

**HSCI Internship Program (HIP)  
Application Review Guidelines**

GuidelinesApplicant Name: \_\_\_\_\_

Reviewer Name: \_\_\_\_\_

Dropbox link – Harvard students:

[https://www.dropbox.com/sh/78n5y2flbc8qi7n/AABfK1WKHwqpooH3m6o\\_xDNGa?n=232179434](https://www.dropbox.com/sh/78n5y2flbc8qi7n/AABfK1WKHwqpooH3m6o_xDNGa?n=232179434)

Dropbox link – Non-Harvard:

<https://www.dropbox.com/sh/bq5lymy0do5ghnb/AAAhUjftwSVeMLfvnDjCIUQa?n=232179434>

**GUIDELINES:**

Please score each category using the NIH system where **1=perfect and 5=unfundable**

Score each category individually and then calculate an average, overall score to assist in ranking the entire set of applicants.

At the bottom is a series of yes/no questions, or areas to note a short response. These comments will be very helpful to expedite the process when the Review Committee convenes to rank all the applicants.

**THINGS TO KEEP IN MIND:**

**Resume:** Is the student a motivated person? Does their CV suggest a person dedicated to personal excellence?

**Essay:** Did the student convincingly convey enthusiastic interest in stem cells or why they want to work in a stem cell lab?

**Transcript:** Historically, this has not been a highly weighted factor as there are different types of learners and learning environments. Of importance, previous, highly successful interns have not necessarily attended colleges/universities with strong (or any) research programs or even from majors within the sciences. Also, students of different academic rank (i.e., freshman, sophomore, etc.) must be considered equally.

**References:** How well did the referee know the student? How strong was the reference? Were any comments negative?

**Final note:** Whether a student has previous research experience does not give them an advantage as this program is also meant to provide research opportunities to students who would not otherwise have one.

<b>SCORE</b>	<b>CATEGORY</b>	<b>NOTES</b>
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_____	Resume or CV	
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_____	Essay	
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_____	Letters of recommendation	
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_____	Transcript/grades	
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\_\_\_\_\_ Overall (averaged) score

One non-ranking question used for lab placement:

Please score the applicant's level of previous research experience:   LOW    MEDIUM    HIGH

Comments on previous experience:

**NOTES:**

- Has the applicant previously participated in HIP?  
*If so, discontinue review – candidate is ineligible.*
- Is the applicant able to stay for the entire program?  
*Did candidate note a delayed start date?*
- Will the applicant graduate prior to December of this year?  
*If so, candidate is ineligible.*
- Did the applicant identify a particular laboratory? If so, which one?
  
- Did the applicant identify a particular disease or model system of interest?
  
- Are there any extenuating circumstances to mention regarding this applicant?
  
- Did the applicant identify any areas in which they are opposed to working (e.g., with animals or with hES)? *This does not lower a ranking but helps for lab/project placement.*
  
- Is the applicant currently working in an HSCI laboratory in which they would like to remain?
  
- Any other comments: