

# Oregon Institute of Occupational Health Sciences

## Summer Student Research Awards

### APPLICATION INSTRUCTIONS

Once our application opens to begin accepting submissions, you can link from our [intern page](#) to OHSU's Competitive Application Portal (CAP). First, register for an account. Account set-up requires your name, email address and creating a password.

Once you have registered, login to view open applications. To start your application, find our program, "*Occupational Health Sciences' Summer Student Research Awards*" and click its link to begin. You may want to bookmark CAP, as you can return to your draft application as many times as needed prior to the deadline. In order to be moved into the pool of applicants, you must submit your application before the deadline. Late applications will not be accepted.

**Application Deadline: Friday, February 14, 2020 by 5:00 PM.**

### COVER PAGE INFORMATION

You will be asked to complete basic contact and school information in the online form before moving on to uploading supporting documentation.

**Note:** The "Proposal Title" text box in the application is not applicable to your application. You may just enter "n/a".

### REQUIRED DOCUMENTS

All required documents must be uploaded into your online application. We cannot accept emailed, mailed, or faxed documents for any reason. Only PDF format files are accepted; no Word, PNG, TIFF, JPG, etc. Make sure you follow the file naming conventions. This will insure that your files are unique to your application.

#### 1) Unofficial Transcript(s)

We only require *unofficial* transcripts. Additionally we cannot accept transcripts with security features that require us to access them with a login or password. It is your responsibility to work with your institution to comply with these requirements. If you have transcripts from more than one institution, please scan your transcripts into a single PDF prior to upload.

#### 2) Resume or CV

Upload your current Resume or CV.

#### 3) Personal Statement

**CONTENT:** In your personal statement please describe any or all of the following: your exposure to science (including subjects taken, workshops, special classes, volunteer or work experience), relevant activities, scientific/research interests, future educational plans and career goals, and the reasons you would like to participate in this internship – including how this internship would further enhance your educational and career goals. You may also share any obstacles or challenges you have overcome in the pursuit of your educational goals.

**FORMAT:** No longer than 2 pages; no less than 1 inch margins all around; no smaller than font size 11; single-spaced; font should be Arial, Helvetica or Times New Roman. Embed no images or links. *Personal statements that do not adhere to this format may not be reviewed.*

### OPTIONAL DOCUMENT - Letter of Recommendation

A letter of recommendation is not a required component of your application. However, if you choose to submit a single letter of recommendation, we only accept them confidentially via email from the letter writer. Letters should be on institutional letterhead. They can be addressed to "To whom it may concern". Have your letter writer email it to [gonzalal@ohsu.edu](mailto:gonzalal@ohsu.edu) before the application deadline. If we receive more than one letter of recommendation, only the first letter received will be included in the application packet.

# FAQs

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## 1. Who is eligible for the program?

To be eligible for an Institute-funded award, students must be Oregon residents or attend college in Oregon. Students must be working toward their *first* 4-year degree. Students at all undergraduate levels may apply.

## 2. I am a freshman. Can I apply for these awards?

While your application may be more competitive as an upper classman, freshman may apply and have been awarded internships in previous years.

## 3. I am currently a senior and will have graduated prior to the internship start date. Am I still eligible?

As long as you have graduated within the same academic year as the internship, then we would still consider you eligible to apply. We consider the academic year to begin each fall. For example, if you graduate (i.e. finish course work) in the fall, you would still be eligible to apply for the internship starting the following summer. However, if you graduated in the previous summer, and are looking to participate the following summer, unfortunately you are not eligible.

## 4. How do I submit my application?

Your application and required materials must be submitted through our online application portal. Our application opens mid-December on our [internship home page](#).

## 5. When is the application deadline?

The deadline for submission is February 14, 2020 by 5:00 PM Pacific Time. We cannot accept late applications.

## 6. Are letters of recommendation required?

Letters of recommendation are not required, however if you wish to submit a single letter, have your letter writer email it to Alisa Mukai ([gonzalal@ohsu.edu](mailto:gonzalal@ohsu.edu)) directly. Only confidential letters sent directly from the letter writer are accepted. Additionally, we recommend that all letters be on institutional

letterhead.

