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. You can also reference the Applicant Guide created by Research Logix for a general How-To.

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!

Please review ALL of the application instructions thoroughly. Only completed applications submitted by the deadline will be reviewed.

The application and all supplemental materials MUST be submitted online by 11:59 PM (PST) on Thursday, January 7, 2027.

The required Recommendation Letters MUST be submitted online by 11:59pm (PST) on Thursday, January 7, 2027.

Selection and notifications will take place in February 2027.

Please have all information listed below prepared prior to starting the application.

Application Requirements

To complete the CURE Program Application, you will need the following:

1. The CURE Application questionnaires (3) accessible via Research Logix
2. A current resume in Word or PDF.
3. Unofficial transcripts (if selected for the CURE Program, official transcripts may be requested)
4. One Personal Statement essay. This must be submitted in Word or PDF format within your Research Logix Dashboard.
    - 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. Describe any research that you have done and tell us if you have any particular area of interest for your summer internship.

- Your Personal Essay should be no more than 500 words, double spaced (two pages).

5. Two Letters of Recommendation
    - You will be asked to provide the names and email addresses of two people who can submit a letter of recommendation on your behalf directly into your Research Logix Dashboard. Letters should address your potential for success in a basic science research environment.
        - 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.
    - **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 directly to your application portal.** 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 not found, please contact us at cureinternship@ohsu.edu
    - Recommendation letters are due: Thursday, January 7, 2027

Please have all information listed above prepared prior to starting the application.

Eligibility Requirements

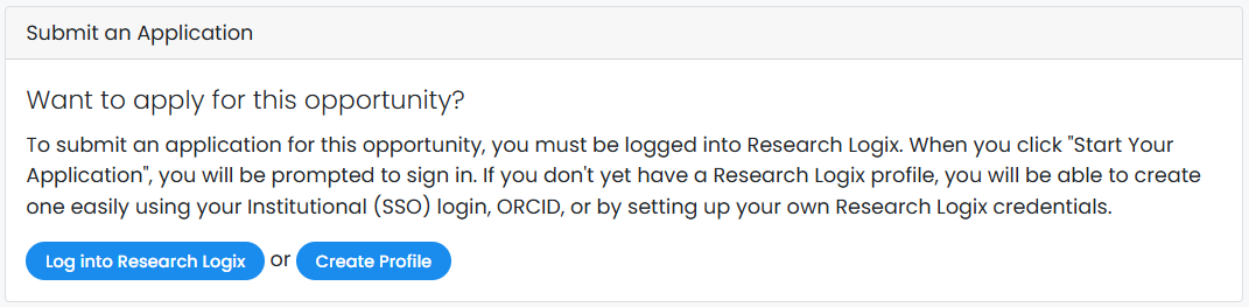
1. Must be 16 years of age or older by the program start date of June 21, 2027
2. Completed at least one (1) year of high school prior to Summer 2027. Seniors graduating in Spring 2027 are eligible
3. Enrolled in an Oregon or Washington High School (preference will be given to students attending public schools)
4. High school students from underrepresented populations and disadvantaged backgrounds. Qualifying circumstances include:
    - Were once or currently are houseless
    - Were once or currently are in the foster care system
    - Were eligible for the Federal Free and Reduced Lunch Program for two or more years
    - Have/had no parents or legal guardians who completed a bachelor's degree

- Their family receives Supplemental Nutrition Assistance Program (SNAP/food stamps) or Temporary Assistance for Needy Families (TANF).
- Grew up in a rural area / county

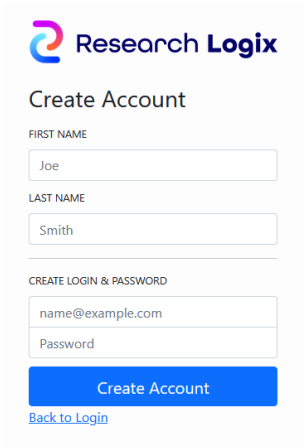
5. 2.75 GPA or higher and must have taken at least one science class (preferably biology)
6. U.S. citizen or DACA (Deferred Action for Childhood Arrivals) students are eligible. A DACA applicant must have an employment authorization card via USCIS

