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... home ... for prospective applicants

## SUMMER INTERNSHIP PROGRAM

SIP APPLICATION CENTER

# Sign In

Login (Email Address):

Password (case sensitive):

Forgot your password?

Sign In

# Don't have an SIP Account?

Create a new account

#### **Security Guidelines**

As an account holder for this site, you are responsible for maintaining the confidentiality of your account, including your password, and for monitoring any and all activity associated with it. You agree to <u>notify us</u> immediately of any unauthorized use of your account or password or any other breach of security. You also agree that you will not use anyone else's SIP account at any time.

Q

To keep your account secure, please follow these tips:

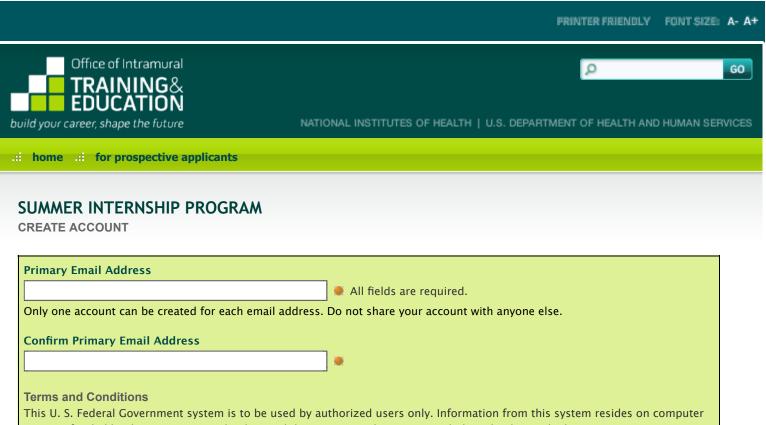
- Always sign out when you have completed your session in the system.
- Avoid using the same password for multiple online accounts.
- Choose a password only you know, and do not share it with anyone.
- When creating your account, use an email address that is personal and private, controlled by only you and not shared with anyone, even family members.
- Consider resetting your password periodically to enhance the security of your account. If you suspect that someone knows your login credentials, <u>change your password</u> without delay.

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systems funded by the government. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitoring and action by all authorized government and law enforcement personnel. While using this system your use may be monitored, recorded and subject to audit.

Unauthorized user attempts or acts to (1) access, upload, change, or delete or deface information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

By selecting the "Create Account" button, you are agreeing to the above Terms and Conditions.

**Create Account** 

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## SUMMER INTERNSHIP PROGRAM

CONFIRMATION

Action Required: Your account was successfully created and now must be activated.

We have sent an email verification link to the address you entered, **wagnerpa@od.nih.gov**. The link will expire after 72 hours. Please check your email and follow the link to verify your email address and continue the account activation process.

Please allow up to ten minutes for the message containing the link to be delivered. If you do not find it in your Inbox, please check your spam folder. If, after ten minutes, you have not received the message, <u>contact us</u>. Be sure to do so well before the March 1 application deadline.

Continue

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## SUMMER INTERNSHIP PROGRAM

ACTIVATE ACCOUNT

OMB Number: 0925-0299 Expiration Date: 30-Jun-2022

#### **Email Confirmed**

Thank you for confirming that your email address is <ADDRESS>. To activate your new account, please provide the additional account activation period expires, DATE TIME. If you neglect to activate your account by then, you will have to start again from the beginning, creating a new account and re-verifying your emaiil address.

Name
Please enter your full name.
Prefix
Select 🗘 🗣
First Name
•
Middle Initial
Last Name
•
Phone Number
Please enter your permanent home phone number.
Home Phone
•
Permanent Address
Permanent Address Address Line 1
Address Line 1
Address Line 1
Address Line 1 Address Line 2
Address Line 1 Address Line 2 City State
Address Line 1 Address Line 2 City State Enter DC for District of Columbia, and
Address Line 1 Address Line 2 City State
Address Line 1 Address Line 2 City State Enter DC for District of Columbia, and
Address Line 1 Address Line 2 State Enter DC for District of Columbia, and NA if your permanent address is not in the U.S.
Address Line 1 Address Line 2 State Enter DC for District of Columbia, and NA if your permanent address is not in the U.S.

#### **Security Guidelines**

As an account holder for this site, you are responsible for maintaining the confidentiality of your account, including your password, and for monitoring any and all activity associated with it. You agree to <u>notify us</u> immediately of any unauthorized use of your account or password or any other breach of security. You also agree that you will not use anyone else's SIP account at any time.

Q

To keep your account secure, please follow these tips:

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- Always sign out when you have completed your session in the system.
- Avoid using the same password for multiple online accounts.
- Choose a password only you know, and do not share it with anyone.
- When creating your account, use an email address that is personal and private, controlled by only you and not shared with anyone, even family members.
- Consider resetting your password periodically to enhance the security of your account. If you suspect that someone knows your login credentials, <u>change your password</u> without delay.

(8-30 characters)
•

Collection of this information is authorized by The Public Health Service Act, Section 410 (42 USC 285). Rights of participants are protected by The Privacy Act of 1974. Participation is voluntary, and there are no penalties for not participating or withdrawing from th study at any time. The information collected in this study will be kept private to the extent provided by law. Names and other identifier will not appear in any report of the study. Information provided will be combined for all participants and reported as summaries.

Public reporting burden for this collection of information is estimated to average 45 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.

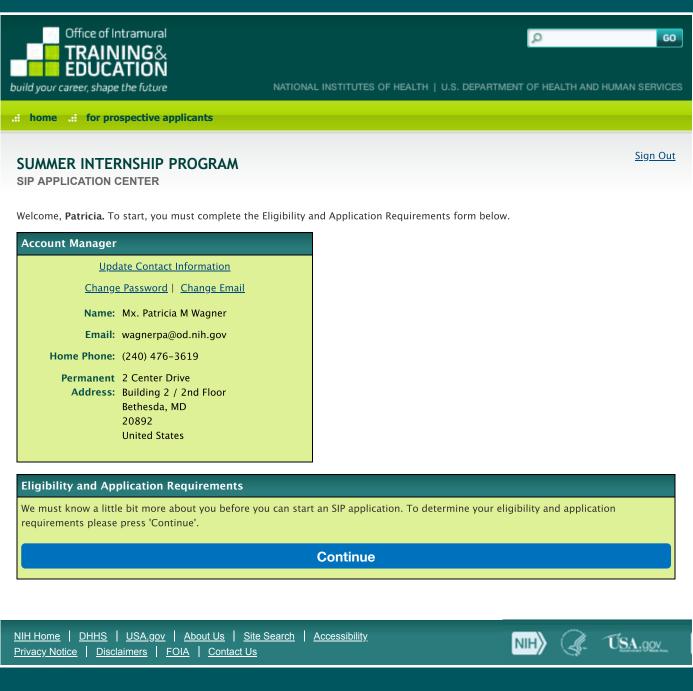
Activate account

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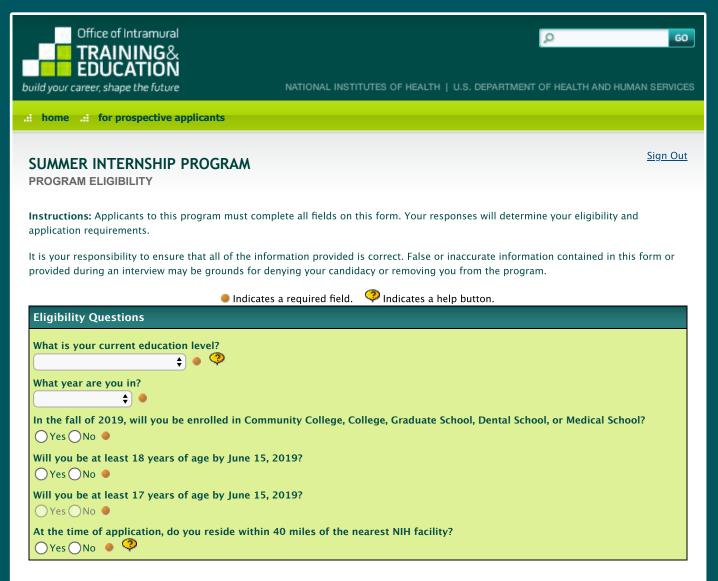
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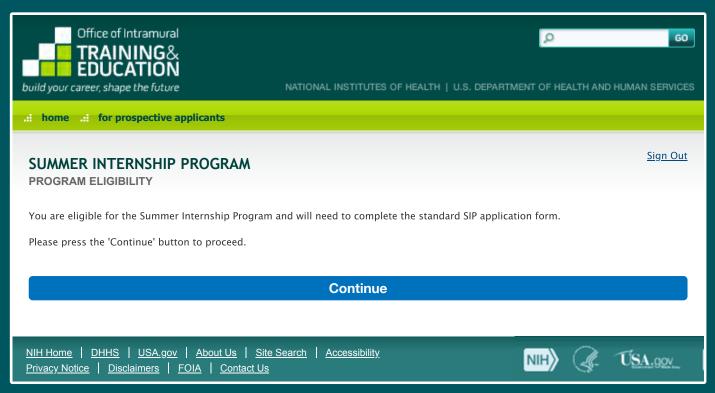
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## SUMMER INTERNSHIP PROGRAM

