# One Medical Center Drive

# Lebanon, NH 03756

The Hitchcock Foundation

The Hitchcock Foundation Policy and Guidelines for Student Research Awards

The **purpose** of this award is to recognize academic excellence, to increase awareness of research opportunities, to encourage students to enter the field of biomedical research and to reward the best project with a cash prize.

The award is designed to support a research project of a Geisel School of Medicine student, working in conjunction with an established Dartmouth Hitchcock Medical Center or Dartmouth College faculty investigator who will act as their mentor/research advisor, during an elective period.

The project may range from one that is done completely during the elective period to time spent completing a project begun early in the student's career at Geisel. The nature and duration of the award should be structured to meet the individual needs of both student and faculty advisor.

The award, of up to $1,500, is for the purchase of equipment and/or supplies, and for such other authorized and budgeted expenses as may be necessary to carry out this project.

The applicant may also apply for an additional supplemental award of up to $500 to cover expenses to present the results of the research at a national meeting.

In addition, the award winner will receive a $500 cash prize.

Each **applicant** must submit:

* A complete cover sheet, signed by the applicant, research advisor, and hosting department
* A research proposal written by the student in consultation with the research advisor
* The applicants curriculum vitae (CV) in the NIH Biosketch format
* The research advisor’s curriculum vitae (CV) in the NIH Biosketch format
* A letter of support from the research advisor outlining their support for the project, the nature and extent of their involvement in the project and the time they will commit to the applicant and the project.

**Research proposals** must include the following sections (max. 15 pages):

1. Abstract (up to 150 words)

2. Statement of specific aims and hypotheses/key questions

3. Background, including:

a. Results obtained by others

b. Previous work of applicant or mentor on this subject

4. Description of the experimental protocol, methods, sample size projection and data analysis

5. Facilities and Resources. Identify where the work will be done. Describe essential equipment and confirm it will be available.

6. Timeline

7. Budget. Provide a line-item budget, in table format, showing the category, payee, item description, amount, quantity, and total costs for each section.

*Budget Example:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **Payee** | **Item** | **Amount** | **Quantity** | **Total Cost** |
|  |  |  |  |  |  |

8. Budget Justification. The justification serves as the rationale for the project’s costs. Please provide cost detail and describe the importance of each item to the overall project.

9. Applicant’s future plans. Please provide the reviewers with a brief discussion of your career plans and how this award could help support those plans.

**Submission Instructions**

The cover page, research proposal, biosketches and letter of support should be formatted into one pdf document and must be submitted by email to Tracy.L.Ostler@Hitchcock.org with a copy to Karen.E.Jones@Hitchcock.org and received by 12:00 noon on the deadline date.

***Applications received after 12:00 noon and applications not following the guidelines outlined above will not be considered.***

**Note**: If this project involves human or animal experimentation, a letter of approval by the Institutional Review Board or Institutional Animal Care and Use Committee must be obtained before funds can be released.

**Checklist**

Signed cover page

Research proposal, including all sections outlined above

The candidate's curriculum vitae in NIH Biosketch format

The research advisor’s curriculum vitae in NIH Biosketch format (please limit to 5 pages)

A letter of support from the research advisor that includes the nature and extent of their involvement in the project and the time they will commit to the applicant and the project.

All sections of the application are formatted into one pdf document

Email to [Tracy.L.Ostler@Hitchcock.org](mailto:Tracy.L.Ostler@Hitchcock.org) with a copy to [Karen.E.Jones@Hitchcock.org](mailto:Karen.E.Jones@Hitchcock.org) before 12 PM (Noon) of the deadline date. Submissions must be received by noon. Please don’t wait until the last minute, as no extensions or exceptions will be granted.