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

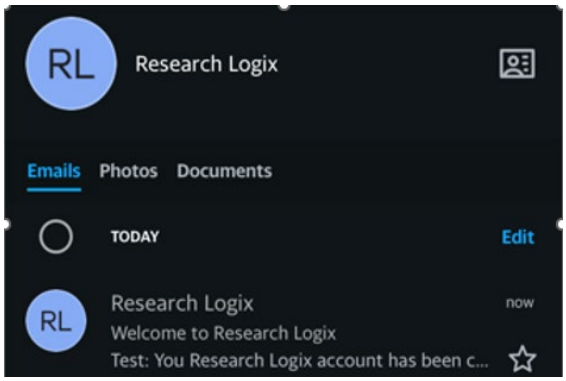
You will then be prompted to Create a Research Logix Profile:

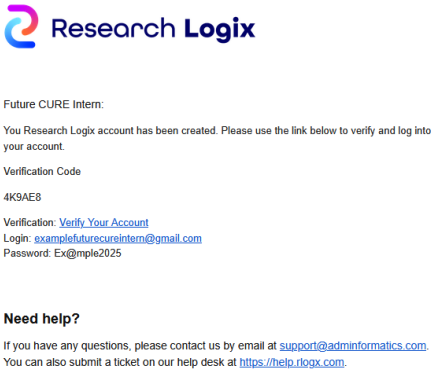


Please set up your own Research Logix credentials. To create your Research Logix profile, you'll need to supply your first & last name, email address and create a password.

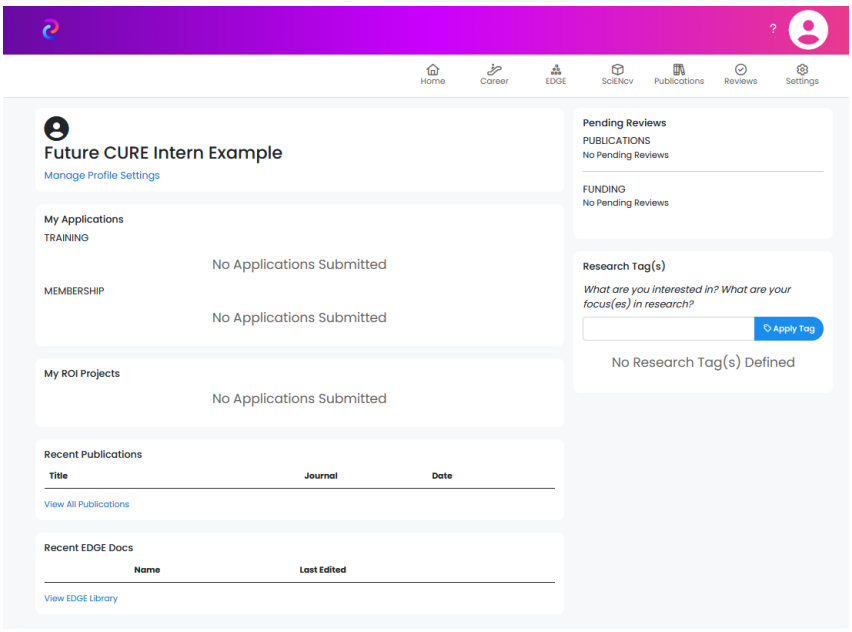


You'll then receive a "Welcome to Research Logix" email from no-reply@rlogx.com to verify your account and will supply a Verification Code



