

## **UNC MSTAR Program Application Checklist**

**If you are a UNC Chapel Hill applicant have your proposed research mentor fill out the forms. If you are a non-UNC applicant identify and have a home institution faculty sponsor fill out the forms.**

- Obtain a Faculty Sponsor relevant to geriatrics and/or gerontology from your home institution
- Obtain from your Faculty Sponsor the completed Faculty Sponsor Form\*
- Obtain a current NIH-style biographical sketch from your Faculty Sponsor\*
- Submit your application in a single PDF directly to each institution to which you are applying\*

***\*Submit all three documents, MSTAR application, faculty sponsor form and faculty sponsor NIH biographical sketch via email to [medicalstudent@afar.org](mailto:medicalstudent@afar.org).***

## **UNC MSTAR Pre-Program Checklist (February-April)**

**After you have been accepted to the MSTAR program at the UNC site, the program Coordinator will send various forms to you requesting the following:**

- Instructions on how to initiate your background check 90 days before your start date
- Volunteer Request Form
- Release for Unpaid Volunteers Form
- Social Security Number
- Home Mailing Address, Cell phone, and Emergency Contact Information
- Clear image in a word document of the front and back of Insurance Card (smart phone images are good)
- Copy of last Tuberculosis test. Although these are renewed annually they must not expire during MSTAR.
- Completed Publication Waiver
- A Rough Draft of Work Plan to be reviewed on your first day
- A Rough Draft of Project Calendar (based on your work plan) to be reviewed on your first day
- A List of Project-Related Readings from your mentor (*Please read prior to arrival to ground you in your research*)
- Completed Ethics, CITI and UNC-specific OSHA Training Module Certificates\*\*

**\*\*MSTAR will send you the necessary links and direct you to which modules are needed for your specific research project after coordinating with your mentor.**

***Email all forms, documents and training certificates to [MSTAR@med.unc.edu](mailto:MSTAR@med.unc.edu)***