CLEARANCE TO BEGIN SCHOLARLY YEAR: Students considering a Scholarly Year should consult with their Faculty Advisor and with the Medical Student Research Office (MSRO) to discuss their plans and to obtain clearance before departure.

Students must complete the sign-out form below requiring the signatures of a number of offices indicating that there are no outstanding debts or other encumbrances to the student's record. When all the signatures are obtained, the student must return the form to Grace Oluoch in the Medical Student Research Office, Annenberg 12-18.

REQUIRED SIGNATURES:

All students must obtain their Faculty Advisor’s signature, indicating that s/he approves of your plans

☐ Faculty Advisor

After this, please get signatures from the following offices:

☐ Financial Aid Office – Annenberg 12-70 (212) 241-5245
☐ Bursar – Annenberg 12-70 (212) 241-5245
☐ Levy library – Circulation Desk, Annenberg 11 (212) 241-7791
☐ Realty – 1249 Park Ave, 1st Floor (212) 410-0307
☐ International students must also obtain clearance from the International Personnel Office, Division of Human Resources

Final approval:

☐ Dr. Karen Zier - Annenberg 13-30 (212) 241-4429
☐ Or, Dr. Christina Wyatt – Annenberg 23-64a (212) 241-6689

SUBMITTING THIS FORM:

All students planning a Scholarly Year must submit the following by May 15 to Grace Oluoch in the MSRO office:

☐ Scholarly Year Request form (pgs. 3-4)
☐ Scholarly Year Academic Requirements form (pg. 5)
☐ Notarized Source of Funding form (pg. 6)
☐ Scholarly and Research Mentor/Mentee Agreement (only students doing research at Icahn School of Medicine at Mount Sinai) (pg. 7)

In addition, if you are doing an:

Externally funded research program:

☐ Letter of acceptance to an externally funded research program

If you are doing the:

• NIH Medical Research Scholars Program
• Sarnoff Foundation Program
• Fulbright Fogarty Fellowship in Public Health
• NIH Year Off Training Program for Medical Students
• Doris Duke International Clinical Research Fellowship
• American Society of Nephrology Student Scholar Grant
• Other externally funded research program

Global Health Institute funded project

☐ Signature from Global Health leadership
Other funded research projects:
If you are doing any other type of research Scholarly Year, which is one that is arranged by you with a mentor or a department here or at another institution and not one of the programs above under externally funded research program, you must submit:

- Mentor’s letter of support, including the name of a junior mentor to provide daily supervision (send to medicalstudentresearch@mssm.edu);
- Research proposal following guidelines at http://tinyurl.com/3f7oepu (send to medicalstudentresearch@mssm.edu); and
- ‘Source of Funding form,’ with notarized signatures if support is coming from anyone other than the mentor

STUDENT STATUS: Students who go on Scholarly Year are considered full-time students and maintain access to regular student resources.

INTERNATIONAL STUDENTS: International students must obtain clearance from the International Personnel Office, Division of Human Resources. For more information, go to: 320 East 94th Street, 5th Floor.

TUITION: There is a $100 administrative fee for students going on a Scholarly Year. Please contact Phillip Parke, Bursar, for questions: philip.parke@mssm.edu.

FINANCIAL AID: Loans are not available for students on Scholarly Year. Contact Dale Fuller for more information: dale.fuller@mssm.edu.

HOUSING: Students on Scholarly Year are eligible for housing. Contact Angela Moura at angela.moura@mssm.edu with any questions.

HEALTH INSURANCE: Health Insurance is required for Scholarly Year. Students attending another institution can remain with Icahn School of Medicine at Mount Sinai student health insurance or, if the student decides to accept other insurance, they must cancel Icahn School of Medicine health insurance within 30 days of start date (note: failure to do so will result in student being responsible for all fees). Students will be eligible to re-enroll at the beginning of the next academic cycle. For more information, contact Leonara Dasu in Enrollment Services: leonara.dasu@mssm.edu.

LIBRARY PRIVILEGES: Library privileges are available for students on Scholarly Year. Please go to the circulation desk in Levy library (Annenberg 11) for information and to get clearance for your leave.

FOR MORE DETAILED GUIDELINES, go to: http://tinyurl.com/ScholarlyYearGuidelines

Approval to do a Scholarly Year cannot be granted until all required paperwork, including the research proposal, source of funding form and mentor’s letter of support has been submitted to Grace Oluoch in the Medical Student Research Office, Annenberg 12-18.
# SCHOLARLY YEAR REQUEST FORM

## STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Student Name (First, Middle Initial, Last)</th>
<th>Life Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forwarding Address (please also update directory on Blackboard)</td>
<td>City</td>
</tr>
<tr>
<td>Personal Email</td>
<td>Telephone Number</td>
</tr>
<tr>
<td>ISMMS Program (please check one)</td>
<td>Current Class Year</td>
</tr>
<tr>
<td>☐ MD</td>
<td>☐ MD/PHD</td>
</tr>
<tr>
<td>Requested Start Date</td>
<td>Anticipated Return Date</td>
</tr>
</tbody>
</table>

## PROJECT INFORMATION

<table>
<thead>
<tr>
<th>Mentor Name / Department</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution/Address</td>
<td>Telephone Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ HOME</td>
<td>☐ CELL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title of Project</td>
<td>Sponsoring Agency (if any)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If doing any research program other than the ones listed on page 1 under externally funded research programs, you must submit a research proposal as part of requesting approval from the Medical Student Research Office (Dr. Zier or Dr. Wyatt).