SIP APPLICATION CENTER

Welcome, **Patricia.** To start your standard version of the SIP application form, please read the instructions and then press the [APPLY NOW] button located at the bottom of the form.

Account Manager				
Update Contact Information				
Change Password   Change Email				
Name:	Mx. Patricia M Wagner			
Email:	wagnerpa@od.nih.gov			
Home Phone:	(240) 476-3619			
Permanent	2 Center Drive			
Address:	Building 2 / 2nd Floor			
Bethesda, MD				
20892				
United States				

#### **Application Manager**

To create your application, please read the instructions and then press the [APPLY NOW] button located at the bottom of the form.

**Instructions:** You must use this application to apply to the general Summer Internship Program (SIP) and/or one of the subprograms. Before you begin, you may want to review some <u>helpful hints</u> on using this electronic form and our <u>privacy statement</u>.

#### Eligibility Criteria:

- 1. Candidates must be eighteen years of age\* by June 15, 2019.
- 2. Candidates must be U.S. citizens or permanent residents.
- 3. U.S. citizens are eligible to apply if they are enrolled at least half-time in an accredited college or university as an undergraduate, graduate, or professional student. Students who have been accepted into an accredited college or university program may also apply.
- 4. Permanent residents must be enrolled at least half-time or have been accepted into an accredited institution in the U.S. in the U.S.
- 5. NOTE: Be aware that special eligibility criteria and deadlines may apply to applicants who choose one of the SIP subprograms (CCSEP, C-SOAR, AMGEN, G-SOAR, GDSSP, SGI, and BESIP) listed in Section 9 at the bottom of the application form.

\* Individuals who are in college (including community college) or graduate/professional school at the time of application but who will be 17 years of age on June 15, 2019, should <u>contact the NIH</u> to inquire about a waiver of this age requirement.

#### Application Tips:

The application form allows you to save a partially completed application. To take advantage of this feature:

- 1. After you have read these instructions, select the "Apply Now!" button at the bottom of the page.
- 2. Enter as much information into the form as you would like. Note that you must complete certain fields in order to save a partial application.
- 3. To save your partial application, press "Preview Partial Application," review the information you have entered, and select the "Save" button on the Preview page. After submitting your partial application, you will be able to sign in to the SIP Application Center any time before the application deadline, to review, modify, and complete your application. To be considered for the program, you **must** return before the March 1 application deadline to complete your application.
- 4. Once you have completed all required fields and are ready to submit your application, press "Preview Completed Application." Review the information you provided to ensure it is accurate, and select the "Save" button on the Preview page.

Only completed applications are available for review by NIH investigators and administrators; partial applications are not accessible.

IMPORTANT NOTE: The deadline for receipt of completed SIP applications is **March 1, 2019** (11:59 PM, Eastern Time). Applications that are incomplete after the March 1 deadline will not receive further consideration. If you apply to one or more SIP subprograms (CCSEP, C–SOAR, AMGEN, G–SOAR, GDSSP, SGI, BESIP), special deadlines may apply. Please check the SIP webpage, https://www.training.nih.gov/programs/sip, or follow the links in Section 9 for information about the subprograms.

Please take the time to read the following additional advice carefully.

