

MS1 Summer International Project: Information Guide

Prepared by: The Office of International Medical Student Education Revised 08/2022

Are you interested in applying for an International Summer Project in Summer 2023?

If so, this document will provide a **general overview** of the process, address frequently asked questions, and provide resources.

Important General Information:

- Applicants must be in good academic standing to apply.
- First year summer projects should focus on population/community-based projects or pre-existing research projects.
- No hands-on clinical projects will be approved for 1st year students.
- Electives should be between 6-8 weeks long, preferably 8 weeks.
- All International Projects or electives must be registered with the Registrar's Office and go through the Office of International Medical School Education (IMSE), regardless of funding source.
- The international summer project funding process has changed and will no longer be part of the Financial Aid Work-Study Program. IMSE Office will provide funding for approved projects. In the past the funding consisted of a \$4000 stipend.
- All students will be required to submit a "staying local" contingency plan outlining how you could adapt your project and mentorship structure if you are not able to travel internationally due to unforeseen events or travel restrictions.
- All students are required to submit the IMSE Application (even if you have already applied through the Center of Global Health). The IMSE Application, International Electives Committee approval and additional requirements (Final Narrative Statement and Poster Presentation in Fall Global Health Fellows Event) are needed to qualify for funding.
- The application and all supporting documents should be emailed to **Maritza Montalvo, WCM Program Specialist** at mmontalv@med.cornell.edu by **Friday March 3rd, 2023**.

Timeline for the Application Process

1. Fall Semester MS1 – think about participating in a Mentored (funded!) International Project during Summer 2023! Attend the FALL International Fellows Reception in October to hear about the summer projects from the last student class! Check out our website and global health faculty list to start exploring project options and mentors.
2. By the end of December/January you should have an idea of your research focus, mentor and should begin discussing more specifics surrounding a possible summer project.

*Please note – that for students interested in working with global health faculty mentors from the **WCM Center for Global Health**, please reach out to **Megan Urry**

(meu7003@med.cornell.edu) for information about any application requirements through the Center for Global Health. The timeline to set up projects through the Center for Global Health is earlier (~December) than the IMSE application is due.

Students approved for summer projects through the Center for Global Health are STILL REQUIRED TO SUBMIT the IMSE APPLICATION by early March and meet all pre-departure requirements to qualify for funding.

3. Complete the IMSE MS1 International Summer Project Application. Use the IMSE Rubric for reference when completing the application (this is the document the committee uses to score your application).
 - The Application should be emailed to Maritza Montalvo at mmontalv@med.cornell.edu. Maritza will review the application to ensure it is complete and ready for submission.
 - **Applications are due by Friday March 3, 2022.**
4. To obtain research elective credit (which many students choose to do), students must complete a separate application simultaneously to Dr. Anthony Brown's Office of Research. If you are unsure if your summer project will qualify for research credit – please arrange a meeting with Dr. Brown's Office directly prior to completing the application. LINK: <https://research.weill.cornell.edu/medical-student-research>
5. Submitted applications are reviewed by the International Elective Selection Committee.
 - Applications are reviewed and scored based on a standardized scoring rubric, focused on project quality and feasibility, appropriate supervision by WCM and in-country mentors, and realistic expected deliverables such as abstracts or poster presentations.
 - Students may be asked to revise a portion of their application based on Committee Feedback. Some may be 'conditionally approved' pending outstanding items such as IRB approval or a letter from a host mentor.
 - When your application has been approved, you will be notified via email by Maritza Montalvo by the end of March. You must then complete all pre-travel requirements listed in the **IMSE Student Travel Handbook**.
6. **Prior to Departure** students must complete the following **Additional Requirements**:
 - Sign and Return Waiver Release Forms prior to departure
 - Register your travel with Risk Management / Travel Insurance Program (International SOS)
 - Attend Pre-Departure Workshop
 - Obtain the appropriate visa, if necessary
 - Schedule a Travel Clinic Appointment to discuss vaccines and prophylaxis (if necessary)

8. **Upon Return** students must complete the following **Additional Requirements**:

- Submit of a final narrative summary (impact statement) within 1 month of return
- Present a poster describing your work during the Fall International Fellows Reception (October, date TBD)

Resources

How to find WCM Global Health Faculty Mentors

- Explore the Center for Global Health Website, Research Initiatives and Faculty Profiles: <https://globalhealth.weill.cornell.edu/who-we-are>
- Explore WCM VIVO Faculty profiles: <https://vivo.weill.cornell.edu/>
- Attend IMSE sponsored events and curricular offerings for opportunities to network
- Review the IMSE website: **MS1 Summer Opportunities PDF + GH Faculty Profile PDF**

What electives have students done in the past?

Check out the IMSE Website to read about what students have done in the past.

You can also read about prior summer projects on:

<https://wcmglobalhealthprojectdatabase.weebly.com/>

Will my project need an IRB?

For all students, if your research project involves human subjects *and* if the student plans to present data or prepare a manuscript, **IRB approval is required**. This typically involves **both Weill Cornell and local IRB approvals**. Given that the student will be working under the mentorship of the host faculty, the student should be included on the host faculty's IRB. For students participating on a project under the direction of WCM faculty, the student should be added to the WCM IRB. Additionally, all students engaged in projects that require IRB approval **must** also take the CITI training course (please submit a copy of the completion certificate).

