Stanford Institutes of Medicine Summer Research Program (SIMR)

PROGRAM DATES: JUNE 9- JULY 31, 2025 (8 weeks)

APPLICATION DUE DATE: Saturday, February 22, 2025 (11:59pm Pacific Standard Time)

PART A: GENERAL PROGRAM INFORMATION

1) PROGRAM OVERVIEW:

SIMR is an 8-week summer research internship program open to current high school juniors and seniors at the time of application. The program consists of hands-on research under the direct guidance of a mentor at a research laboratory within the Stanford Institutes of Medicine. The SIMR program involves 8 areas of research including all 5 Institutes at the Stanford School of Medicine: Immunology (ITI- Immunity, Transplantation and Infection), Cancer Biology, Stem Cell, Neuroscience, Cardiovascular Institute and 3 other areas/disciplines of research: Genetics, Bioinformatics, and Bioengineering. There is also a program within SIMR called the **SIMR Bioengineering Internship** where students work in teams to design and build biomedical prototypes. The same application can be used for both programs.

During the majority of the summer, students will participate in lab work in their assigned lab. In addition, all students will participate in the following:

- Safety training sessions
- Institute specific lectures and special joint core SIMR lectures with all students
- Seminars on careers in science and medicine; graduate/medical school pathways
- Poster session at the end of the program where students will present their research poster to their families and the Stanford community (Thursday, July 31, 2025)

2) PROGRAM ELIGIBILITY:

- Applicants must be **U.S. Citizens or Permanent Residents with a green card currently living in the U.S**.
- Applicants must also currently be juniors or seniors in high school at the time of application (**class of 2025 or 2026 only**) **AND** must be **16 years old or older** at the start of the program on June 9, 2025. Please note that students must meet **BOTH** class and age requirements. There can be no exceptions to this requirement.
- SIMR welcomes applications from all students who meet the eligibility requirements. Please be sure to read the **program's mission statement**—the link can be found on the left hand panel of the SIMR website (https://simr.stanford.edu). There is a strong preference for students living in the local Bay Area (within a 1 hr. driving distance) in the selection process.

3) PROGRAM DATES/ATTENDANCE REQUIREMENTS:

The program dates are June 9 -July 31, 2025 (approx. 8 weeks). There will be a mandatory orientation and safety session on the first day (Monday, June 9, 2025) that all students must attend in order to participate in the program. Students will also be expected to attend all 8 weeks of the program. Admitted students whose schools end later than the start date must make arrangements with their schools ahead of time to take their finals before the program begins in order to participate. If finals cannot be rearranged, students must still attend the first morning of the first day (June 9th) but may take a couple days off (up to 2 days max.) during the first week only to take finals.

4) PROGRAM INFORMATION:

- **HOUSING:** Unfortunately, the SIMR Program **does not offer on campus housing** for the students due to limited staffing and funding. All housing and transportation arrangements must be made by the student's family. This is especially important to keep in mind for those students who are considering applying from out of state or out of the Bay Area. Unfortunately, the program also legally cannot assist with finding housing placements for students. Please note that while we will accept applications from out-of-state students, students who will not be living at home must specifically state on the online application what housing arrangements they will make if accepted (including the name, address, email address, and phone # of the person they are staying with). We may contact this person during the application decision process to verify that the student has housing accommodations. We encourage students to only stay with close relatives in the Bay Area as finding a sublet or making other housing arrangements will be extremely difficult, especially if you are under the age of 18. Students must stay with a responsible adult who will be in charge of your housing/transportation/evening supervision and care during the program. If at any time during or before the program the staff discovers that this is not the case, the student will not be permitted to continue in the program. Please note: there will be **a preference for Bay Area students in the selection process.**

- **PARKING/TRANSPORTATION:** Students can purchase a parking permit for the summer if they choose to drive for approximately $38/month. Information will be sent to accepted students about a week before the program about how to purchase the parking permit online. The medical center provides security to walk students to and from their cars after hours. The program cannot take responsibility for students who do not use this service or who walk or travel by bicycle to local housing.