- Please read the "Summer Internship Program page" and "SIP Frequently Asked Questions" before beginning your online application.
- Be sure that the email addresses you provide for your references are accurate. Incorrect email addresses will result in your references' not receiving the request for a letter of recommendation and could result in your application's not receiving full consideration.
- Please note that, for security reasons, the application form accepts plain text inputs only. This means that special characters and formatting such as bullets, "smart quotes," bold or italic fonts, Greek letters, etc., might be lost or altered. To ensure your data appear as you intend, compose your inputs to the longer fields on the form using a plain text editor (e.g., Notepad, for PC users, or TextEdit, for Mac users). In place of special formatting, use capital letters, white space, asterisks, and other standard keyboard characters. Preview your application carefully to ensure it looks the way you want it to.
- Proofread your application thoroughly for accuracy and completeness; false or inaccurate information may be grounds for denying your candidacy or removing you from the program.
- Complete your application as early as possible and ensure that your references submit their letters promptly using our online system. Due to the volume of applications we receive and to ensure the authenticity and privacy of letters regarding applicants to our programs— we cannot accept letters submitted by email or as hard copies. All letters of recommendation must be submitted through our online system.
- Letters of recommendation are due no later than March 15, 2019, at 11:59 PM, ET. We will not accept letters after that time.
- IMPORTANT: SIP includes several <u>subprograms designed to help build a diverse and inclusive scientific workforce (CCSEP, C-SOAR, AMGEN, G-SOAR, and GDSSP</u>). These subprograms may have deadlines that are earlier than the deadline for the general SIP program. If you apply to one of these subprograms, you must submit your application before the subprogram deadline AND contact your references to let them know the deadline for receipt of their letters. If you select a subprogram for which you are not eligible, it could have a negative effect on your chances of being selected for an internship.
- If you have questions after reading the SIP FAQs, please address questions to <u>Summer Postbac Questions@mail.nih.gov</u>.

I have read and understood the general eligibility requirements and instructions.

### Apply Now!

#### Eligibility and Application Requirements

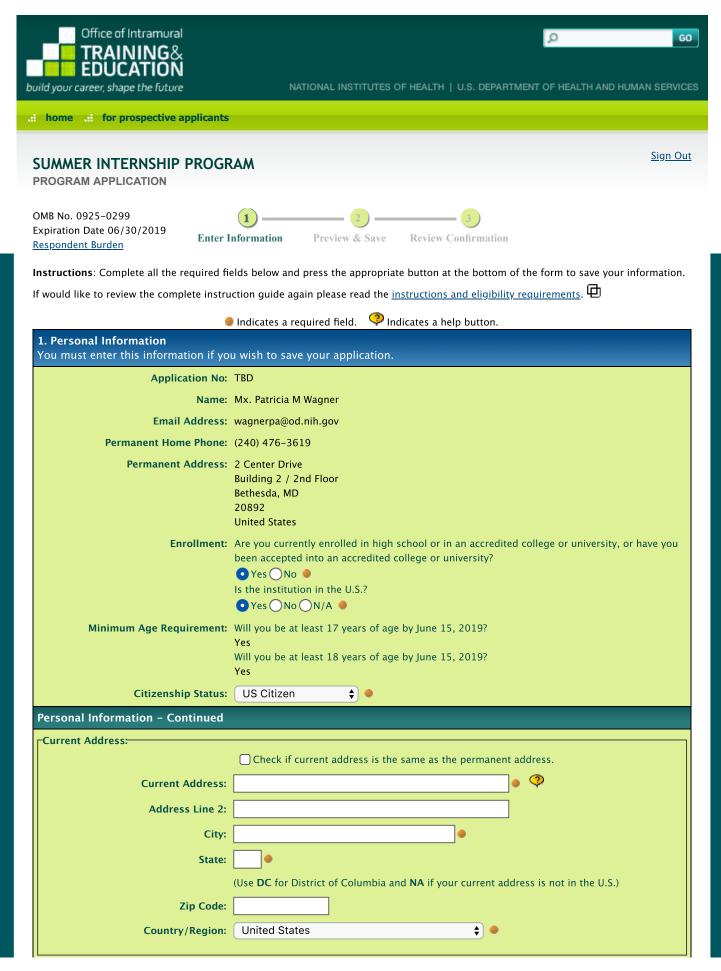
Based on the information you provided we have determined that you are eligible to submit the **standard version** of the SIP application form.

If your situation changes during this application period you can review and update your responses.

