

CURE Application User Guide

We're glad you're here! The Knight Cancer Institute works with the online platform Research Logix for internship program applications. Please refer to this guide to assist you with filling out your application.

When you open the link to the application, you'll be greeted with the words, "**Welcome to the Ted R. Lilley CURE Program application!**" Which will contain:

- **Point of Contact information** (how to contact the CURE Coordinators)
- **Important Dates**
- **Application Requirements**
- **Eligibility Requirements**

The exact words of the Welcome Page are as follows:

Welcome to the Ted R. Lilley CURE Program application!

The Knight Cancer Institute (KCI) at Oregon Health & Science University (OHSU) Ted R. Lilley CURE Program strives to create a learning environment in which everyone is supported to reach their individual potential. The CURE Program is eligible for students from disadvantaged backgrounds as defined by the National Institute of Health. Although the CURE Program Selection Committee will be following NIH guidelines for determining a status of disadvantaged, all applications will be considered.

Please review the [Ted R. Lilley CURE Program website](#) to learn more about the program.

The application and all supplemental materials including recommendation letters for the CURE Program **MUST** be submitted online **by the deadline of 11:59 PM (PST) on Thursday, January 8, 2026**. Late applications will not be accepted.

Please review ALL of the application instructions thoroughly. Only completed applications submitted by the deadline will be reviewed. Selection and notifications will take place by the end of February 2026.

The CURE program will take place from June 22, 2026, through August 14, 2026.

Please note: To participate in the CURE Program, interns will be required to provide either documentation of Covid and Flu vaccines administered for the 2025-2026 season or complete a formal declination form. Please be prepared to adhere to this policy.

Please prepare all information listed below prior to starting the application.

You can start and return to the application.

Application Requirements

To complete the Ted R. Lilley CURE Program Application, you will need the following:

1. Your **current resume** in **.pdf or .doc or .docx format**, uploaded within this application portal. (*highlight science courses, and any relevant research or work experience*)
2. **Unofficial transcripts**, uploaded within this application portal (if selected for the CURE Program, official transcripts will be required)
3. **Personal Statement essay**. This must be submitted in **.pdf or .doc or .docx format**.
 - Please describe your career goals, extracurricular activities, intellectual interests, and future educational plans. Discuss the reason you would like to participate in this program and any obstacles or challenges you have overcome. Explain how this internship would further enhance your career goals. Please describe any previous research that you may have done, if any, and tell us if you have any particular area of interest for your summer internship. (500 words, double spaced)

4. Two Letters of Recommendation

- First & last name **and** email address of your recommenders.
- One of these letters **must be from a science teacher or research mentor**
- The second letter can be from a community leader, teacher, coach, counselor, etc.
- **Recommendation letters are due: Thursday, January 8, 2026**

After you identify your references in the application, they will receive an email from **no-reply@rlogx.com** within 24 hours containing a link to upload their letter of recommendation.

If your reference does not receive the email within that timeframe, please ask them to check their spam or junk folder. If the email is still not found, contact us at **cureinternship@ohsu.edu** for assistance.

Eligibility Requirements

1. Must be 16 years of age or older by the program start date of June 22, 2026
2. Completed at least one (1) year of high school prior to Summer 2026. Seniors graduating in Spring 2026 are eligible
3. Enrolled in an Oregon or Washington High School (preference will be given to students attending public schools)

4. Students from disadvantaged backgrounds as defined by the National Institute of Health is preferred but not required.
 5. 3.0 GPA or higher and must have taken at least one science class (preferably biology)
 6. U.S. citizen or DACA (Deferred Action for Childhood Arrivals) students are eligible. A DACA applicant must have an employment authorization card via USCIS
-

Below this is the option to **Submit an Application**.

You will then be prompted to Create a Research Logix Profile:


Submit an Application

Want to apply for this opportunity?

To submit an application for this opportunity, you must be logged into Research Logix. When you click "Start Your Application", you will be prompted to sign in. If you don't yet have a Research Logix profile, you will be able to create one easily using your Institutional (SSO) login, ORCID, or by setting up your own Research Logix credentials.

[Log into Research Logix](#) or [Create Profile](#)

Please set up your own Research Logix credentials. To create your Research Logix profile, you'll need to supply your first & last name, email address and create a password.