- **STIPENDS:** There is no cost for selected students to participate in the program. All students in the program will receive a minimum $500 stipend to help cover the permit cost, transportation, meals, and other expenses for the summer. Student stipends will vary due to some special grants we have received. There will be much larger needs-based stipends from special program grants provided for those whose families make under $80,000 (yearly adjusted gross income) or for other circumstances. We have several different grants and students funded by these grants will receive differing amounts for the final stipend amount.

- **MEALS:** Meals are only provided for certain special events such as the first day orientation, after joint lectures, socials and on the last day. There are various dining areas around the medical school campus area where students may purchase lunch on most days.

- **MEDICAL INSURANCE:** Students are required to be covered by their parent's medical insurance, which will be used if medical care is required. Parents will be contacted if medical attention is required. Medical insurance information will be requested **only of students who are accepted into the program** so please **DO NOT** send or upload medical insurance information or vaccine records in with the initial program application.

5) PROGRAM EVENTS/ SCHEDULE:

- **ORIENTATION DAY:** There will be an orientation session on the first day of the program— Monday, June 9th, 2025. During the first part of the orientation, all students will meet together and will have the opportunity to meet the program staff as well as listen to an overview of the program. Students will also be provided with a schedule of lectures for the summer as well as a basic syllabus. Afterwards, there will be a luncheon where students will meet their lab mentors. Students will start working at their labs after the luncheon for the lab-based students.

- **SAFETY LECTURES:** ALL participants must attend all safety and orientation lectures during the first week of the program. Because of University rules, every safety course must be attended, and proper paperwork must be submitted. In addition, all accepted students will be required to complete several online safety sessions before the start of the program.

- **LECTURE SCHEDULE:** During the first two weeks of the program, there will be morning lectures a couple times a week. Throughout the summer there will be additional joint lectures.

- **WORK HOURS:** It is expected that you will work a typical work week of about 40 hours (Monday through Friday) during the 8 weeks of the program which includes the weekly lectures. Please keep in mind that we cannot provide access keys to buildings so students are expected to generally work in the daytime. **Students should not be here in the evenings and should not work on the weekends**. **Stanford University ID cards also cannot be issued to student interns from our programs due to University policy**.

- **POSTER SESSION:** The poster session will take place on the last day of the program--Thursday evening on **July 31, 2025**. Students will present their research posters to their families and the Stanford community in an informal setting. During the summer, students will attend a lecture on how to make these research posters and will receive guidance from their lab mentors and TAs.

6) APPLICATION PROCESS:

- **ONLINE APPLICATION**: Applicants must apply online through the Slideroom application portal that can be found on our website (https://simr.stanford.edu). The online application will be available on Sunday, December 15th (at 5pm PST). Please click the "Application" link on the left side of the home page. Detailed instructions are included in the next section (B) of this document about exact steps to follow to create an account.

- **APPLICATION FEE**: There is a **$40 application fee** for all students. Students with a total family income under $80,000 may choose to waive the fee by filling out the google form on the application under the fee waiver section inside the application. Also, students may select to waive this fee for special circumstances. Detailed instructions are included in part B below of this document including methods of payment as well as information about how to request a fee waiver.

- **ANNOUNCEMENT OF ACCEPTED STUDENTS:** We will email all students regarding the status of their application on the notification date that will be posted on the website (likely in early April). As a courtesy, please DO NOT call or email us regarding the status of your application prior to that date and please do not ask for an earlier review. If you do not receive an email by the notification date, please email us: simr-program@stanford.edu.

