The Leah Menshouse Springer Summer Opportunities Program
Application Guidelines and Form

► Program Overview

Siteman Cancer Center at Barnes-Jewish Hospital and Washington University School of Medicine invites undergraduate, graduate and medical students to participate in the Leah Menshouse Springer Summer Opportunities Program. The Summer Opportunities Program is designed to provide students with hands-on cancer research experience for 10 weeks over the summer. Opportunities range from basic science research to clinical research to prevention/control and population research.

In addition to completing a research project with a faculty mentor, participants also engage in a variety of other activities as part of the program, including tours of state-of-the-art cancer treatment and research facilities and weekly seminars on current areas of research and career building tools.

Siteman is now accepting applications for summer 2017. Please see below on how to apply. For questions related to the program, please e-mail SCCsummeropportunities@wudosis.wustl.edu.

► Application Deadline

Application deadline: **January 31st, 2017 (**6:00 pm EST**/5:00 pm CST)**

The application process is supported by proposalCENTRAL (https://proposalcentral.altum.com/). Instructions are provided in the next section. In addition to the application form included in this packet, the following materials are required:

- Current Curriculum Vitae or Resume
- Undergraduate transcript(s)
- Graduate and/or Medical School transcript (if applicable)
- Two (2) letters of reference

Application materials, including reference letters, submitted after the deadline will not be accepted. It is the **responsibility of the applicant** *to ensure all materials are uploaded and received prior to the deadline. The application* **must be submitted** *via proposalCENTRAL prior to the deadline to be reviewed.*

► Application Instructions

- Create an account at https://proposalcentral.altum.com/
- Once you log-in, select the "Manage Proposals" tab and the "Create New Proposal" button
- From the drop down list, select "Siteman Cancer Center" and click "Filter List"
- Select "Apply Now"

1. Title Page

Project Title: Please enter: Summer Opportunities Application – Last Name, First Name

Click "Save" and "Next >>"

2. Enable Other Users to Access this Proposal

Please skip this section.

3. Applicant

Click "Edit Professional Profile"

- Add your institution as the primary institution. Please look carefully. If your institution is not listed, you can create an institution. If you need assistance, please contact proposalCENTRAL support at pcsupport@altum.com
- You need only to complete the "Address" and "Phone" fields in your Professional Profile
- Click "Return to LOI/Proposal" to return to the Applicant module

Next, from the Applicant module, you may have to select the appropriate institution from the "Applicant" drop-down menu (first field in the module). Select the line with both your name and institution.

Click "Save" and "Next >>"

4. Institution

If the institution did not pre-load, add your institution.

Click "Save" and "Next >>"

5. Letters of Support
Please enter the contact information for the two individuals who will be providing letters of support. When you see the pop-up box, be sure to click "Send Email"

Important: You will be unable to submit your application until each reference completes and sends their letter of support. We suggest you ask for your letters of support early and check back to the Letters of Support module often to review the status. You **must** submit your application by the deadline and will be unable to do so until both letters of support are received.

Click "Next>>"

6. Application Attachments
Please upload the following attachments **in order**:

1. **Application Form (4 pages):** Please complete the Application Form included in this packet. The form must be uploaded as a PDF document. You can also download the Application Form from the program website: http://www.siteman.wustl.edu/ContentPage.aspx?id=254

2. **Current curriculum vitae/Resume:** Please attach an updated CV or resume in PDF format.

3. **Undergraduate transcript(s)**: Please attach all undergraduate transcripts in PDF format. Unofficial transcripts are acceptable. Please note: Transcripts may include sensitive identifiers (e.g. SSN) - Please redact this information before uploading.

4. **Graduate/medical school transcript(s):** If applicable, please attach your graduate and/or medical transcript(s) in PDF format. Unofficial transcripts are acceptable. Please note: Transcripts may include sensitive identifiers (e.g. SSN) - Please redact this information before uploading.

Click "Next>>"

7. Validate
Click the "Validate" button to check for any missing fields. **Warning**: The validation will not take into consideration any required attachments (i.e., Application Form, CV/Resume, Transcripts).

8. PDF of Application
Once your application is complete click the "Print Signature Pages and Attached PDF Files" button to preview your entire application. Ensure all files have properly uploaded.

Please note: You are not required to print the application. There are **no** signature pages to submit.

9. Submit
Once all files are uploaded, and letters of support received, you may submit the application.

► Review Process

Applications that are complete and have been submitted by the deadline (January 31st, 2017, 6:00 pm EST/**5:00 pm CST**) will be reviewed. Those selected will be matched to research opportunities available at Siteman Cancer Center. All applicants will be notified of decisions by early March.

► Questions

For questions regarding proposalCENTRAL, please contact customer support at (800) 875-2562 or pcsupport@altum.com. Customer support is available Monday – Friday (8:30 – 5:00pm EST).

For questions regarding the Summer Opportunities Program, please contact SCCsummeropportunities@wudosis.wustl.edu.