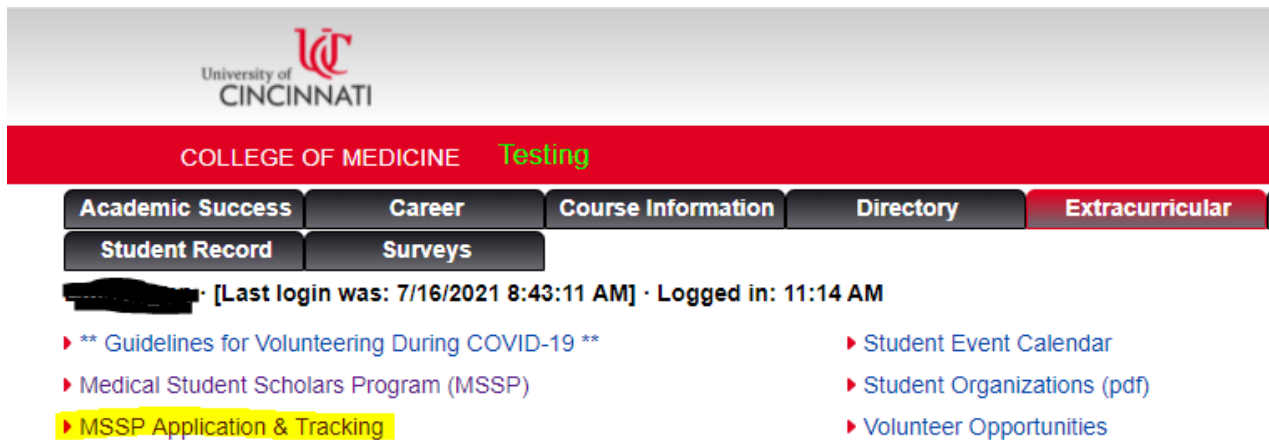


MSSP (Medical Student Scholars Program) on MedOneStop – Instructions for Students

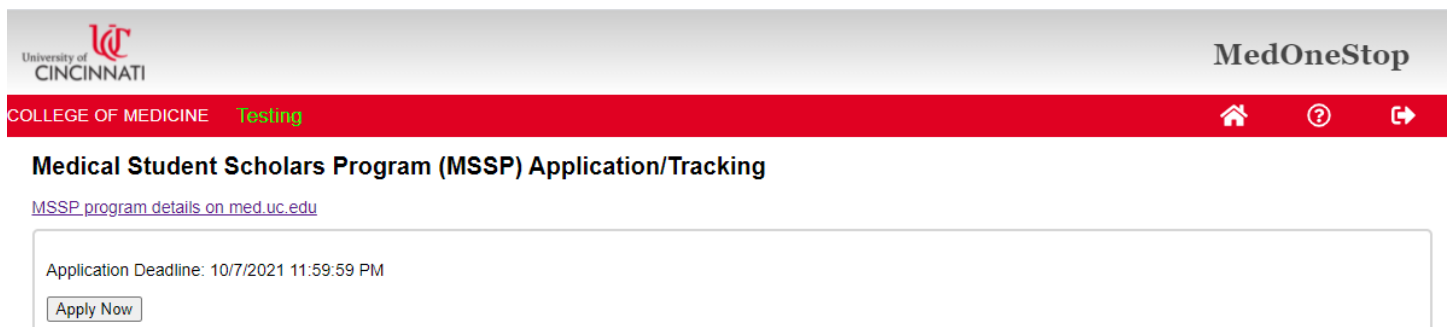
Following are instructions for accessing and using the MSSP Application and Tracking page on MedOneStop.

- 1) Log on to MedOneStop: <https://medonestop.uc.edu>
- 2) Go to the “**Extracurricular**” tab and click the **MSSP Application & Tracking** link.



The screenshot shows the top navigation bar of the University of Cincinnati MedOneStop website. The University of Cincinnati logo is on the left. Below it, a red bar contains the text "COLLEGE OF MEDICINE" and "Testing". A horizontal menu contains several tabs: "Academic Success", "Career", "Course Information", "Directory", "Extracurricular", "Student Record", and "Surveys". The "Extracurricular" tab is highlighted in red. Below the menu, a user is logged in, with the text "[Last login was: 7/16/2021 8:43:11 AM] · Logged in: 11:14 AM". A list of links is displayed, including "** Guidelines for Volunteering During COVID-19 **", "Medical Student Scholars Program (MSSP)", "MSSP Application & Tracking" (highlighted in yellow), "Student Event Calendar", "Student Organizations (pdf)", and "Volunteer Opportunities".