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USA.gov



Preferred Phone Number:	?			
	(Complete only if you do not want us to use your Permanent Phone Number.)			
Previous Experience at NIH:	None 🔷 (Research programs completed)			
Relative(s) at NIH:	Do you have relatives at NIH?			
	● Yes ● No ● Help: Definition of " <u>relative</u> "			
	Relative's Name Relationship Relative's IC			
	1 + +			
NIH summer training occurs on severa	l sites including the main campus in Bethesda, MD. To help our investigators, please			
indicate ALL locations where you woul	d be willing to train this summer. ●			
	Bethesda, MD and the surrounding area			
	Frederick, MD (some NCI labs)			
	Baltimore, MD (most NIA labs and all NIDA labs)			
	Research Triangle Park (Raleigh/Durham), NC (NIEHS only)			
	Hamilton, MT (limited positions in NIAID)			
	Phoenix, AZ (limited positions in NIDDK)			
	Detroit, MI (limited positions in NICHD)			
	Framingham, MA (limited positions in NHLBI)			
2 Academic Information				
2. Academic Information				
School:	Place enter the state in which your school is lessted			
	Please enter the state in which your school is located. (Use DC for District of Columbia and NA if your school address is not in the U.S.)			
School:	<ul> <li>Please enter the state in which your school is located.</li> <li>(Use DC for District of Columbia and NA if your school address is not in the U.S.)</li> </ul>			
School: School State: Current Education Level:	(Use <b>DC</b> for District of Columbia and <b>NA</b> if your school address is not in the U.S.) Graduate School			
School: School State: Current Education Level: Year at Current Level:	(Use DC for District of Columbia and NA if your school address is not in the U.S.) Graduate School First			
School: School State: Current Education Level:	(Use DC for District of Columbia and NA if your school address is not in the U.S.) Graduate School First (Cumulative unweighted average)			
School: School State: Current Education Level: Year at Current Level:	(Use DC for District of Columbia and NA if your school address is not in the U.S.) Graduate School First			
School: School State: Current Education Level: Year at Current Level: Current GPA:	<ul> <li>(Use DC for District of Columbia and NA if your school address is not in the U.S.)</li> <li>Graduate School</li> <li>First <ul> <li>(Cumulative unweighted average)</li> <li></li></ul> </li> <li>Note: If you select 'Other', please explain in Section 3, Coursework and Grades. Be sure to</li> </ul>			
School: School State: Current Education Level: Year at Current Level: Current GPA: School Grading Scale:	(Use DC for District of Columbia and NA if your school address is not in the U.S.) Graduate School First			
School: School State: Current Education Level: Year at Current Level: Current GPA:	(Use DC for District of Columbia and NA if your school address is not in the U.S.) Graduate School First			
School: School State: Current Education Level: Year at Current Level: Current GPA: School Grading Scale: Academic Major: 3. Coursework and Grades List all courses completed at your cu	(Use DC for District of Columbia and NA if your school address is not in the U.S.) Graduate School First			
School: School State: Current Education Level: Year at Current Level: Current GPA: School Grading Scale: Academic Major: 3. Coursework and Grades List all courses completed at your cu Include courses in which you are curr informative. For example, Chemistry	<ul> <li>(Use DC for District of Columbia and NA if your school address is not in the U.S.)</li> <li>Graduate School</li> <li>First <ul> <li>(Cumulative unweighted average)</li> <li>(Cumulative unweighted average)</li> <li>(Image)</li> </ul> </li> <li>Note: If you select 'Other', please explain in Section 3, Coursework and Grades. Be sure to describe your school's grading scale and your current cumulative average relative to that scale.</li> <li>(Image) or specify major</li> <li>(Image) or specify major</li> </ul> <li>rrent educational level, not just science courses. Include the grades you received. ently enrolled, even if grades are not yet available. Make certain course titles are 40 is insufficient. Finally, if this is your first semester at a new educational level (e.g., the second sec</li>			
School: School State: Current Education Level: Year at Current Level: Current GPA: School Grading Scale: Academic Major: 3. Coursework and Grades List all courses completed at your cu Include courses in which you are curr informative. For example, Chemistry	<ul> <li>(Use DC for District of Columbia and NA if your school address is not in the U.S.)</li> <li>Graduate School</li> <li>First <ul> <li>● (Cumulative unweighted average)</li> <li>●</li> </ul> </li> <li>Note: If you select 'Other', please explain in Section 3, Coursework and Grades. Be sure to describe your school's grading scale and your current cumulative average relative to that scale.</li> <li>● or specify major ●</li> </ul>			
