

# NIH Neurotrauma Summer Research Internship Program

## Frequently Asked Questions

### Q. Can I submit the application packet separately? (i.e., the application first and transcripts later)

A. Although we prefer you submit your completed application packet at one time, we do allow applicants to submit documents separately.

When you submit a document for consideration, a file is created in your name and your documents are stored. Every time a new document is received, you will be notified via email and made aware of any missing documents. Once your packet is complete, you will be sent a confirmation email. Please make sure to keep copies of all documents in the event our office does not receive an item or an uploaded file is corrupted.

### Q. Can the letter of recommendation be emailed?

A. The recommendation letter can be submitted by the professor via email if they use their University email address. Otherwise, the recommendation must be on University letterhead and signed by the professor. Again, all documents must be submitted to our office no later than February 6<sup>th</sup>, 2017.

### Q. Can Transcripts be sent separately via email /mail by the University?

A. Yes, transcripts can be emailed to us as long as it reaches our office by the deadline. If regular post is used, make sure its postmarked no later than February 6<sup>th</sup>.

### Q. What should I do if I am unable to fill out the PDF form?

A. If for any reason you are unable to fill out and save your details on our form, please submit the details on a Word document. Include the questions and your responses.

### Q. What physical address should I submit the packet to?

A. Our physical address is: The Miami Project to Cure Paralysis  
Attn: Maria Chagoyen  
1095 NW 14<sup>th</sup> Terrace, Locator R-48  
Miami, Florida 33136  
[MPInfo@med.miami.edu](mailto:MPInfo@med.miami.edu)

**Q. Could I submit more than one letter of recommendation?**

A. Due to the amount of applicants and documents to process, we ask that you please limit your recommendation letters to no more than two (2) letters.

**Q. Should the transcripts be official copies?**

A. We prefer the transcripts to be official copies, however you may open the sealed official copy to scan and email your submission. If the official copy is mailed, please make sure it reaches our office no later than February 6<sup>th</sup>. Unofficial copies can be submitted, however they may be missing details that would help in the selection process.

**Q. Will my application be considered if only one document is missing?**

A. No, only completed application packets will be considered.

**Q. I am a High School Senior graduating in 2017. Could I apply to the program?**

A. You may be considered for our internship if you are graduating High school on or before May 21, 2017 and enrolled in a College or University for fall 2017. (The first day of the NIH program is May 22, 2017)

**Q. My college courses end after the program start date. Can I start at a later date and make up the time?**

A. To be eligible for the internship, you **must** be able to complete the 10 week program starting May 22 thru July 28<sup>th</sup>. No exceptions can be made.

**Q. What will the demographic information on the NIH application be used for?**

A. In accordance with federal regulations, NIH requires statistical information be provided. It is used to gather information to assist with possible additional grants or extending future grants to a larger population.

**Q. What do the reviewers look for?**

A. A well-rounded candidate that appears will likely benefit from the experience provided.

**Q. Is research experience necessary to apply?**

A. No, however it would greatly improve your application.

**Q. If chosen, what am I required to attend?**

A. \*All NIH lectures

\*All NIH Journal clubs

\*All three (3) NIH social activities (June 3, July 8, and July 28)  
*(No exceptions unless approved by Dr. Anderson)*

**Q. If selected, can we bring our vehicles with us and will there be parking available?**

A. Dorm parking will be made available to interns at the Gables campus at no additional cost. However, all internship activities are located on the Medical Campus. (Monthly parking passes are available at the Medical campus for \$65 a month).

Note: To save time commuting, we encourage interns to use the Miami Metrorail from one campus to the other.

**Q. Are travel expenses reimbursed?**

A. The NIH grant has a maximum allowance of \$500 per student to reimburse for travel. Reimbursable travel expenses include: airfare, mileage, taxi receipts, parking passes, and Metrorail passes. (Housing expenses are not eligible)

**Q. How does the UM Campus housing “Cost Share Reimbursement work? Am I eligible?**

A. All student interns are responsible for arranging and paying for their own accommodations; whether it be off campus housing or dorm housing.

The University of Miami (UM) offers Conference Housing in a dormitory for a reduced fee to student interns who are participating in any educationally-based summer program that is affiliated with or sponsored by UM. To be eligible for dorm housing, students must be enrolled in classes at a college or university of their choice on or before September, 2017. Students may be asked for proof of enrollment prior to dorm check-in. Please make sure to have a copy of your class enrollment available in the event it is requested. Note: Students will be responsible for their meals; dorm housing

does not include access to a kitchen, refrigerator, or microwave. If you have further questions about UM dormitory housing, please call the UM Department of Housing and Residential Life, 305-284-4505, or e-mail them at: [housing@miami.edu](mailto:housing@miami.edu)

Particular to the NIH Neurotrauma Summer Research Program:

- Interns traveling 30 miles or more to participate in the NIH program will be considered “Out-of-town” guests and eligible for a “Housing cost share reimbursement” of up to \$1,500 (\$150/week for the 10-week program).
- The 30 mile threshold is defined by the distance between the UM medical campus and the address provided on the student application.
- Reimbursements are paid by The Miami Project after the end of the 10-week program.
- An invoice from the housing location showing check-in/ check-out dates between May 21st and July 28th, 2017 must be provided as proof of stay.