



# Recruitment & Training Program for Under-Represented Populations 2020

CONTACT INFORMATION—PRINT CLEARLY			
Full Name:			
Email:			
Email of parent or guardian if under the age of 18:			
Complete Address:			
Phone Number:			
PERSONAL INFORMATION			
Are you 17 yrs old or older? <input type="checkbox"/> YES <input type="checkbox"/> NO		Date of Birth:	
Race:		Sex:	
City of Birth:	State of Birth:	Country of Birth:	
U.S. Citizen or Permanent Resident? <input type="checkbox"/> Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> No			
ACADEMIC INFORMATION			
Name of School Presently Attending:			
<input type="checkbox"/> High School <input type="checkbox"/> College/University <input type="checkbox"/> Graduate School <input type="checkbox"/> Medical School			
I will be a <b>FRESHMAN</b> <b>SOPHOMORE</b> <b>JUNIOR</b> <b>SENIOR</b> in the Spring of 2020.			
I have submitted an official copy of my transcripts. <input type="checkbox"/> YES <input type="checkbox"/> NO			
I have completed an NIH Summer Intern Program (NIH-SIP) online application. <input type="checkbox"/> YES <input type="checkbox"/> NO			
Websites: <a href="https://www.training.nih.gov/programs/hs-sip">https://www.training.nih.gov/programs/hs-sip</a> or <a href="https://www.training.nih.gov/programs/sip">https://www.training.nih.gov/programs/sip</a>			
I have signed the instruction sheet below (last page). <input type="checkbox"/> YES <input type="checkbox"/> NO			
START DATE			
<b>Select ONE:</b> <input type="checkbox"/> June 1, 2020 Orientation Group I (program ends August 7, 2020)* <input type="checkbox"/> June 15, 2020 Orientation Group II (program ends August 7, 2020)*			
<p>* <u>There are no exceptions to the start date.</u> If you cannot attend Orientation (one of the dates listed above), you will <u>NOT</u> be able to participate in the summer program.</p> <p><b>This is a full-time, paid position. Failure to notify the Program Coordinator of any conflicts in your summer work schedule will result in termination of the internship.</b></p>			

## STATEMENT OF INTEREST

### In a separate file, answer the following questions:

1. Describe your research interests and the importance of research to you.
2. Describe your academic and career goals.
3. Describe how you will benefit from participating in this program.
4. Discuss anything else you think is important that is not covered by the questions above or other parts of this application. This may include your grades, volunteer work, or additional information you believe makes your application unique.

### DEADLINES

High School Students: **NIH HS-SIP** Completed packets are due in entirety February 1<sup>st</sup> each year\*

All other applicants: **NIH SIP** Completed packets are due in entirety March 1<sup>st</sup> each year\*.

If you are interested in a specific mentor, section, or branch. Please review the organizational structure and list of principal investigators at: <https://irp.drugabuse.gov/organization/> & <https://irp.drugabuse.gov/organization/faculty/> and list below.

PI: \_\_\_\_\_

Section: \_\_\_\_\_

Branch: \_\_\_\_\_

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

### PROGRAM INFORMATION:

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, persons with disabilities, veterans and persons with disadvantaged backgrounds are 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 *RTURP Program* should submit the following documents for consideration:

1	<p><b>COMPLETED APPLICATION &amp; STATEMENT OF INTEREST</b></p>
2	<p><b>TWO LETTERS OF RECOMMENDATION</b></p> <ul style="list-style-type: none"> <li>• Recommendation letters must be <b><i>current (less than 6 months old), signed and in a sealed envelope</i></b></li> <li>• Letters may not be copied and must reference the RTURP Program</li> <li>• 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, how the student may benefit from participating in this program, and what does the student bring to the program...</li> <li>• Letters of recommendation may be emailed directly to the Program Coordinator (<a href="mailto:cbrann@intra.nida.nih.gov">cbrann@intra.nida.nih.gov</a>)</li> </ul>
3	<p><b>OFFICIAL TRANSCRIPTS (with official seal)</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>

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>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.
6	<b>VERIFICATION OF CITIZENSHIP</b> (birth certificate, passport...)
7	<b>OFFICIAL COPIES OF ALL DEGREES</b> (high school, college, grad school, as appropriate)
8	<b>APPLY ONLINE to the NIH SIP:</b> <a href="https://www.training.nih.gov/programs/hs-sip">https://www.training.nih.gov/programs/hs-sip</a> or <a href="https://www.training.nih.gov/programs/sip">https://www.training.nih.gov/programs/sip</a>
9	<b>SIGN</b> (below) that you have read these Instructions
<p><b>DEADLINES: NIH HS-SIP--Completed packets are due in entirety February 1<sup>st</sup> each year*</b></p> <p><b>NIH SIP--Completed packets are due in entirety March 1<sup>st</sup> each year*.</b></p>	

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.

Documents may also be assembled **into one complete application package** and mailed to:  
 Christie Brannock, Rm 07A721  
 Recruitment & Training Program for Under-Represented Populations  
 NIH Biomedical Research Center  
 251 Bayview Boulevard, Suite 200  
 Baltimore, Maryland 21224

**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 in advance of start date. **Failure to report conflicts in your work schedule or request approval for leave could result in immediate termination of your internship.**

*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: \_\_\_\_\_