Create Account

FIRST NAME

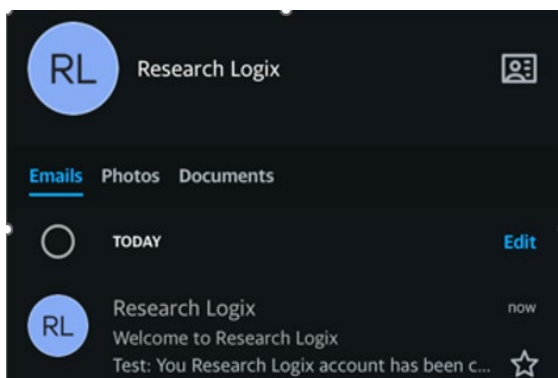
LAST NAME

CREATE LOGIN & PASSWORD

[Create Account](#)

[Back to Login](#)

You'll then receive a "Welcome to Research Logix" email from no-reply@rlogx.com to verify your account and will supply a Verification Code



Future CURE Intern:

You Research Logix account has been created. Please use the link below to verify and log into your account.

Verification Code

4K9AE8

Verification: [Verify Your Account](#)

Login: examplefuturecureintern@gmail.com

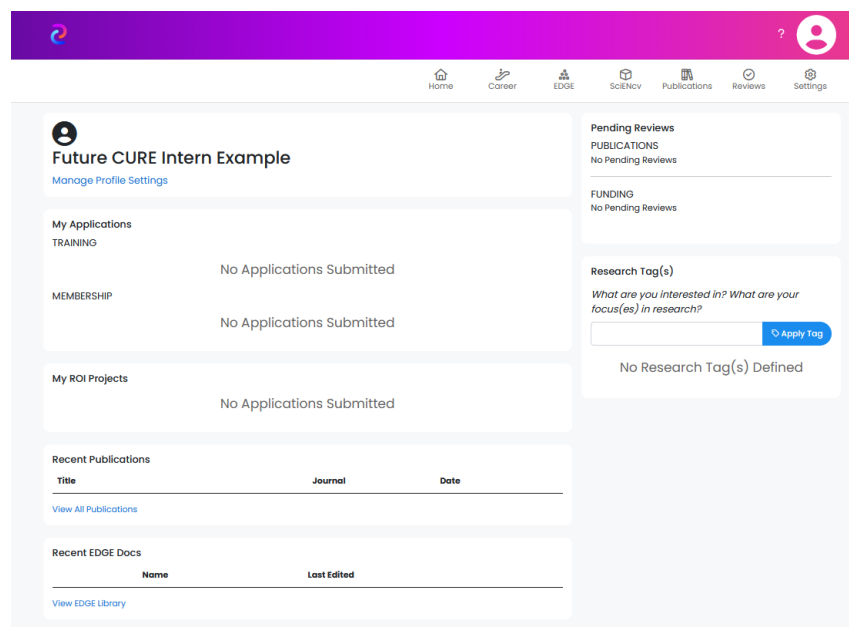
Password: Ex@mp1e2025

Need help?

If you have any questions, please contact us by email at support@admininformatics.com.

You can also submit a ticket on our help desk at <https://help.rlogix.com>.

After you verify your account and login you'll be able to view your Profile:



You do not need to do anything further with this page. Now it's time to start your application by revisiting the application link: <https://app.rlogix.com/training-opportunity/F031EC8D-73A6-5A0D-4834-45CFBABD>.

You'll see the Welcome Page once again. Please navigate to the bottom to "Start your Application"

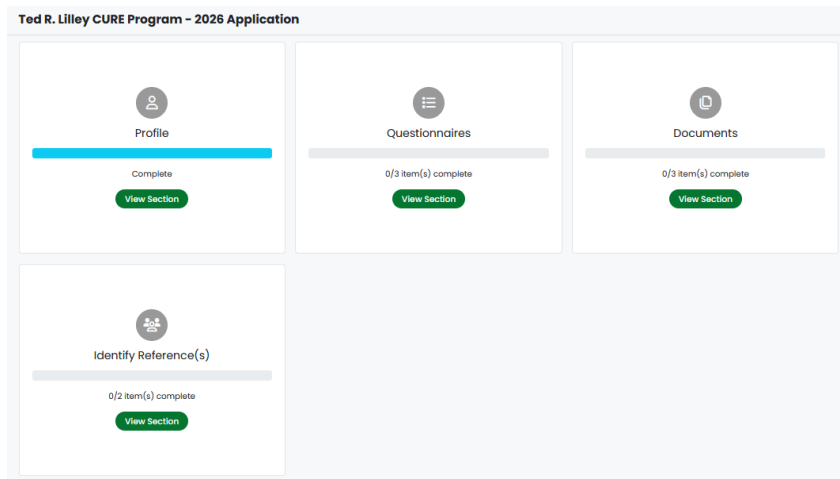
Submit an Application

Want to apply for this opportunity?