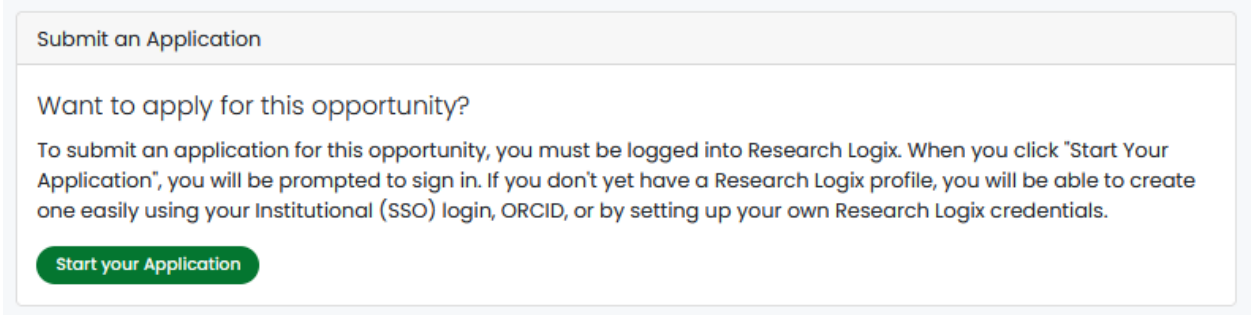


After you verify your account and login you'll be able to view your Profile:

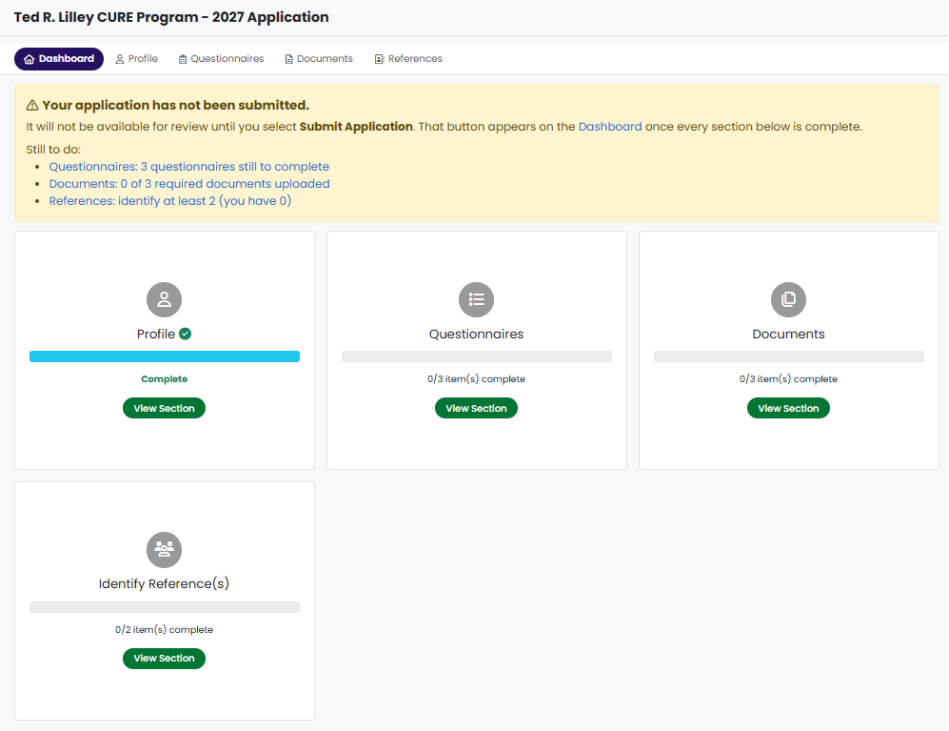


You do not need to do anything further with this page. Now it's time to start your application by revisiting the application link: https://app.rlogx.com/training-opportunity/D0E90CEA-7D1B-C9A1-8EA1-6F694F25

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



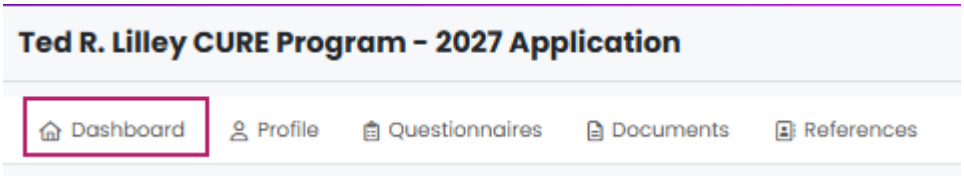
You'll see the Dashboard, broken up into four categories:



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

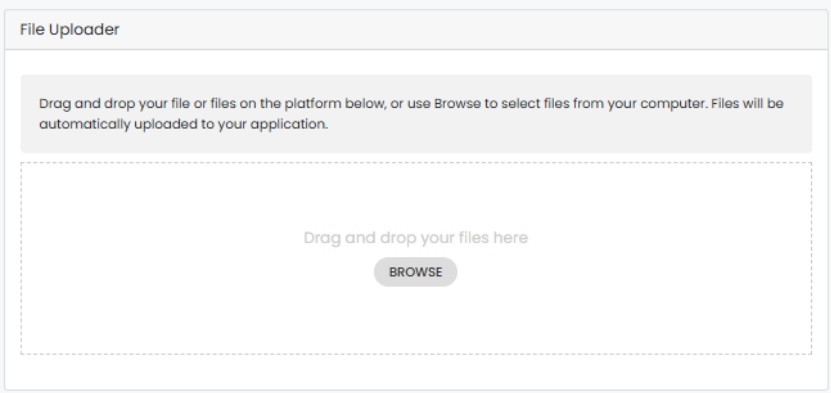
- Questionnaires (3)
- Documents
- Indentify Reference(s)

When you're done with each of the questionnaires, and sections, be sure to Save your work, and click back to the dashboard.