7) INSTITUTE PROGRAM DESCRIPTIONS:

For a list of the 8 areas of research, please see our website: http://simr.stanford.edu/program-information.html

PART B: SIMR Application Instructions
(Due date for application- Saturday, Feb. 22, 2025; 11:59pm PST)

---

1) **ONLINE APPLICATION:** Student applications should be submitted completely online. Everything will need to be uploaded including copies of transcripts (**official OR unofficial**) and copies of standardized test scores (SAT, ACT, SAT II, etc.). If these documents are not in electronic form already, they will need to be converted and uploaded as pdf, jpg, or tiff files. Scanned copies or screenshots of test scores are also acceptable.

Please take the following steps to start your application:
Step 1: **CREATE A NEW ACCOUNT**: On the SIMR application page **(https://simr.stanford.edu)**, on the left hand column, click "Application". The platform we are using for our application system is called **SLIDEROOM**. The student will need to create a new account in Slideroom by inputting **the student's name, email address and creating a password**. Please create a username and password that will be EASY for the student to remember. The student will also need to fill out a General Slideroom Profile account page that includes filling out the student's address and phone number.

Step 2: **LOOK OVER THE APPLICATION**: Once you create your user account, afterwards you will be directed to the main application page. On the top you will see various section tabs: Forms, References, and Submit.

Step 3: **FILL OUT THE "FORMS" SECTION**--- This will be the tab that you will use to provide most of your application information including all uploads. You do not need to fill out your information all at once as you may go back to it and edit as often as needed before the deadline. You will be prompted to fill in any mandatory fields before you can submit.

Step 4: **FILL OUT THE "REFERENCES" SECTION**—This is the tab where you can input your teacher's school email address (it must be a school email address). The person who writes your recommendation letter must be a **high school teacher that you currently have or that you had before**. A letter from a science or math teacher is encouraged but the letter can be from any high school teacher that you've had. Please only input one teacher's email address. It would be a good idea to first double check with the teacher that you would like to ask if he/she is willing to write the recommendation letter **BEFORE inputting the teacher's email address** on your application. **Once you input the email address, an email will automatically be sent to your teacher with instructions on how to submit the letter through a link that will be provided**. The application system will let you know once the letter has been submitted if you check this page. Please note that your teacher must submit the letter of recommendation by the same application deadline (Feb. 22nd, 2025) so please give them plenty of notice. **Only one letter of recommendation will be accepted** and it must be from a high school teacher that you currently have or had in a previous year.

Step 5: PAY THE APPLICATION FEE ONLINE (found on the SUBMIT TAB):
There is a **$40** application fee. Students can pay through the following ways:
-PAYING BY CREDIT CARD ONLINE: The payment link is found on the submit page. You can pay online using the following credit cards: Visa, MasterCard, and American Express. This is the preferred method of payment. Please DO NOT submit your application at the last minute to make sure you have plenty of time to enter the credit card information before you submit.
-ASKING FOR A FEE WAIVER

- If your total family income is under $80,000 (adjusted gross income), please just fill out the online google fee waiver form (The link to this form can be found on the application on the "SIMR INFORMATION" tab- Question #6). You just need to fill out this google form and your fee will be waived (no other documentation is needed at this time). Once we receive this request, your application will be updated on the "SUBMIT" page so that it should say that the "FEE IS WAIVED". IF YOU ARE SELECTED for the program, you may be required to submit last year's tax returns for

verification purposes. **The tax returns are NOT required when submitting your online application SO PLEASE DO NOT UPLOAD THIS.**

- As we must manually waive the fee on your application, the deadline for the fee waiver request is **Friday, February 21st, 2025 (5pm PST)**. If you know you'll need a waiver, please fill out the link now or as soon as possible as you will not be able to submit your application until the "fee waiver" notification shows up on your application on the submit page.

