# 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 MD and PhD 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 medical or PhD 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.

**Award**

The Hitchcock Foundation will award one Student Research Award per year.

Applicants may apply for up to $2,000. The award may be divided and used as follows:

Up to $1,500 may be used 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.

Up to $500 may be used 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. The cash prize will be released after the project is complete and the final report is received by the Hitchcock Foundation.

**Eligibility**

Students enrolled in an MD program at the Geisel School of Medicine at Dartmouth are eligible to apply. MD-MBA, MD-MPH, MD-MS, MD-MEng, and MD-PhD students are also eligible to apply.

Students enrolled in a PhD program at the Guarini School of Graduate and Advanced Studies, Thayer School of Engineering and Tuck School of business are eligible to apply as long as their proposed project is within the field of biomedical research.

For the purpose of this grant, biomedical means a project that aims to improve health outcomes and/or develop new treatments.

The Hitchcock Foundation’s executive director has the authority to make the final determination regarding the eligibility of the applicant and the proposal.

**Final Report**

Within 60 days of the one-year anniversary of the award, the award recipient will be responsible for submitting a final research project report, using the Hitchcock Foundation’s guidance. Failure to submit the final report within the prescribed time will prevent the award recipient from receiving the cash prize.

**Application Instructions**

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. Lay Summary. A clear and concise description of the proposal in lay language. The Lay Summary should include the problem to be studied, the methods to be employed, the expected outcomes and their potential impact on the problem being studied.

Lay Language means simple, non-technical terms that anyone can understand. Avoid using jargon and complicated medical and scientific terminology. Be sure to define acronyms and abbreviations.

2. Abstract (up to 150 words)

3. Statement of specific aims and hypotheses/key questions

4. Background, including:

a. Results obtained by others

b. Previous work of applicant or mentor on this subject

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

a. If the project involves human subjects include details about which IRB (CPHS or DH IRB) will review the protocol and the proposed timeline for review and approval. If the work will fall under an existing IRB approved protocol, provide the protocol number and describe whether a modification to the existing protocol needs to be submitted and reviewed.

b. If the project involves live animals include details about the proposed timeline for IACUC review and approval. If the work will fall under an existing IACUC approved protocol, provide the protocol number and correspondence from the IACUC approving or acknowledging this project.

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

7. Timeline. Include a timeline outlining the project’s milestones.

8. Budget. Provide a line-item budget, in table format, showing the category, payee, item description, amount, quantity, and total costs for each section. Please note, indirect costs, salary, and computer hardware are not allowed.

*Budget Example:*

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

9. 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.

10. 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.

11. References. Include references as appropriate. References do not count toward the page limit.

**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 Shannon.M.Therrien@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**

Applicant and proposal meet the eligibility criteria

Complete and 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 [Shannon.M.Therrien@Hitchcock.org](mailto:Shannon.M.Therrien@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.