- 3) M1 students are eligible to apply for up to 2 MSSP Tracks until the application deadline. The application deadline is displayed. Click the “Apply Now” button to access the application.



The screenshot shows the "Medical Student Scholars Program (MSSP) Application/Tracking" page on MedOneStop. The University of Cincinnati logo is on the left, and the MedOneStop logo is on the right. Below the navigation bar, the text "COLLEGE OF MEDICINE" and "Testing" is visible. The page title is "Medical Student Scholars Program (MSSP) Application/Tracking". A link "MSSP program details on med.uc.edu" is provided. A box displays the "Application Deadline: 10/7/2021 11:59:59 PM" and an "Apply Now" button.

- 4) Your contact information is already filled out and cannot be changed on this form. If you need to update your contact information, please do so through Catalyst. Select one MSSP program to apply for. (You may apply for two, but must do by filling out this form 2 separate times.) Upload a resume and a personal statement (MS Word or PDF), and click the “Submit Application” button.

Medical Student Scholars Program (MSSP) Application/Tracking

[MSSP program details on med.uc.edu](#)

MSSP Application for the Class of 2025

Important! Please Read!

Application criteria:

1. Your resume including:
 - Education (Institution, years attending, major/minor, degrees).
2. A personal statement on a single page/document (not to exceed 700 words) that addresses the following:
 - State your goals for participation in a MSSP. Why this particular MSSP?
 - Involvement in a research project or community service experience in the past. How does it relate to the MSSP you are applying for?
 - Previous work/volunteer and family experience with the patient population unique to the MSSP you are applying to participate in.
 - How do you see yourself in 10 years? Do you know what you would ideally like to be doing?

****PLEASE BE SURE TO [READ EACH MSSP'S SPECIFIC REQUIREMENTS](#) PRIOR TO UPLOADING YOUR RESUME AND PERSONAL STATEMENT. SOME MSSP'S HAVE ADDITIONAL INFORMATION THAT YOU WILL NEED TO INCLUDE IN YOUR PERSONAL STATEMENT AS PART OF THE APPLICATION PROCESS. FAILURE TO INCLUDE THE REQUESTED INFORMATION COULD ELIMINATE YOU AS A CANDIDATE IN THE SELECTION PROCESS.**

Applicant Name:

Address:

Phone:

Email:

If the contact information above is no longer correct, it is important that you update [Catalyst](#).
Select 'My Profile' -> 'Update Profile' -> 'Personal Information'

Please select the MSSP for which you are applying.

You may apply to no more than two tracks. Multiple apps are submitted separately, one track per application.

- Cardiovascular Medicine
 Geriatric Medicine
 Neuroscience
 Child and Adolescent Health
 Mental Health – Psychiatric Behavioral Neuroscience
 Pulmonary
 Emergency Medicine
 Nephrology
 Women's Health
 Family Medicine

Please upload your resume and personal statement.


File types accepted: .doc, .docx, or .pdf. File size limit: 4MB.

Resume: No file chosen

Personal Statement: No file chosen

The MSSP for which you are applying will contact you regarding the status of your application and scheduling an interview with a member of their Selection Committee. Upon completion of all interviews, a committee unique to your MSSP will convene to determine the applicants admitted to the program. Each MSSP has a unique timeline for the notification of acceptance. As your initial application is followed up on you will be advised of their timeline individually. If you have any questions regarding the application process please don't hesitate to contact the particular MSSP to which you are applying or you may contact Gina Burg at gina.burg@uc.edu.

- 5) The page updates, closing the application and showing a record of your application. You are also cc'ed on the email that is sent to the MSSP Administrator(s). Note that you may withdraw your application as long as it has a status of "Pending". If you choose to apply for a 2nd MSSP, click the "Apply Now" button again and fill out the form again.



COLLEGE OF MEDICINE Testing

Medical Student Scholars Program (MSSP) Application/Tracking

[MSSP program details on med.uc.edu](#)

Application Deadline: 10/7/2021 11:59:59 PM

Application Summary

Track	Date Applied	Status	Update App	Withdraw App
Cardiovascular Medicine	07/19/2021	Pending	Update App	Withdraw App

- 6) Note that if you are filling out a 2nd application, you are asked which of the two programs is your first choice. If the first app you submitted was your first choice, do nothing. If this 2nd (current) app is your first choice, be sure to check the "First Choice" checkbox.