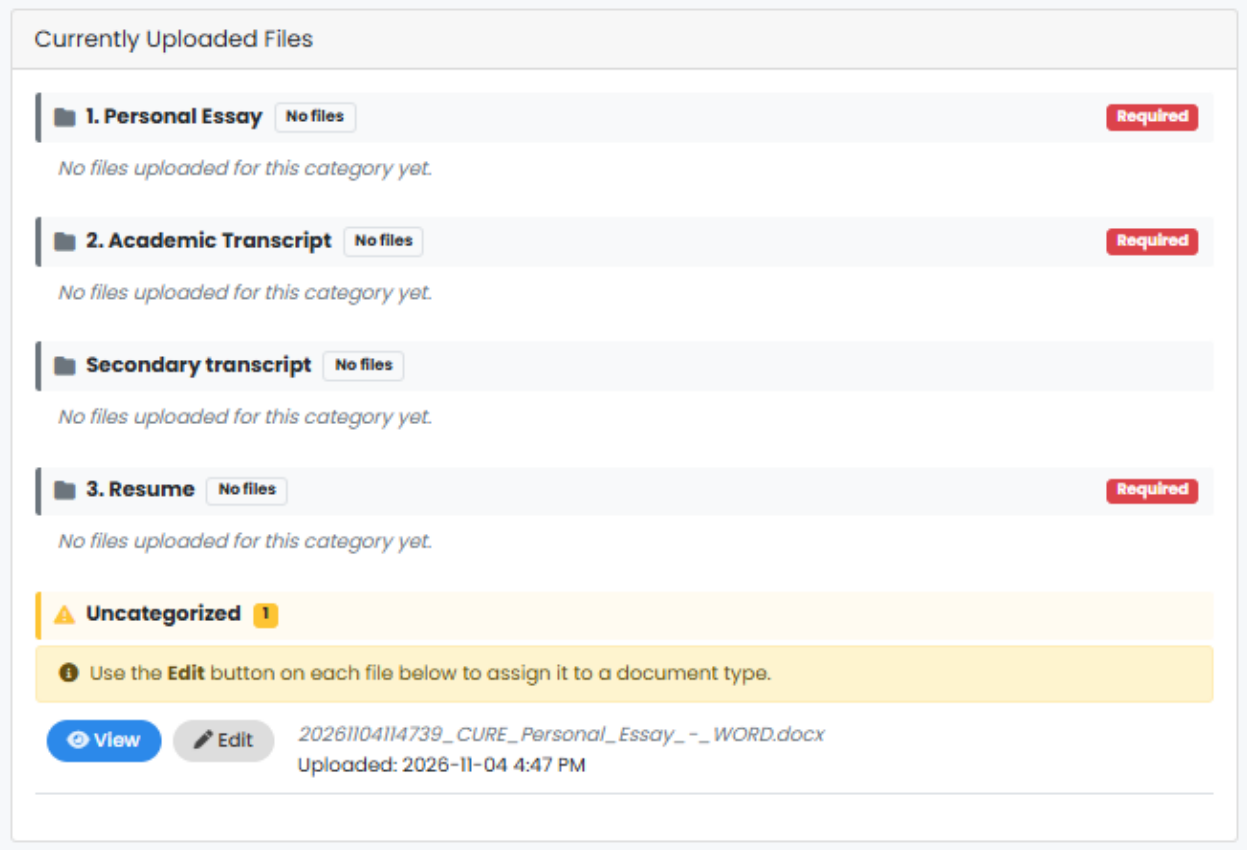


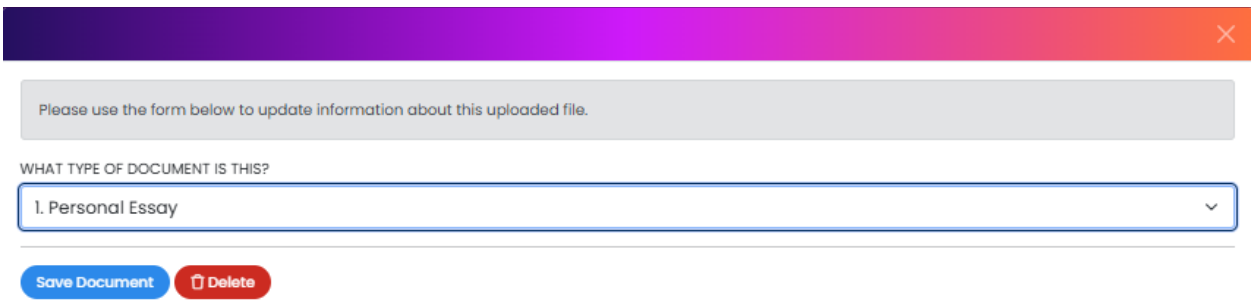
Your work will be saved, and you can revisit your application.

