

Application Instructions for Project L/EARN

To access the online application system for Project L/EARN, go to <http://www.ihhccpar.rutgers.edu/projectlearn/howtoapply.asp?v=3>.

Applications for the summer 2016 program are due by 8:00 pm EST, Monday, Feb. 8, 2016.

We recommend that you obtain the needed information and documents, and write your essays before beginning the online submission process.

IMPORTANT RE: EMAIL CORRESPONDENCE. Please add "@ifh.rutgers.edu" to the "safe" list on your email addresses to avert having emails from Project L/EARN go into your "spam" folder.

Login guidelines

- Before you login to the Project L/EARN online application system, please read through the following instructions completely.
- Rutgers students will login to the Project L/EARN application system using their RUNet ID.
- Non-Rutgers affiliated applicants will be asked to create a login and password when they initially register with the Project L/EARN application site. **Please write down your login and password so you do not forget them! Note that "*" is the first character of the login name and must be included for the login to work.**

Demographic information

A complete list of the application questions is included at the end of this document.

There are a few pieces of information that you will need to collect and/or verify from other sources:

- Highest educational attainment of the parents or guardians that you lived with while in high school.
- Whether you are considered financially dependent on or independent of your parents. Most college students are financially dependent on their parents. If you think you might qualify as financially independent, please see the "dependency status questions" on <http://studentaid.ed.gov/fafsa/filling-out/dependency#am-i-dependent-or-independent> to determine your status.
- Family income as reported on either Form 1040 of the tax return for 2014. If you are financially dependent on your parents, you will report *their* income. If you are financially independent, you will report your *own* household income. **NOTE: Depending which version of Form 1040 was used, taxable income is reported on different lines, so please read carefully. If your parents or you completed**
 - **2014 Form 1040**, taxable income is reported on **line 43**;
 - <http://www.irs.gov/pub/irs-pdf/f1040.pdf>
 - **2014 Form 1040A**, taxable income is reported on **line 27**;
 - <http://www.irs.gov/pub/irs-pdf/f1040a.pdf>
 - **2014 Form 1040EZ**, taxable income is reported on **line 6**.
 - <http://www.irs.gov/pub/irs-pdf/f1040ez.pdf>

Educational information

In order to be eligible for Project L/EARN, you must have completed a college-level statistics or research methods course prior to summer 2016. See list of [approved prerequisite courses at Rutgers](#). You will need the course name, number, and grade; if you are enrolled in that course at the time of your application (e.g., spring semester 2016), indicate "currently enrolled" in the space for the course grade.

If you have taken a statistics or research methods course at another university, or have taken a course at Rutgers that is not on that list, please contact email plearn-info@ifh.rutgers.edu to inquire whether the course meets the requirement. If possible, send the course syllabus with your inquiry.

Additional documents:

Please obtain or prepare the following documents prior to logging in to the online application system. You will be given instructions on how to upload each of the files.

If you have questions or problems with the application, please email plearn-info@ifh.rutgers.edu. We will reply within 48 hours.

Transcript(s)

Upload a copy of the complete transcript for all college(s) you have attended.

- **Be sure your name appears on each transcript.**
- Rutgers students can download electronic copies of their transcripts from the University registrar web site. This may also be possible at other college or universities. Or scan in a hardcopy of your transcript and save it as a .pdf file, which you can then upload to the online application system.
- If you have transcripts from more than one college or university, please combine them into a single document to upload, or mail in hardcopies as explained below.
- **Acceptable file formats include .htm, .html, .doc, .docx, .pdf, .txt, and .rtf.**
- If you cannot obtain an electronic copy of your transcript(s), **check the box on the online application that says you will be mailing in a hardcopy transcript**, and mail a hardcopy to
Project L/EARN
112 Paterson Street
New Brunswick NJ 08901.

Mailed transcripts must be postmarked by Friday, Feb. 5, 2016 for your application to meet the due date.

Required essays

The Project L/EARN application requires a total of **five essays**. Type all essays double spaced, Times New Roman 12-point font, 1" margins. **Acceptable file formats include .doc, .docx, .pdf, .txt, and .rtf.**

- 1) Write a 500-1,000 word essay describing your **educational and career goals** as well as why you would like to participate in Project L/EARN.
- 2) Write a 500-1,000 word essay describing your **research interests**, topics you find compelling and would like to pursue. In addition, please describe any research experience, skills, or background you feel are relevant.

Mentor selection and mentor essays (three essays)

One of the major strengths of Project L/EARN is that it draws on the distinguished faculty of the Institute for Health, Health Care Policy and Aging Research and other faculty at Rutgers University to serve as mentors and teachers of Project L/EARN interns. Your faculty mentor participates in your summer training, guiding you through the steps of an independent research project.

Please read through the list of biosketches for 2016 Project L/EARN mentors, which you can find on the Project L/EARN web site. Select **three** faculty mentors with whom you share research interests. For **each** faculty mentor selected, write an essay describing why you would like to train with that faculty mentor and how your research interests described in essay (#2) overlap with the research interests of that faculty mentor. Your essay for each faculty mentor should be between 200 and 500 words in length - about one double-spaced page.