- You may also ask for a fee waiver **due to any special circumstances** (does not have to fall under the family income rule above). **In this case, you must upload a letter in the fee waiver section that must be signed by a school official (teacher, instructor, principal, counselor) explaining the circumstances. This can be uploaded on the application (under the SIMR INFORMATION tab-- Question #7).**

--**PAYING BY CHECK**: If you absolutely cannot pay by credit card and must pay by CHECK, please fill out the FEE WAIVER link on the main SIMR application page. On the form, please write that you will be sending in a check. Please make the check out to "Stanford University" and put the student name and Application ID# in the bottom left corner in the memo section. Please email the program (simr-program@stanford.edu) for the address where the check should be mailed to.

--**PLEASE NOTE**: Please do not pay the application fee until you are completely finished with your application and only if you are absolutely sure that you will be submitting the application as we **CANNOT ISSUE ANY REFUNDS once the application fee is paid**.

Step 6: **SUBMIT YOUR APPLICATION**—Once you are completely finished with your application, please click on the submit button. Please note that you will not be able to make any edits once you submit your application **so please review your application carefully before submitting**. **You will not be able to add new information once you have submitted your application. There is no advantage to submitting early as they will be reviewed at the same time.**

2) **RANKING OF INSTITUTES/AREAS OF RESEARCH**: In the application, students will be asked to rank the top 5 preferences on the following institutes: Immunology, Cancer, Cardiovascular, Stem Cell/ Regenerative Medicine, Neuroscience, Genetics, Bioinformatics and Bioengineering. If accepted into the program, you will then be given a list of Faculty/their research areas and you will rank again which Faculty you would like to work with. Lab assignments will be made to try to best accommodate everyone's choices but there are no guarantees that students will get their top choices.

3) **2025 ESSAYS:** You will be required to write 2 essays for the application (3500 CHARACTER count limit (not word count) for each essay including spaces). This is equivalent to about 1 page (1 side) double-spaced. Please check the online application on Slideroom for the exact topics.

Application Q & A

1) **Do I need to have SAT or ACT scores in order to apply?**
   No, standardized test scores are NOT required to apply to the program. If you have taken standardized tests such as the SAT I or II, PSAT, or ACT, you are encouraged to report all scores received. AP test scores should also be reported IF taken but these are also not required to apply. These test scores can be scanned and uploaded to the section at the end of the application. Unofficial copies or screenshots of SAT and other standardized test scores may be uploaded to your application.
2) **Is there a minimum GPA to apply?**
   No.
3) **Do I need to report both weighted and unweighted GPAs?**
   If your school calculates both, please submit both GPAs. If you don't know what your GPA is, please ask your guidance counselor at school. The GPA should be the cumulative GPA from the beginning of 9th grade to the most recent semester finished. Your GPA is also usually written on your transcript. If your school uses a different numeric system to quantify academic achievement, please convert it to a 4.0 scale.
4) **What if I'm not sure about my mode of transportation (driving or using public transportation)?**
   If you are selected to participate, you may change your response at that time if needed.
5) **Can I submit additional documents or standardized test scores after the Feb. 22nd, 2025 submission date? Can I email the program about any updates after this date?** No, we cannot accept any additional information or documents once the online application portal closes. Please do not email the program after this deadline to submit any additional information or documents that you would like added to your application (such as new SAT scores, etc.). Please also do not email the program regarding any updates or new awards. We will only be able to consider the information that is on the submitted application.
6) **What if I have finals during the first week of the program?**
   You must still attend the orientation session on Monday, June 9th. Please arrange with your school to be excused for that first day (at least until 12:00pm). If you cannot rearrange your finals or take it earlier than June 9th, you may be excused from the program for the next 2 days (Tuesday-Wednesday). If your school has finals past the first week, it would be best to apply for other programs.
7) **Can I upload an unofficial or official copy of my high school transcript?**
   You can upload an official or unofficial copy of your high school transcript. Please make sure your name, school name and your courses/grades from the start of 9th grade are on there.
8) **Do I need to email or upload any medical or vaccination records such as for Covid?**
   No, please DO NOT upload any vaccine records or any other health information onto your Slideroom application.