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

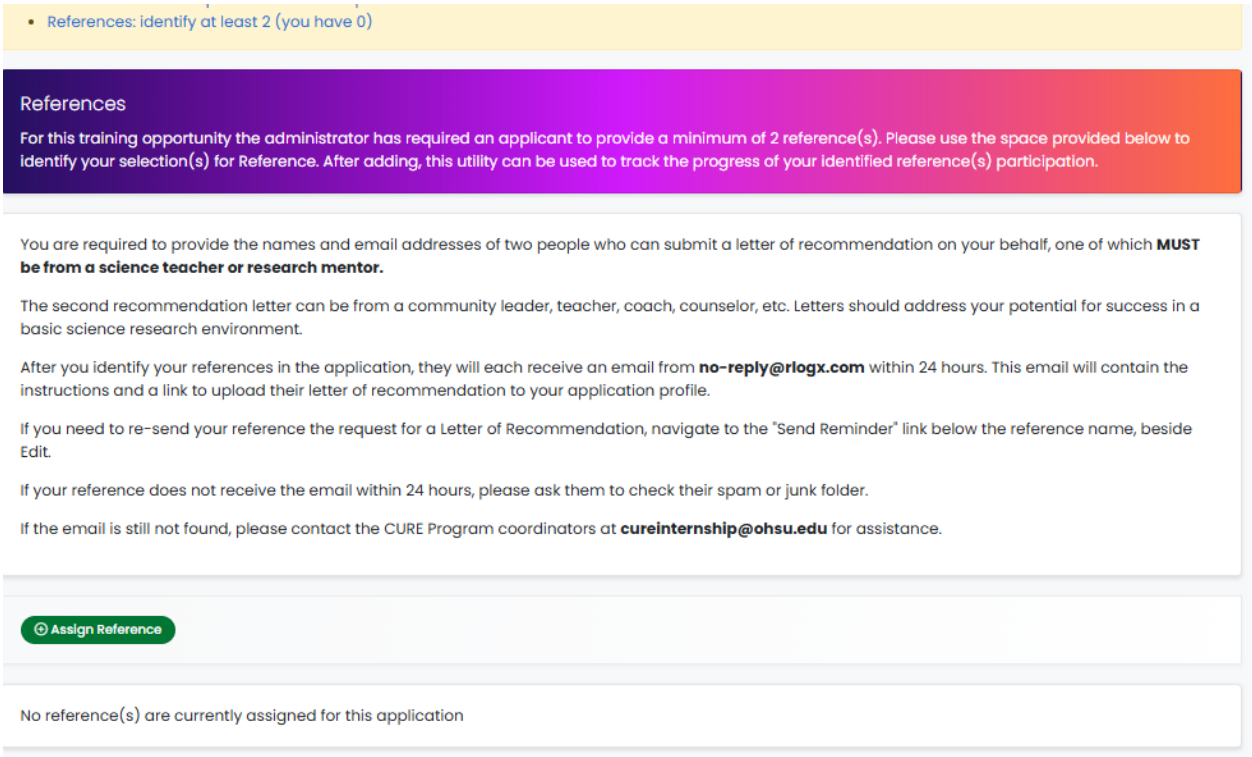


After you upload the required documents, you must **Edit** the Uncategorized documents to assign it to a document type. Reference the sidebar on the right to confirm your Document Upload Progress. Once you've completed uploading all required documents, navigate Back to Dashboard.

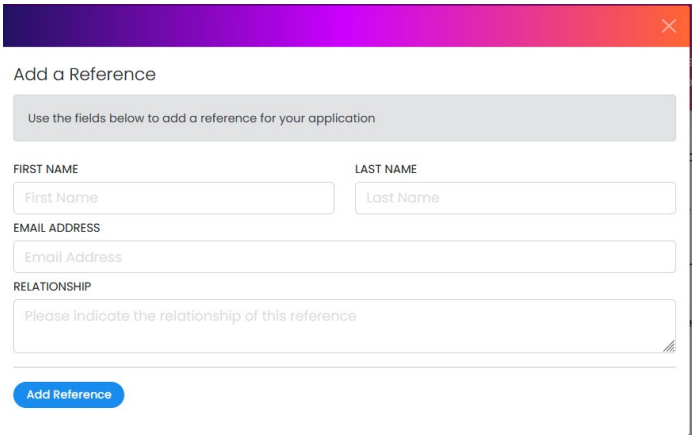




Next you Assign your References, the person who will write your Letter of Recommendation.



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



Once you have assigned your references, you can track their progress and send them reminders via your Dashboard.

Heads up: some of your identified contacts have not finished

You can still submit, but reviewers will see an incomplete application until they finish. Send them a reminder first (use **Send Reminder** next to their name).

- Reference: [redacted] (0 of 1 required document uploaded) – Send a reminder
- Reference: [redacted] (0 of 1 required document uploaded) – Send a reminder

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.

FYI: Your reference will receive an email that may look something like this:

[EXTERNAL] Training Application Contact for [redacted]

Summarize

RL Research Logix <no-reply@rlogx.com>
To Alexis Champagne

Reply | Reply All | Forward

Wed 11/4/2026 8:57 AM

Research Logix

Dear [redacted],

You have been identified as a reference for a student who is applying for the **Ted R. Lilley CURE Program** at the **Knight Cancer Institute** at **Oregon Health & Science University.**
As part of the application review process, we ask that you submit a letter of recommendation based on your personal knowledge of the candidate. Please comment on attributes that are likely to support success in an academic research environment such as maturity, resilience, motivation for research, teamwork, problem-solving skills and creativity. Be sure to include how long you have known the applicant and in what capacity.

Please submit your letter by the deadline of 11:59pm (PST) on Thursday, January 7, 2027.

Internship selections will be made by the end of **February 2027**. All applicants will be notified of their status at that time.

We greatly appreciate your time and thoughtful feedback in support of this applicant's professional development. If you have any questions or experience technical issues, please contact us at cureinternship@ohsu.edu

Thank you for your valuable contribution to our selection process.