Note: Each faculty mentor will read your "Educational & Career Goals" essay (#1), "Research Interests" essay (#2), and the "Mentor Selection" essay that describes your reasons for wishing to work with them.

List of references (optional)

If you wish, you may submit a list of up to four faculty, administrators, counselors or supervisors whom we may contact for recommendations. For each person on the reference list, include their name, title, office mailing address, office telephone number, and email address.

PROJECT L/EARN

INSTITUTE FOR HEALTH, HEALTH CARE
POLICY AND AGING RESEARCH

If you have questions or problems with the application, please email plearn-info@ifh.rutgers.edu. We will get back to you with a response within 48 hours.

Deadline: 8 pm, Eastern Time, Monday, Feb. 8, 2016

Application Instructions:

Fill out all of the fields in the form below. All fields are required unless otherwise noted:

- You may save your progress at any time by clicking the "save" button at the bottom of this form.
- Only submit your application after you have reviewed all of your information. Once an application is submitted, it cannot be modified.

Application Identifier (automatically generated):

Please provide the following information about yourself:

First Name:

Middle Name:

Last Name:

College or University:

RUID # or Student ID #:

Race:

Ethnicity:

Age:

Gender (for housing purposes):

Permanent Address:

Street Address Line 1:

Street Address Line 2 (e.g., apt#):

City:

State:

Zip Code:

If you have questions or problems with the application, please email plearn-info@ifh.rutgers.edu. We will reply within 48 hours.

Campus Address (if applicable):

Street Address Line 1 or Campus PO Box # :

Street Address Line 2 (e.g., apt#):

City:

State:

Zip Code:

Please ensure that you provide valid contact information:

Permanent Phone #:

Campus Phone # (optional):

Cell Phone # (optional):

Preferred Email Address:

Other Email Address (optional):

Skype Address:

NetID or Project L/EARN ID:

Citizenship:

Check one of the following:

- US Citizen
- Permanent US resident (but not a US citizen)
- Neither a US citizen nor a permanent US resident

Family information

With whom did you reside while in high school?
Check all that apply (must check at least one):
THE QUESTIONS ABOUT PARENTS' GUARDIANS' LEVELS OF EDUCATION WILL APPEAR AFTER YOU SPECIFY WHO YOU RESIDED WITH DURING HIGH SCHOOL.

- Mother
- Father
- Legal Guardian #1
- Legal Guardian #2

Mother's Highest Level of Education

The following questions are intended to assess eligibility for Project L/EARN based on family economic circumstances. Students from low-income families are one of the groups that historically have been under-represented in graduate education. This is only one of several ways to qualify as eligible for Project L/EARN

Are you financially independent from or dependent on your parents? Click for Information on [how to determine dependency status](#). Check only one.

Independent Dependent

THE QUESTIONS ABOUT HOUSEHOLD INCOME WILL APPEAR ONCE YOU HAVE INDICATED WHETHER YOU ARE FINANCIALLY DEPENDENT OR INDEPENDENT ON YOUR PARENTS.

What was the size of your parents' household, including yourself? :

What was their *taxable income* in 2014 from

- line 43 of Form 1040
- OR line 27 of Form 1040A
- OR line 6 of Form 1040EZ?

Please enter numbers only, and round the value to the nearest whole dollar.

Please estimate the amount of additional taxable income in the household, other than above. If none, please enter 0:

Educational information

Statistics/Research Methods Prerequisite Course [List of Approved Courses](#)

Course Number:

Course Title:

Grade received (indicate 'currently enrolled' if enrolled in course at the time of application):

Accumulated number of college credits (prior to summer 2016):

Total number of credits required for college graduation:

Expected Graduation Date:

Cumulative GPA (in X.XX Format)

Major

GPA Within Major

If you have questions or problems with the application, please email plearn-info@ifh.rutgers.edu. We will reply within 48 hours.

2nd Major (optional)

GPA within second major (optional)

Minor Area of Study (optional)

Current sources of financial aid (Check all that apply.)

- Pell Grant
- EOF Grant
- TAG
- Loans
- Other(specify)
- None

Project L/EARN is open to applicants from any racial or ethnic background who belong to a group that has been historically disadvantaged or underrepresented in graduate education and health research. Disadvantaged or underrepresented groups include individuals from ethnic or racial minorities, first-generation college graduates, and people from economically disadvantaged families. These examples are intended to be illustrative, not exclusive. **If you do not fall within one of the categories listed but believe you are from a historically disadvantaged or underrepresented background, please explain your circumstances here. If there are no additional circumstances you would like to describe, please enter "none."**

(Characters left.)

How did you hear about Project L/EARN? Check all that apply:

- Internet search
- Email
- Hardcopy mailing
- At a conference (specify)
- From a professor or college advisor(specify)
- Word of mouth from another student
- Other(specify)