LINK: [How do I know if my research involves human subjects?](https://researchservices.cornell.edu/sites/default/files/2019-05/IRB%20Decision%20Tree.pdf)

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Any application that involves human subjects must include IRB information, or the application will not be reviewed by the International Electives Committee.

Guidelines for Receiving Financial Support

The international summer project funding process has changed and will no longer be part of the Financial Aid Work-Study Program. IMSE Office will provide funding for approved projects. In the past the funding consisted of a \$4000 stipend. **Please stay tuned for updates regarding MS1 Summer Project Funding.**

- Students are also encouraged to apply for the BARR Fellowship and the Atkins Summer Fellowship Fund (from the Medical College) and any grants from outside agencies.

- Funding from IMSE Office is contingent upon completion of the required submission of a Final Narrative Summary (Impact Statement). Student funding is also contingent upon participation in the International Fellows Event with a Poster Presentation of your work held in the Fall (October).

Confirmation and Cancellation Policies COVID Contingency Plans

Students who are notified of an approved international elective will then have 30 days from the date of approval notification to confirm or cancel the international elective. This must be done in writing to the Directors of the Office of International Medical Student Education. If the student does not respond after 30 days he or she will be deemed to have declined the opportunity to take the elective and the elective will be made available to another student. Once a student has confirmed their intent to accept the opportunity for an approved international elective, they are expected to keep that commitment. If a student believes that they need to cancel an international elective, they must provide a written request with justification to the Directors of the Office of International Medical Student Education. Compelling reasons for cancellation of a prior commitment to an international elective would include, but are not limited to, a personal illness or a major illness in a close family member (child, sibling, spouse, partner, or parent). Students who cancel the elective and are deemed to not have provided a compelling reason for their cancellation will be required to pay \$100 to cover the administrative costs incurred in preparing for that elective.

The Medical College and International Electives Committee has the right to cancel all WCM student related international travel should travel be deemed unsafe due to unforeseen events (ex: political instability, natural disaster, or pandemic). Funding will still be provided in full if the student completes the outlined 'staying local' research contingency plan outlined in their application.

Commonly Asked Questions

Q: I have gone through all the resources above and I still am unsure how to approach finding a WCM mentor. Is there someone I can talk to?

A: YES! Please email IMSEdirectors@med.cornell.edu to schedule a meeting with either Dr. Radhika Sundararajan or Dr. Laura Greisman, Directors of the Office of International Medical Student Education.

Q: Can I propose my own elective with my own faculty contacts outside of WCM?

A: Students are free to design their own 8-week elective, however, for approval these must be discussed with your Global Health advisor and/or Dr. Radhika Sundararajan and Dr. Laura Greisman, Directors of the Office of International Medical Student Education, prior to submission of your application.

Q: I already have my WCM faculty mentor and project lined up. What do I do now?

A: Prepare your application and send the application and all supporting materials to: Maritza Montalvo, WCM Program Specialist at mmontalv@med.cornell.edu. Even if you have already applied through the Center for Global Health, **ALL students are still required to submit the**

IMSE Application and receive approval and meet all outlined requirements to qualify for **funding**.

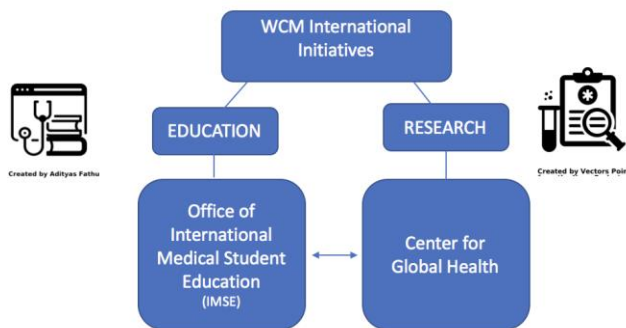
Q: I'm confused. What is the different between the Center for Global Health and the new Office International Medical Student Education (IMSE)?

A: Think of the IMSE as the Medical Education 'home base' for WCM International Initiatives while The Center for Global Health, directed by Dr. Dan Fitzgerald, is the Global Health Research 'home base'. Much of the global health faculty who do research have faculty appointments through the Center for Global Health Research. Naturally, there is significant overlap and cross-talk between the IMSE Office and the Center for Global Health!

Q: I have already applied and been accepted to do a summer project through The Center for Global Health. Do I still need to fill out the application form for the Office International Medical Student Education (IMSE)?

A: Yes. While the Center for Global Health has its own separate application process for students to join research projects conducted by Global Health Center faculty, ALL students are

Relationship between IMSE and the Center for Global Health



still required to submit the IMSE Application and receive approval and meet all outlined requirements to qualify for **funding**.

Q: Who do I contact for questions about my application and application materials?

A: If questions come up, please feel free to contact Maritza Montalvo at mmontalv@med.cornell.edu. She has guided many MS1 students through his process over the years and has lots of experience in this area!