

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

Applicant Name: _____

Reviewer Name: _____

Dropbox link – **Harvard students:**

<https://www.dropbox.com/sh/6fxi9lstcq5d1gh/AAAJiWW0bpfV7u6m0MOc7Xoa?dl=0>

Dropbox link – **Non-Harvard:**

https://www.dropbox.com/sh/xga7chqzxo3r8mw/AAB3kV_0YkEDYyIL4r-KIImXa?dl=0

GUIDELINES (<http://hsci.harvard.edu/hip-application-review-guidelines-2016>):

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

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 – AND REQUIRED ELEMENTS OF THE APPLICATION:

Resume/CV: 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? Do they mention compelling personal circumstances?

Transcript: Historically, this has not been a highly weighted factor as there are different types of learners and learning environments. Some past, highly successful interns did not hail from 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(2): 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.

SCORE	CATEGORY	NOTES
_____	Resume or CV	_____
_____	Essay	_____
_____	Letters of recommendation	_____
_____	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 by 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: