CENTRAL OFFICE OF STUDENT AFFAIRS

GUIDELINES FOR SUBMISSION OF MATERIALS FOR THE JONAS E. SALK SCHOLARSHIP AWARDS PROGRAM

Materials to be submitted for evaluation by the readers will be limited to 1) the applicant’s original research paper and 2) letters from the applicant’s mentors.

**Research papers**

The submitted research paper must follow the following format:

1) **Introduction** (To include background information from the relevant scientific literature that places the applicant’s submitted research in perspective and a statement of the objective[s] of the submitted research); and
2) **Methodology** (To include a description of the experimental design and how the data analysis was conducted); and
3) **Results**; and
4) **Discussion** (Results and discussion are sometimes combined in scientific research papers but should remain separate here in order to identify the experiments that the applicant performed); and
5) **Conclusion(s)**; and
6) **Acknowledgements** (To include the names of any individuals from whom the applicant received guidance. However, the submitted research paper must be based on the applicant’s original research); and
7) **References**.

**Please note:**

Unless the applicant is the sole author of a published research paper, it is difficult for the readers to separate the original work of the applicant from the contributions of other co-authors. The review committee therefore strongly encourages applicants to submit research papers authored only by the applicant.
Mentor’s letters

The content of the mentor’s letter must address the points below in separate paragraphs:

1) A description of the applicant’s research objective; and
2) A description of the student’s contribution to the research project; and
3) An explanation of whether the student’s original research paper is based on an extension of the mentor’s research and if so, a description of the student’s contribution to the mentor’s research project, or whether the applicant’s research paper is based on a research project entirely of his/her own; and
4) A description of the extent to which the student worked independently from the mentor and from other students; and
5) An attestation that the submitted research paper is the original work of the student.

One of the criteria set for the scholarship requires that the student demonstrates “the promise of significant contribution to medical research.” While this is obviously difficult to evaluate at this stage of a student’s career, please address this issue if you feel that you saw evidence of this promise.

Mentors may include additional information, as they deem appropriate.

If possible, the mentor’s letter should not be on letterhead. The evaluators are anxious that all readings be blind.