## STUDENT AGREEMENT

I understand that if I begin a Scholarly Year program without having obtained prior written approval that my status can automatically be converted to an administrative leave.

☐ I have read, understand and agree to the terms of this Scholarly Year

| Student Signature | Date |

## PLEASE OBTAIN CLEARANCE FROM THE DEPARTMENTS LISTED BELOW

<table>
<thead>
<tr>
<th>Student Affairs Faculty Advisor (print name and signature)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Health Institute (print name and signature)</td>
<td>Date</td>
</tr>
<tr>
<td>* Only if a Global Health funded project</td>
<td></td>
</tr>
<tr>
<td>Financial Aid: Dale Fuller (x4-5245)</td>
<td>Date</td>
</tr>
<tr>
<td>Annenberg 12-70</td>
<td></td>
</tr>
</tbody>
</table>

Revised 10/22/14
The above named student has been approved for leave for the above dates

Comments (I.e. Step II CS extensions):

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**Dean/Program Director**
Dr. Karen Zier, Associate Dean for Medical Student Research, Director, Medical Student Research Office; or
Dr. Christina Wyatt, Associate Director, Medical Student Research Office

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Return signed form to Grace Oluoch in the Medical Student Research Office

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**FOR OFFICE USE ONLY**

- [ ] Student returned ISMMS ID
- [ ] N/A
- [ ] Notes:
**SCHOLARLY YEAR ACADEMIC REQUIREMENTS**

**USMLE BOARD DATES & AGREEMENT**

Please give the dates when you will take the boards. If you have already taken any USMLE exam, please enter the date below:

- **Step 1 date (must be taken before your Scholarly Year):** ____________________________
  
  *if taking Scholarly Year after 2nd or 3rd year*

- **Step 2ck date (must be taken before your Scholarly Year):** ____________________________
  
  *if taking Scholarly Year after 3rd year*  
  
  **Date must be scheduled before SY approval will be given**

- **Step 2cs date (same date as your original entering class):** ____________________________
  
  **Date must be scheduled before SY approval will be given**

I understand that it is my responsibility to notify the Registrar and Student Affairs of any changes in Board Dates. Student who fail to do so:

- will automatically be placed on Administrative Leave of Absence
- this leave change will be permanently documented on the MSPE and transcript

While on Administrative Leave, you will not be able to earn academic credit for rotations, clerkships or electives. This also may impact your student privileges, including eligibility for housing and loan deferment.

- [ ] I agree to the terms above
- [ ] I do not agree to the terms above

**REQUIREMENTS**

Will you have completed all non-elective requirements for your class?

- [ ] Yes
- [ ] No

If not, which requirements remain?

**SIGNATURE**

Student’s Signature: ____________________________  Date: ____________________________
SCHOLARLY YEAR SOURCE OF FUNDING FORM

FUNDING

You are required to have a source of support to finance costs associated with a Scholarly Year. Student loans are not available for this purpose.

While on Scholarly Year, you are expected to work full-time on your project. You are not permitted to have other major commitments or responsibilities or to hold an outside job during normal work hours, e.g. 9:00am to 5:00pm. Violation of these terms may result in conversion of leave to an administrative leave.

Source of Funding: __________________________________________
(name of sponsoring agency or mentor)

Amount of Funding: ________________________________
(amount required for all students)

Mentor Name (print): ____________________________ Date: ____________

Mentor Signature: _______________________________________

GUARANTOR

If another individual (parent, spouse, etc.) assumes responsibilities for your support, s/he must sign this form as well.

Please have the guarantor’s signature notarized

Guarantor Name (print): ____________________________ Relationship to Student: _______________________

Amount of Funding: ________________________________
(required)

Guarantor Signature: ____________________________ Date: ____________
(the guarantor’s signature must be witnessed and notarized by a Notary Public)
SCHOLARLY AND RESEARCH MENTOR/MENTEE AGREEMENT
(ONLY STUDENTS DOING RESEARCH AT ICAHN SCHOOL OF MEDICINE AT MOUNT SINAI)

AGREEMENT

Participating in research and scholarly programs provides students with fundamental research skills and mentored research training to help develop their understanding of the use of the scientific method in medicine. Mentored scholarly projects encourage creativity and provide an opportunity for students to contribute to advances in science and medicine in a supportive environment.

Traditional scholarly research projects involve:

- posing a hypothesis
- developing and carrying out a research plan to test the hypothesis
- gathering and analyzing data
- interpreting the results

Although this definition will apply to most projects, those in Global Health, Innovation and Discovery, and Medical Humanities tracks may not always follow this model.

The student’s responsibilities include:

- communicate her/his goals for the experience
- work diligently on the project
- communicate progress and any barriers limiting progress
- fulfill all agreed upon responsibilities

The mentor’s responsibilities include:

- consider the student’s goals and communicate realistic goals for the experience
- communicate his/her expectations for the student, including expected work hours
- define the student’s role in developing and carrying out the project
- schedule regular meetings to provide direction, offer feedback, and review the student’s results and questions
- discuss how to communicate results and define any types of results or barriers to progress that should be communicated prior to the next regular meeting
- clarify how to obtain help, and introduce the student to any members of the research team who have agreed to help mentor the student
- work closely with the student on any resulting publications, including the required abstract for Medical Student Research Day

SIGNATURES

Mentor’s Name: ___________________________  Mentor’s Signature: ___________________________

Student’s Name: ___________________________  Student’s Signature: ___________________________