



Academic Year
2004–2005

NIH Undergraduate Scholarship Program for Individuals from Disadvantaged Backgrounds

RESPONSIBILITIES OF THE ACADEMIC INSTITUTION

Your academic institution must provide information to be submitted as part of the application. During the scholarship period, the institution will administer funds, provide information to the NIH, provide academic guidance, and provide access to the Internet.

Pre-award information

As part of the application, the academic institution must provide information about the applicant's enrollment, academic, and financial status (i.e., whether the applicant qualifies as having exceptional financial need). The institution must certify tuition expenses and estimate reasonable expenses related to approved course work and reasonable living expenses based on the institution's standards.

Once the award is made, the institution will accept scholarship award payments from the NIH and distribute funds on behalf of the scholar.

Faculty member to serve as mentor and advisor

The undergraduate institution must appoint a faculty member to serve as the scholar's mentor and advisor. This faculty member should be able to respond sensitively to the developmental and educational needs of an individual from a disadvantaged background who is pursuing a career in biomedical research. The faculty mentor's roles include the following:

- Provide curriculum guidance and assist the student in selecting appropriate courses.
- Meet with the scholar at least once a month to assess progress and provide advice about any difficulties that may arise.

- Complete a sequence of evaluations, provided by the NIH, to assess the scholar's progress during the scholarship year.
- Visit the NIH campus (reasonable travel expenses covered by the NIH) during the scholar's 10-week laboratory experience to assess progress and set goals for the coming academic year.

Scholarship supplements

The undergraduate institution will be encouraged to supplement tuition, educational, and living expenses that exceed \$20,000.

Access to the Internet

The undergraduate institution should provide the scholar with access to the Internet and the World Wide Web. This will allow access to biomedical research information as well as information about the UGSP that is posted on the World Wide Web. Internet access and an e-mail account also will facilitate communication with NIH mentors and other scholars. Under exceptional circumstances, undergraduate institutions without Internet access or computer equipment may request assistance from the UGSP to satisfy this requirement.