Application Instructions, Summer 2025

Distinction in Research (DIR)

The DIR application includes 4 sections:

- Contact Information

- Education/Career plans

- Statements/CV—materials in this section should be prepared before beginning the application

- Mentor Information—letter of support will be submitted directly by your mentor

Note: Per University policy and ULSOM's Honor Code, generative AI tools (e.g. ChatGPT) may not be used for Distinction Track applications.

Materials to prepare:

- **CV** (see link to template on main Distinction Track application page). You will upload your CV when prompted. Submit your CV as a pdf. Please use the following format for the filename: cv_lastname_firstname.

- **Personal Statement** that describes your experience in research and your goals for continuing research as a medical student. Use 12 point Arial font and 1-inch margins. Maximum 1 page. You will upload the Personal Statement when prompted in the application portal. Submit your Personal Statement as a pdf. Please use the following format for the filename: personal_statement_lastname_firstname.

- **Letter of Support** from a faculty member who agrees to mentor your project through medical school. The Letter of Support should be a general statement that the mentor will support you. The letter does not need to elaborate on research project details.
    o If you are applying to both DIR and DIPSD, we encourage you to use the same mentor letter of support to reduce the burden on mentors.
    o **The Letter of Support will NOT be uploaded within the DIR application**. Rather, you will only include the name and contact information of the faculty member on your application. You should also request that your mentor directly email their letter of support to Emily Noonan.
    o Deadline: You should request that your mentor send a letter of support as close to the August 15 deadline as they are able, but letters will be accepted until the review and interview process begins on August 20.

After you've prepared these materials, access the DIR application portal from the main application page. Complete the demographic and mentor information, and then upload your CV and Personal Statement when prompted. Note: We recommend that you use Chrome or Edge internet browsers for this application since using Firefox may cause issues within the application.

Questions: Emily J. Noonan, PhD or Laura Weingartner, PhD

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