



## Applying for a Year of Research

### Timeline, Sign-off & Checksheet

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_ UCSF EMAIL: \_\_\_\_\_

**START THIS PROCESS IN MID-SEPTEMBER 2016**

#### **Step 1: Meet with your college advisory mentor**

Take time to meet with your college advisory mentor to discuss whether or not a year of research is right for you. Does it fit your career goals? Are you academically ready for it?

Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Step 2: Meet with your potential Pathways director**

Decide which Pathway to Discovery relates best to your project and meet with the director of that Pathway to learn what being in a Pathway entails. Directors should also be able to advise you about your potential project interests and how they can further your career.

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Step 3: Start meeting with potential mentors**

Your advisory college mentor and pathways director should be a starting point for finding a mentor. It is expected that you will need to meet with more than one faculty member to find a good mentoring fit. You do not have to have a mentor in place by the letter of intent due date.

#### **Step 4: Submit a Letter of Intent by Monday, October 31st, 2016**

By the time you submit an LOI you should know which Pathway you are declaring, what grants you are applying for (extramural or intramural), and you should have a tentative project title. It is not required that you have a mentor in place yet. You will also submit the two above signatures from your Pathway director and your college advisory mentor by Monday, October 31st.

#### **Step 5: Meet with a co-director of RAPtr (Urmimala Sarkar or Mallar Bhattacharya) by November 23, 2016**

The co-directors of RAPtr will discuss your project and mentorship with you, giving you more concrete direction if needed. They will later be writing a Dean's letter on your behalf, so this is a very important step!

#### **Step 6: Submit a draft of your proposal and a short pre-medical school biography paragraph in Word format by email to the co-director of RAPtr you have met with by Friday, December 16, 2016 at 5:00 PM**

In order for the co-directors of RAPtr to write a dean's letter for your application, they must have (1) a brief paragraph describing your academic, work, and, if applicable, research experiences prior to medical school and (2) a rough draft of your proposal in hand. Without these, they will be unable to write a letter and your application will be incomplete.

Watch the videos on How to Write a Proposal at <https://courses.ucsf.edu/course/view.php?id=2095>

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OPTIONAL STEP: If you are applying for an extramural grant that requires a Dean's letter, your RAPtr co-director will write that Dean's letter. You must request a Dean's letter with minimum 6 weeks notice.**

In order for the co-directors of RAPtr to write a dean's letter for your application, they must have (1) a brief paragraph describing your academic, work, and, if applicable, research experiences prior to medical school and (2) a rough draft of your proposal in hand. Without these, they will be unable to write a letter and your application will be incomplete.

**Step 7: For yearlong RAPtr grants, the application is due Friday, January 13, 2017 (date may differ for extramural agencies)**

If you are applying for an intramural yearlong RAPtr grant you must submit a completed application by 5:00pm on this date. Your application materials should include 2 letters of recommendation, full transcripts (unofficial are acceptable), a mentor endorsement form (submitted separately by your mentor), and a dean's letter (appended by RAPtr).

## CONTACTS



**Dr. Urmimala Sarkar, RAPtr Co-Director**

[Email Dr. Sarkar](#)

Dr. Sarkar is interested in patient safety for ambulatory chronic disease patients. She focuses on the role of communication in safety, especially for vulnerable populations, and on health information technology to improve safety. For more information, please see Dr. Sarkar's [UCSF Profile](#).



**Dr. Mallar Bhattacharya, RAPtr Co-Director**

[Email Dr. Bhattacharya](#)

Dr. Bhattacharya is interested in basic mechanisms of lung disease. He focuses on 1) cellular mechanisms of airway contraction in asthma; and 2) vascular barrier function in acute lung injury and pulmonary edema. For more information, please see Dr. Bhattacharya's [UCSF Profile](#).