

# FDA Research Participation Program

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## General Instructions

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1. All documents must be in English or include an official English translation.
2. Complete the application form, and attach the following:
  - a. Résumé or curriculum vitae, including academic history, employment history, relevant research experiences, and publication list.
  - b. For postgraduate appointments only - Proposed Research Form. Abstract section must be completed; contact requested FDA research mentor to determine if the rest of the form must be completed.
  - c. If insured, proof of insurance. (Health insurance may be obtained through ORISE.)
3. Request references from **two** persons (*including your thesis or dissertation advisor, if applicable*) who are familiar with your professional or educational qualifications.
4. Send degree-granting or most recent college/university transcript(s) to the address below. (*Unofficial is acceptable.*)
5. Most of the FDA Research Participation Programs do **NOT** have application deadlines. Applications are accepted on a continuing basis.

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**Fax or mail documents to:** (***DO NOT** mail originals, if they have been faxed or e-mailed.*)

Oak Ridge Institute for Science and Education  
FDA Programs  
Attn: Sherry Foster  
P.O. Box 117, M.S. 36  
Oak Ridge, TN 37831-0117

*For Overnight Delivery:*  
Oak Ridge Institute for Science and Education  
FDA Programs  
Attn: Sherry Foster  
1299 Bethel Valley Road, SC-200  
Oak Ridge, TN 37830

Fax: (865) 241-5219 – Attn: FDA Programs

E-mail: [Sherry.Foster@orau.org](mailto:Sherry.Foster@orau.org)

Instructions



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**Application** *(continued)*

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5. Describe the educational and professional goals you expect to achieve as a result of participating in this program.

6. How did you learn about this program? \_\_\_\_\_

7. Do you have current health insurance?     Yes     No    *(If yes, attach copy of insurance card.)*

8. Attach résumé or curriculum vitae. **MUST** include the following information:

- Academic history (institution, dates, degree, major, GPA)*
- Employment history (current employer, salary, dates, part-time or full-time)*
- Relevant research experiences*

9. Attach Proposed Research Form.

10. Remember to send transcripts and references to address below.

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## Demographic Information

Applicant demographic data are important in assessing the effectiveness of our efforts to solicit applications from a diverse population. Your submission of this information will assist us in this regard. We appreciate your cooperation. If you decline to provide this information, it will in no way affect consideration of your application.

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### Race/Ethnicity: *(check one only)*

- American Indian or Alaska Native
- Asian or Pacific Islander
- Black or African
- Caucasian
- Hispanic
- Other: \_\_\_\_\_

### Sex:

- Female
- Male

### Date of Birth:

Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

**Disability:** *(physical or mental impairment that substantially limits one or more major life activities; for example, blindness, deafness, or mobility impairment)*

- Yes
- No

# FDA Research Participation Program

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## Proposed Research Form

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Name: \_\_\_\_\_  
(Last) (First) (Middle)

FDA Center/Division: \_\_\_\_\_

Member of FDA scientific staff (*i.e., principal investigator or research mentor*) with whom you have had contact concerning this statement of research to be performed:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Title of Proposed Research: \_\_\_\_\_

### ABSTRACT:

Briefly summarize your proposed research, including the problem you wish to address and the research approach you propose. (*Do not exceed this space; only a few sentences are requested.*)

### CONTACT RESEARCH MENTOR TO DETERMINE IF THE FOLLOWING IS REQUIRED.

**Research Plan:** On attached pages, present your proposed research in a manner that is suitable for peer review. Use a maximum of four typed pages with no more than 750 words per page; additional pages can be used for figures and references. Include the proposal title and page number on each sheet. Address each of the following topics and label each section with the appropriate title: Principal Objective of the Proposed Research (*in list form*); Background Information (*including broader research or other activities of which proposed research project would be part*); Experimental Design and Approach; Expected Results; Significance and/or Application of Expected Results; Relevance of Proposed Research to Facility's Programs and Goals; Aspects of the Facility which Provide Unique Opportunities for Conducting the Proposed Research. It is suggested that the Experimental Design and Approach section be the majority of the research plan.