Please select the MSSP for which you are applying. *

You may apply to no more than two tracks. Multiple apps are submitted separately, one track per application.

- Cardiovascular Medicine Geriatric Health Psychiatry-Behavioral Neuroscience
- Child and Adolescent Health Nephrology Pulmonary
- Emergency Medicine Neuroscience -- *Applied* Women's Health
- Family Medicine Nutrition

Important: You have already applied to another MSSP track. Is the one you are currently applying to your **first choice?** *

1st Choice

- 7) The selection process takes place. See information provided at the bottom of the application (screenshot with step #4, above) for details.
- 8) If selected, you will need to return to this form for the duration of the MSSP to record all related activities.
- 9) Answer the question, “Who is your mentor in the MSSP Program?” Your answer can be updated at any time.
- 10) Fourth year MSSP students are also asked “To what residency program do you plan to apply?” (Not visible on screenshot.) Please answer the question when you see it. This answer can also be updated as needed.

Medical Student Scholars Program (MSSP) Application/Tracking

[MSSP program details on med.uc.edu](#)

[Redacted]

Application Summary

Track	Date Applied	Status
Mental Health – Psychiatric Behavioral Neuroscience	09/27/2019	Accepted

Please answer the following:

Who is your mentor in the MSSP Program?

Mental Health – Psychiatric Behavioral Neuroscience MSSP Activity Tracking

Add New Activity

Recorded MSSP Activities

Download Activity Records (.xlsx)

Date	Activity Type	Activity Type Group	# Hours	Name	Location	Takeaway	Leader/Instructor	Comments	Document(s)	
07/15/2021	Shadowing	Clinical	3.50	test person	test location	test test	test test	test test	doc test	<input type="button" value="Edit Activity"/> <input type="button" value="Delete Activity"/> <input type="button" value="Add/Rmv Docs"/>

- 11) To enter a new MSSP activity, click the “Add New Activity” button.
- 12) Select the Activity Type first, then fill out the form fields and click the “Add Activity” button. Note that fields vary somewhat for different activities. As activity records are added, they are displayed at the bottom of the form.
- 13) When finished adding new activities, click “Cancel/Close” to close the New MSSP Activity section.

Mental Health – Psychiatric Behavioral Neuroscience MSSP Activity Tracking

New MSSP Activity

Fields marked with * are required.

Activity Type: *
 Publication

Activity Date: * 7/16/2021 **Time Spent (Hours): *** 3.5

Name of Publication: *
 Publication Name for Demo / Test

Describe one takeaway from this activity: *
 Description of takeaway for demo ...

Faculty Leader/Instructor Name (MSSP Director Name if not known): *
 Dr. Test Instructor

Comments:
 Optional Comments

Documents

Upload any associated documents for this activity. You must provide a brief document description for each uploaded file. File(s) will be uploaded when you click "Add Activity."
 Accepted file types: doc/docx, pdf, xls/xlsx, jpg/jpeg

Brief Description test doc **Document** Choose File MSSP_Instr...tudent.docx [Add Another Document](#)

Save Activity Cancel/Close

Mental Health – Psychiatric Behavioral Neuroscience MSSP Activity Tracking

Add New Activity

Recorded MSSP Activities

Download Activity Records (.xlsx)

Date	Activity Type	Activity Type Group	# Hours	Name	Location	Takeaway	Leader/Instructor	Comments	Document(s)	
07/16/2021	Poster/Presentation	Scholarship	3.50	Poster Presentation Event Name	Test Location	Description of takeaway.	Faculty Test Name	Optional Comments	test document	Edit Activity Delete Activity Add/Rmv Docs
07/15/2021	Shadowing	Clinical	3.50	test person	test location	test test	test test	test test	doc test	Edit Activity Delete Activity Add/Rmv Docs
										Edit Activity

- 14) Click the Edit Activity button to update an activity you’ve already recorded.
- 15) Click “Add/Rmv Docs” to add or delete documents for activities. Up to 3 documents can be attached to each activity.
- 16) Click “Delete Activity” to delete the activity and all corresponding documents.
- 17) Click the “Download Activity Records (.xlsx)” button to access a spreadsheet of all recorded activities.