

BIDMC- Shapiro Scholars

Matching and Offer Process

The following process document outlines the steps that the BIDMC Office of Student Engagement and Experience (OSEE) will follow when matching applicants to mentors

1. Mentor sends project to OSEE using BIDMC Shapiro Scholars Project Intake Form
 - a. Mentor secures funding
 - b. OSEE posts project on [BIDMC Shapiro Scholars- Summer Research webpage](#), and adds project to [official BIDMC- Shapiro Scholars Application Form](#)
 - c. Mentor applies for IRB approval for project (if needed)
 - i. Mentor is responsible for IRB onboarding
2. Student applies for summer research opportunities using [official BIDMC- Shapiro Scholars Application Form](#) by **February 28th, 2025**
 - a. Student ranks top 3 Mentors/projects of interests with provides brief statement of interest for each
 - b. Student sends copy of CV to OSEE
3. OSEE sends student's CV and statement of interest to each Mentor, with instructions for two-week turnaround on decision to offer project opportunity to student
 - a. Mentor has the option to connect with/interview student
4. Mentors communicate decision to OSEE
5. OSEE communicates with student to identify which Mentor/project they are interested in selecting
6. Mentor confirms with the OSEE that they plan to take on the student for summer research, that they will be able to match the \$2500 dollar stipend, and communicates any project changes to the OSEE
 - a. Reminder: federally funded grants cannot be used for stipend payments unless they are designated training grants: [11.3.10 Stipend Supplementation, Compensation, and Other Income](#)
7. OSEE drafts up and send offer letter to student, using official BIDMC-Shapiro Scholars offer letter template (below)
8. Once student returns signed offer letter, student is onboarded [via OSEE onboarding process flow](#)
9. Student applies for summer funding via [HMS Office of Scholarly Engagement \(OSE\)](#) by **March 31, 2025**
10. Mentor completes HMS Office of Scholarly Engagement Mentor Agreement Form (sent directly from OSE)

11. If OSE requires updates to students' proposal, student and mentor connect and tweak proposal; student loops in OSEE
12. Student receives approval by mid-May 2025, and sends award letter to OSEE for records
13. OSEE begin onboarding student, following [the OSEE streamlined research student onboarding process](#)

Breakdown of Steps and Timeline

Step	Date(s)
Call for Projects	August 2024-February 2025
Projects added to OSEE Webpage	September 2024- February 2025
HMS-BIDMC Networking Night	October 2024
Student Applications (rolling)	October 2024 - February 2025
Matching and Announcements (rolling)	November 2024- March 2025
Student Decisions (rolling)	November 2024- March 2025
Student Applications for OSE Funding	March 2025
Onboarding (rolling)	March- May 2025
Optional Introductory Research Sessions	April-May 2025
Research Experiences & Didactic Programming	June-July 2025
Program Feedback and Evaluations	August 2025