To learn more about the CURE Internship, please visit the Ted R. Lilley CURE Program website

Applicant: [redacted]
Application: Ted R. Lilley CURE Program - 2027 Application
Training Program: Ted R. Lilley CURE Program
Account: OHSU Knight Cancer Center
Click here to access the application form

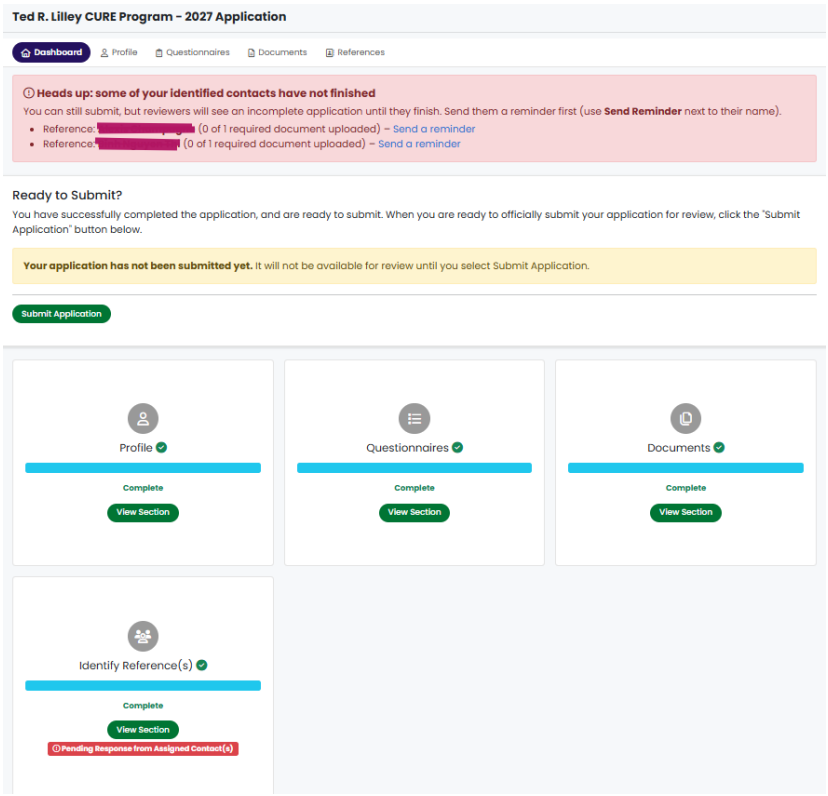
Need Help?

If you have any questions, please contact us by email at support@adminformatics.com. You can also submit a ticket on our help desk at https://help.rlogx.com.

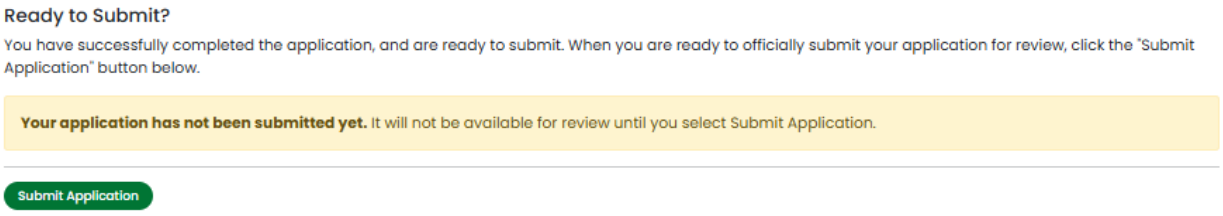
Unsubscribe - Unsubscribe Preferences

You are not required to do anything further with your references, except occasionally reference your dashboard for completion, and possibly remind your references.

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



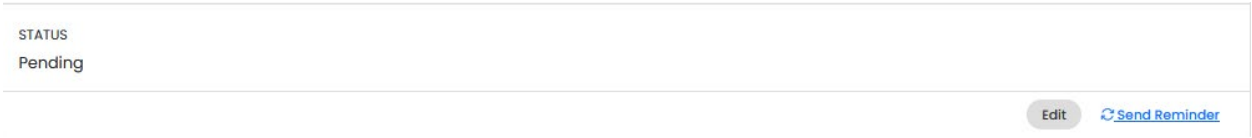
🎉 Congratulations, you can now Submit Application!



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:



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!