.

🚫 ☆ ☆ ☆ ☆ ☆

Recommendation Letter

We are able to accept recommendation letters in two formats: uploaded PDF file or text pasted into the text-box provided. If you elect to use the text-box you should use the Paste-As-Plain-Text icon in the edit tools provided to ensure special characters and carriage returned are retained.

Uploaded Recommendation Letter:
Upload Letter of Recommendation.

File:

(Choose File) no file selected

Recommendation Letter*:
Copy/Paste Letter of Recommendation

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Path:

Submit▶   **💾Save**   **✖Cancel**

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Burden Disclosure Statement for Applicants –
Public reporting burden for this collection of information is estimated to average 45-minutes for the application and 45-minutes for the supplemental material per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0299). Do not return the completed form to this address.

Burden Disclosure Statement for References –
Public reporting burden for this collection of information is estimated to average 15-minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0299). Do not return the completed form to this address.