To submit an application for this opportunity, you must be logged into Research Logix. When you click "Start Your Application", you will be prompted to sign in. If you don't yet have a Research Logix profile, you will be able to create one easily using your Institutional (SSO) login, ORCID, or by setting up your own Research Logix credentials.

[Start your Application](#)

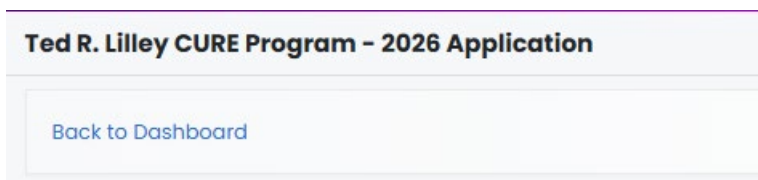
You'll see the Dashboard, broken up into four categories:



You've completed creating your profile, next navigate to each category section to complete the application.

- Questionnaires
- Documents
- Identify Reference(s)

When you're done with each of the questionnaires, and sections, navigate back to the top of the page to click back to the dashboard.



Your work will be saved, and you can revisit your application.

NOTE: If you click on a hyperlink within the application, you must use the BACK button to return to the application. If you X-out, you'll need to re-login to Research Logix

To upload your required documents, "Drag and Drop" your .pdf or .doc or .docx into the box.

File Uploader

Drag and drop your file or files on the platform below to have them automatically uploaded to your application.

Just drag and drop files here

Currently Uploaded Files

Document

After you upload the required documents, you must **edit** the document from Not Defined to the appropriate document type and save document. Then navigate Back to Dashboard

Currently Uploaded Files

Document

<a>Edit	<p>Not Defined</p> <p>2025111104645_CURE Resume.pdf</p> <p>Uploaded: 2025-11-11 11:46 PM</p>
<a>Edit	<p>2. Academic Transcript</p> <p>2025111104618_Academic Transcript.pdf</p> <p>Uploaded: 2025-11-11 11:46 PM</p>
<a>Edit	<p>1. Personal Essay</p> <p>2025111104545_CURE Personal Essay.docx</p> <p>Uploaded: 2025-11-11 11:45 PM</p>

Next you Assign your Reference, the pers who will write your Letter of Recommendation.

References

For this training opportunity the administrator has required an applicant to provide a minimum of 2 reference(s). Please use the space provided below to identify your selection(s) for Reference. After adding, this utility can be used to track the progress of your identified reference(s) participation.

You are required to provide the names and email addresses of two people who can submit a letter of recommendation on your behalf, one of which **MUST be from a science teacher or research mentor.**

The second recommendation letter can be from a community leader, teacher, coach, counselor, etc. Letters should address your potential for success in a basic science research environment.

After you identify your references in the application, they will each receive an email from **no-reply@rlogx.com** within 24 hours. This email will contain the instructions and a link to upload their letter of recommendation to your application profile.

If you need to re-send your reference the request for a Letter of Recommendation, navigate to the "Send Reminder" link below the reference name, beside Edit.

If your reference does not receive the email within 24 hours, please ask them to check their spam or junk folder.

If the email is still not found, please contact the CURE Program coordinators at **cureinternship@ohsu.edu** for assistance.

Assign Reference

No reference(s) are currently assigned for this application

You'll need their First & Last name, email address and tell us the relationship of this reference to you.

Add a Reference

Use the fields below to add a reference for your application

FIRST NAME

First Name

LAST NAME

Last Name

EMAIL ADDRESS

Email Address

RELATIONSHIP

Please indicate the relationship of this reference

Add Reference

Once you have assigned your references, confirm that you have filled out all the required sections of the entire application. Your Dashboard should look like this:

Profile

Complete

View Section

Questionnaires

Complete

View Section

Documents

Complete

View Section

Identify Reference(s)

Complete

View Section

Pending Response from Assigned Contact(s)

Congratulations, you can now Submit Application!

Ted R. Lilley CURE Program - 2026 Application

Ready to Submit?

You have successfully completed the application, and are ready to submit. When you are ready to officially submit your application for review, click the "Submit Application" button below.

Submit Application

After you submit your application, you'll receive an email confirmation from no-reply@rlogx.com with the subject "Application Submitted"

Once your References submit their Letters of Recommendation, your application will be complete.

You can visit the dashboard to check on your references and send them a reminder if needed. There's a button to the right of their status:

STATUS
Pending
<div>Edit Send Reminder</div>

Thank you for applying for the Ted R. Lilley CURE Program!

If you have any questions regarding your application or letters of recommendation, please email the CURE Program Coordinators at cureinternship@ohsu.edu

Best of luck in the selection process!