School: School State: Current Education Level: Year at Current Level: Current GPA: School Grading Scale: Academic Major: 3. Coursework and Grades List all courses completed at your cu Include courses in which you are curr informative. For example, Chemistry	<ul> <li>(Use DC for District of Columbia and NA if your school address is not in the U.S.)</li> <li>Graduate School</li> <li>First <ul> <li>● (Cumulative unweighted average)</li> <li>●</li> </ul> </li> <li>Note: If you select 'Other', please explain in Section 3, Coursework and Grades. Be sure to describe your school's grading scale and your current cumulative average relative to that scale.</li> <li>● or specify major ●</li> </ul> <li>rrent educational level, not just science courses. Include the grades you received. ently enrolled, even if grades are not yet available. Make certain course titles are 40 is insufficient. Finally, if this is your first semester at a new educational level (e.g., 1000)</li>			
School: School State: Current Education Level: Year at Current Level: Current GPA: School Grading Scale: Academic Major: 3. Coursework and Grades List all courses completed at your cu Include courses in which you are curr informative. For example, Chemistry	<ul> <li>(Use DC for District of Columbia and NA if your school address is not in the U.S.)</li> <li>Graduate School</li> <li>First <ul> <li>(Cumulative unweighted average)</li> <li>(Cumulative unweighted average)</li> <li>(Image)</li> </ul> </li> <li>Note: If you select 'Other', please explain in Section 3, Coursework and Grades. Be sure to describe your school's grading scale and your current cumulative average relative to that scale.</li> <li>(Image) or specify major</li> <li>(Image) or specify major</li> </ul> <li>rrent educational level, not just science courses. Include the grades you received. ently enrolled, even if grades are not yet available. Make certain course titles are 40 is insufficient. Finally, if this is your first semester at a new educational level (e.g., the second sec</li>			
School: School State: Current Education Level: Year at Current Level: Current GPA: School Grading Scale: Academic Major: 3. Coursework and Grades List all courses completed at your cu Include courses in which you are curr informative. For example, Chemistry	<ul> <li>(Use DC for District of Columbia and NA if your school address is not in the U.S.)</li> <li>Graduate School</li> <li>First <ul> <li>(Cumulative unweighted average)</li> <li>(Cumulative unweighted average)</li> <li>(Image)</li> </ul> </li> <li>Note: If you select 'Other', please explain in Section 3, Coursework and Grades. Be sure to describe your school's grading scale and your current cumulative average relative to that scale.</li> <li>(Image) or specify major</li> <li>(Image) or specify major</li> </ul> <li>rrent educational level, not just science courses. Include the grades you received. ently enrolled, even if grades are not yet available. Make certain course titles are 40 is insufficient. Finally, if this is your first semester at a new educational level (e.g., the second sec</li>			
School: School State: Current Education Level: Year at Current Level: Current GPA: School Grading Scale: Academic Major: 3. Coursework and Grades List all courses completed at your cu Include courses in which you are curr informative. For example, Chemistry	<ul> <li>(Use DC for District of Columbia and NA if your school address is not in the U.S.)</li> <li>Graduate School</li> <li>First <ul> <li>● (Cumulative unweighted average)</li> <li>●</li> </ul> </li> <li>Note: If you select 'Other', please explain in Section 3, Coursework and Grades. Be sure to describe your school's grading scale and your current cumulative average relative to that scale.</li> <li>● or specify major ●</li> </ul> <li>rrent educational level, not just science courses. Include the grades you received. ently enrolled, even if grades are not yet available. Make certain course titles are 40 is insufficient. Finally, if this is your first semester at a new educational level (e.g., 1000)</li>			
School: School State: Current Education Level: Year at Current Level: Current GPA: School Grading Scale: Academic Major: 3. Coursework and Grades List all courses completed at your cu Include courses in which you are curr informative. For example, Chemistry	<ul> <li>(Use DC for District of Columbia and NA if your school address is not in the U.S.)</li> <li>Graduate School</li> <li>First <ul> <li>● (Cumulative unweighted average)</li> <li>●</li> </ul> </li> <li>Note: If you select 'Other', please explain in Section 3, Coursework and Grades. Be sure to describe your school's grading scale and your current cumulative average relative to that scale.</li> <li>● or specify major ●</li> </ul> <li>rrent educational level, not just science courses. Include the grades you received. ently enrolled, even if grades are not yet available. Make certain course titles are 40 is insufficient. Finally, if this is your first semester at a new educational level (e.g., 1000)</li>			