### **7. Can I work with a specific faculty member?**

We strongly encourage you to read about our [faculty members](#) online and specify in your application one or two faculty members you would like to work with, as well as why you would like to work with them. However, there is no guarantee that you will be able to work with the faculty member of your choice. You are welcome to email a faculty member separately about your interest in their work.

### **8. What are the available research topics?**

Scientists at the Oregon Institute of Occupational Health Sciences are a multidisciplinary group conducting both basic and applied research that broadly focuses on prevention of injury and disease, and the promotion of health in the workplace. Specific areas of expertise can viewed in more detail on our [Research Areas](#) page. You may also consider viewing our [faculty's pages](#) to learn about their current research.

### **9. Where are the internships located?**

Our internship appointments are located at the [Oregon Institute of Occupational Health Sciences](#) on the Marquam Hill campus of Oregon Health & Science University in Portland, Oregon. We have a few affiliated faculty members located within other departments on OHSU's campus, Portland State University, or the VA on Marquam Hill.

### **10. How much will I be paid?**

Interns are paid a stipend of \$3500 for a 3-month appointment. Normal working hours will usually conform to the hours of the laboratory, which are equivalent to a 40-hour workweek, but are moderately flexible with prior approval. Internships are expected to last three months, between May and September.

### **11. If hired, when do I receive my payment?**

Interns receive their stipend in the form of two payments. Regardless of an intern's start date, checks are mailed at the end of July, and then at the end of August.

### **12. What is the start and end dates of the internship?**

While we don't have a set start and end dates, each faculty member works with their hired intern to come to a mutually beneficial start and end date that will accommodate the students Spring and Fall academic calendar. Those dates should cover a three-month period. In general, students on the semester system tend to start in the later part of May and finish up in late August. For quarter system students, they tend to start in June and finish up in September.

### **13. Are there dates or events that I will be required to be present during the internship?**

Yes. There are a few events that you are required to attend as part of your internship. The internship's poster presentation always occurs on the second Wednesday in August. We have a few other required lunchtime meetings related to your program that will be scheduled as we get closer to summer. Generally, these are scheduled between the end of June and the end of July.

### **14. Can I take summer classes while I participate in the internship?**

We do not recommend that students take on summer classes at the same time as participating in the internship. In fact, we discourage it. Your hiring faculty member will expect you to be fully engaged in your internship and periodic intern meetings and scheduled activities, and for the summer you are considered an integral part of their lab. We do have the option for interns to gain course credit for their time if that is desired. Course credit is not in lieu of a stipend; all interns receive a stipend whether or not they choose course credit.

### **15. Do you provide housing or housing assistance?**

While OHSU does not have student housing for interns, applicants have the option on their application to indicate if they will be in need of financial housing assistance. We recommend securing housing at Portland State University in their affordable [summer student housing](#) due to the proximity and

convenience. Indicating yes to this question on the application will not affect your candidacy.

**16. How do I travel to and from the Oregon Institute of Occupational Health Sciences?**

Information about traveling to the Occupational Health Sciences is available at our [Visiting OHSU – Get Directions](#) page or you may access [OHSU's interactive map](#). The Oregon Institute of Occupational Health Sciences is located in Richard Jones Hall on the west end of campus at 3222 SW Research Dr, L606, Portland, OR 97239.

The majority of OHSU employees take public transportation to work. There is no free or subsidized parking for available for summer interns at OHSU, therefore interns should anticipate taking alternative transportation methods for their daily commute. Employee-rate TriMet passes are available to our interns once hired and having completed their badge requirements.

**17. What are my chances of being selected?**

The number of applicants we receive each year has ranged from 60-150. Normally, between 8-16 interns are selected each year, depending on the ability of each lab to accommodate a student.

**18. When do I find out if I was selected?**

Each participating faculty member reviews applications and selects their top student candidates for interviews. Candidates who move on to the interview phase of the selection process will be notified throughout the month of February and sometimes into March to schedule interviews. Final acceptances into the internship program only occur after the interview and are likely to occur during the month of March. Formally accepted students will then coordinate their specific start date and work plan with their hiring faculty member. We make every effort to close our selection process by the end of March.

**19. Additional questions?**

Contact Alisa Mukai at [gonzalal@ohsu.edu](mailto:gonzalal@ohsu.edu) or call 503-494-2506.