



## Recruitment & Training for Under-Represented Populations (RTURP) Summer Program

### PROGRAM:

The Intramural Research Program (IRP) is the in-house research program of the National Institute on Drug Abuse (NIDA), and is located on the Johns Hopkins Bayview Campus, in Baltimore, Maryland. For nearly 60 years, NIDA has been the primary source of scientific knowledge concerning addiction and has served as a training facility for researchers with an interest in drug abuse research. The *Recruitment & Training Program for Under-Represented Populations* is an intramural program that provides paid training opportunities for students who are interested in the scientific basis of drug abuse. A limited number of positions are available each summer. **Selection is very competitive.**

### ELIGIBILITY REQUIREMENTS:

1. You must be a student from an under-represented group who is currently enrolled in or has been accepted into an accredited high school, college, graduate or medical school pursuing a certificate, diploma, etc...and in good academic standing. Women and persons with disabilities are especially encouraged to apply.
2. You must be a **U.S. citizen or permanent resident**. Permanent residents must be enrolled in a school in the U.S. to be eligible.
3. If a minor, all of the following criteria must be met:
  - a. You must be at least **17 years old by June 15<sup>th</sup>**
  - b. **and must be a high school junior or senior at the time of application**
  - c. and if you 17 years of age on June 15, 2019, live, at the time of application, within 40 miles of the **NIH Biomedical Research Center** (251 Bayview Blvd; Baltimore, MD 21224) where you will intern. (This requirement does not apply to applicants who are 18 and older.)

### HOW TO APPLY:

Students who wish to apply for the *Recruitment & Training Program for Under-Represented Populations* should submit the following documents for consideration:

1	<b>COMPLETED APPLICATION</b> —All information must be complete
2	<b>RTURP Statement of Interest</b> -Describe your research interests and the importance of research to you -Describe your academic and career goals -Describe how you will benefit from participating in this program
3	<b>TWO LETTERS OF RECOMMENDATION.</b> -Recommendation letters must be <b><i>current (less than 6 months old), signed and in a sealed envelope</i></b> -Letters may not be copied -The Recommender should describe their relationship to the applicant, including how long they have known the applicant and the nature of their interaction(s), the Recommender should comment on the applicant's academic and scientific merit including his/her aptitude for pursuing an advanced degree -Letters must reference the RTURP or NIH SIP Program -Letters of recommendation must be mailed or emailed directly to the address below OR emailed directly to the Program Coordinator ( <a href="mailto:cbrann@intra.nida.nih.gov">cbrann@intra.nida.nih.gov</a> )

4	<b>RESUME</b> <a href="http://gogovernment.org/how_to_apply/write_your_federal_resume/create_your_resume.php">http://gogovernment.org/how_to_apply/write_your_federal_resume/create_your_resume.php</a>
5	<b>OFFICIAL TRANSCRIPTS</b> (with official seal) -Transcripts must be mailed directly to the address below or emailed directly to the Program Coordinator. If you are a first-year college student, you should also send a copy of your high school transcripts. If you are a first-year graduate student, you should also send a copy of your undergraduate transcripts.
6	<b>LETTER OF GOOD STANDING</b> --An official letter from your school verifying that you are a student in good standing and are currently enrolled. You can get this from the Registrar's office or print from your online student account.
7	<b>VERIFICATION OF CITIZENSHIP</b> (birth certificate, passport, etc.)
8	<b>OFFICIAL COPIES OF ALL DEGREES</b> (high school, college, grad school, as appropriate)
9	<b>APPLY ONLINE to the NIH SIP</b> <a href="https://www.training.nih.gov/programs/sip">https://www.training.nih.gov/programs/sip</a>
10	<b>Sign that you have read these Instructions below</b>

**DEADLINE: Completed packets are due in entirety March 1<sup>st</sup> each year\*.**

Documents should be assembled into one complete application package and mailed to:

**Christie Brannock**

Recruitment & Training Program for Under-Represented Populations  
Molecular Neuropsychiatry Research Branch  
NIH Biomedical Research Center  
251 Bayview Boulevard, Suite 200  
Baltimore, Maryland 21224  
Fax: 443-740-2856

**OR**

Completed Applications and recommendation letters may be e-mailed DIRECTLY to Christie Brannock at [cbrann@intra.nida.nih.gov](mailto:cbrann@intra.nida.nih.gov) or FAXED to 443-740-2856.

**\*Please note\*:**

- Students will be informed of acceptance or rejection during the first week of April.
- NIDA IRP/NIH Biomedical Research Center is located in Baltimore, MD.
- **Housing and travel arrangements are not provided.**
- The NIDA IRP Summer Program is a full-time paid position for 8-10 weeks. **Part-time work schedules are not allowed.** All changes to your work schedule (vacations, summer classes, etc...) must be approved by the Program Coordinator. **Failure to request approval for leave could result in immediate termination of your award.**

*I have read these instructions and understand what is required to participate in the NIDA IRP RTURP Program. If I have any questions, I will contact the Program Coordinator.*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_