#### 4. CV/Resume

Copy and paste a plain text version of your curriculum vitae or resume into this space. Some reformatting may be necessary. Include education, relevant research experience, scientific publications, honors and awards, community service, leadership, etc.

#### 5. References

Once you submit your completed application, an email request for a letter of recommendation will automatically be sent to each of the following individuals:

.

Reference 1:						
N	lame:	Dr. 🔶 Prefix	First	MI	Last	•
Pł	hone:				•	
E	mail:				Format: user@server.com	
Reference 2:						
N	lame:	Dr. 🗘 Prefix	First	MI	Last	•
Pł	hone:				•	
E	mail:				• Format: user@server.com	

#### 6. Cover Letter

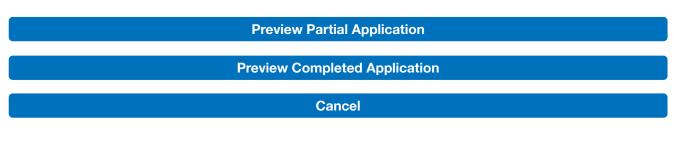
Describe your research interests, career goals, and reasons for applying for training at the NIH; be certain that your cover letter is specific for this particular program.

The NIH is committed to maintaining its stature as a premiere research institution by building an inclusive workforce, fostering an environment that respects the individual, and offering an opportunity for each person to develop his or her full potential in the pursuit and support of science. We welcome trainees of all genders, races, ethnicities, physical abilities, and socioeconomic backgrounds. If you have unique circumstances, or come from a <u>disadvantaged background</u>, please include this information in your cover letter.

7. Research Interest Keywords: Please provide a brief list of your research interests (limit 150 characters, including spaces). NIH investigators may search on this field to find applicants whose research interests match their own. You may wish to enter terms that describe particular diseases or conditions (e.g., Alzheimer's disease, macular degeneration, obesity); the techniques you are interested in applying (e.g., two-photon microscopy, patch clamping, rapid sequencing, bioinformatics); or general subject areas (such as epidemiology, public health, molecular neuroscience).			
8. Preferred Institute/Center (IC) If you already know the IC in which you wish to work (for example, if you are a returning student), please select the appropriate item from the drop-down list. Note: If you want your application to be considered by investigators in more than one IC, please leave this section blank.			
	¢		
9. SIP Subprogram Selection			
This section is for applicants who are eligible for and interested in specia currently available subprograms. If you are interested in applying to one including eligibility criteria, program dates, and application deadlines, by window.) If you select a subprogram for which you are not eligible, it cou an internship. Note that programs are <u>exclusive</u> , <u>semi-exclusive</u> or open. It is important	of these subprograms, please read the program description, selecting the appropriate link below. (All links open in a new Id have a negative effect on your chances of being selected for		
how and when program participants are selected.			
Available Program(s):	Selected Subprogram(s):		
Add AMGEN (exclusive) Details and Eligibility			
Add BESIP (exclusive) Details and Eligibility			
Add C-SOAR (exclusive) Details and Eligibility			
Add CCSEP (exclusive) Details and Eligibility			
Add G-SOAR (exclusive) Details and Eligibility			
Add GDSSP (exclusive) Details and Eligibility			
Add NINR-SGI (exclusive) Details and Eligibility			

#### Notice to all applicants:

It is your responsibility to ensure that all of the above information is correct. False or inaccurate information contained in this application or provided during an interview may be grounds for denying your candidacy or removing you from the program.



Collection of this information is authorized by The Public Health Service Act, Section 410 (42 USC 285). Rights of participants are protected by The Privacy Act of 1974. Participation is voluntary, and there are no penalties for not participating or withdrawing from the study at any time. The information collected in this study will be kept private to the extent provided by law. Names and other identifiers will not appear in any report of the study. Information provided will be combined for all participants and reported as summaries.

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