



Arthur Riggs Diabetes and Metabolism Research Institute (AR-DMRI)

## 2023 AR-DMRI SUMMER RESEARCH PROGRAM GUIDELINES

### Program Description

The AR-DMRI Summer Research Program will provide trainees with research exposure in the field of diabetes and metabolism. Trainees will participate in supervised bench work, independent study, group discussion, lectures, abstract preparation, and oral presentation.

**Trainee Research Experience:** Trainees are not required to have research experience, but they must show the potential and curiosity for research.

**Session:** The AR-DMRI Summer Research Program will consist of one 8-week session starting June 19, 2023 and ending August 11, 2023. Trainees must be available 20-28 hours per week.

**Orientation:** Mandatory orientation is scheduled for all trainees. Trainees must be available for all day orientation on June 19, 2023. No exceptions will be made. If a trainee is unable to attend the orientation, they will not be eligible for the program.

**Stipend:** Each accepted trainee will receive a stipend of \$500 and a certificate at the conclusion of their training.

**Oral Presentation Session:** Trainees will be required to discuss their research work and present at the summer oral presentation session. Trainees must be available the week of August 7 for this mandatory event. No exceptions will be made. If a trainee is unable to attend the oral presentation session, they will not be eligible for the program.

**Evaluation:** The faculty mentor and program manager will assess trainee performance. Participation in the research project, proficiency, behavior, and completion of the research project will be heavily weighted. At the end of their session, trainees will meet with their faculty mentor at a close-out evaluation meeting.

### Responsibilities of Trainees

- Adhere to research regulations and participate in any/all prerequisite training.
- Be courteous of staff and fellow trainees
- Be genuinely interested in the program, ask questions, and show professionalism in their conduct and assigned tasks.
- Be prepared and on time.
- Demonstrate professional behavior in all settings.
- Display honesty, integrity and compassion.
- Follow the rules and regulations of the laboratory at all time.
- Understand that City of Hope will offer no health benefits and no housing. It is the responsibility of the trainee to make their own housing arrangements, provide own transportation, and meals.

**Relationship between Faculty Mentor and Trainee:** Trainees and faculty mentors should recognize the special nature of the mentor-learner relationship which is in part defined by professional role modeling, mentorship, and supervision. Because of the special nature of this relationship, trainees and mentors should strive to develop their relationship to one characterized by acceptance and confidence.

### Eligibility Requirements

**Age:** Must be at least 16 years of age. Applicants must be of minimum age by April 23, 2023.

**Citizenship:** Must be a U.S Citizen or permanent resident and holder of a social security number.

**Education:** Must be enrolled in high school or as an undergraduate student.

### Application Requirements

Complete and submit the online application and upload all required documents by **April 23, 2023 (11:59PM PST)**. No exceptions will be made. All applications will require a passport sized photo (.JPG format), resume (to include education, work experience/volunteer experience, and any research experience, if applicable), and optional letters of recommendation.

Interested applicants must select up to three AR-DMRI faculty mentors in their application. Bios on each faculty mentor are available on the AR-DMRI website: <https://www.cityofhope.org/research/riggs-institute/diabetes-metabolism-research-institute-faculty>

**Applicants should not contact any faculty mentor in advance of submitting the application; this will not aid the application process.**



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### After Submission

All application packets will be reviewed by a Selection Committee and interviews may be conducted as part of the review process. Applicants will be notified whether they have been chosen/or not chosen for the AR-DMRI Summer Research Program and the mentor that they have matched with the week of May 1, 2023.

If accepted, medical clearance will be required prior to starting the program and will include documentation of current immunizations to include influenza, measles/mumps/rubella, tetanus/diphtheria/pertussis, tuberculosis, varicella, and COVID-19.

For additional information, please contact the Program Manager at [DMRISummerProgram@coh.org](mailto:DMRISummerProgram@coh.org)

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