UCONN HEALTH

CONNECTICUT CONVERGENCE INSTITUTE FOR
TRANSLATION IN REGENERATIVE ENGINEERING

Step-By-Step Online Application Instructions for
Young Innovative Investigator Program (YIIP)

Due to the competitiveness of the program, YIIP has a shorter application timeline, than the dates indicated by The Graduate School. Applications will only be accepted to YIIP during the timeframe indicated by the call for applications, regardless of the Graduate School's deadlines.

During your application process, if you have questions, please contact YIIP Program Manager, Jolene Monahan Wilding at monahanwilding@uchc.edu.

Eligibility

In *addition* to the standard Graduate School requirements, you will need to submit the following to be considered for YIIP:

- *Resume or Curriculum Vitae (CV)*

- *Personal Statement*: Describe your background, talents, motivations, and other factors that have shaped career goals in the field of science and specifically in the field of regeneration. (Not to exceed one page, single spaced, 12-point font, 1-inch margins, no attachments)

- *Research Experience Essay/Research Writing Sample*: Write a one-page essay citing applicant's previous biological and/or biomedical research experience or exposure, interest in pursuing career as scientist and/or scholar in the field of regeneration, and statement of how this program will assist in achievement of career goals. (Not to exceed one page, single spaced, 12-point font, 1-inch margins, no attachments).

- *Statement of Interest and Professional Goals/ Five Year Future Plan Essay*: Write a one-page essay containing a five-year future plan that clearly outlines the applicant's academic pursuits and career goals including detailed plan to reach stated career goals. (Not to exceed one page, single spaced, 12-point font, 1-inch margins, no attachments).

These are submitted in the **Essays & Documents** section of the application. Please have the materials ready in Microsoft Word (.DOC) or Adobe Portable Document Format (.PDF).

- *Two (2) letters of recommendation*. Recommenders should indicate the capacity in which they know you (instructor in a course, supervisor in a lab, etc.) and assess your skills and potential success as a student. At least one letter of recommendation must be from a science instructor.

Recommenders can begin submitting letters prior to the completion of your application, as soon as you input their email addresses in the **Recommender Information** section. Applications are often incomplete because they are missing one or more letters of recommendation due to recommenders not being provided access in a timely manner. You should complete this section as early as possible.

Application Fee Waiver

As we are committed to promoting a diverse graduate community, the Graduate School has agreed to waive the $75-dollar non-refundable application fee for prospective YIIP students. Once you begin your online application, you must email the YIIP Program Manager stating that you are applying to the program to initiate the waiver. You will be notified when the waiver has been granted and how to proceed with your application submittal. Application fees will not be refunded if the application is submitted without completion of this step.

Applying to YIIP

You can save and return to the application at any time during this process.

To apply follow these steps:

Step 1. Navigate to the **Application Management Page** at
https://connect.grad.uconn.edu/apply/

Step 2. If you have previously created an account, click **Log in**. If you are a first-time user, click **Create an Account**. Follow the prompts as applicable.

The **Application Management** page appears

Step 3. Click **Start New Application**.

The **Application Creation** section appears

Step 4. **To which type of program are you applying?** From the drop-down under The Graduate School, select **Certificate.**

Step 5. Click **Submit.**

The **Application Management** page appears

Step 6. Under the **Your Applications** section find the application and click the hyperlink for the YIIP application.

A pop-up **Application Details** will appear.

Step 7. Select the radio button for **The Graduate School** and then click **Open Application**.

The **Instructions** page appears

Review this section for additional instructions.

Step 8. Click **Continue.**

The **Personal Background** section appears

Step 9. Complete the fields under **Biographical and Contact Information** as applicable.

Step 10. Click **Continue.**

The **Intended Program** section appears

Step 11. Complete the fields as follows by clicking the drop-down boxes and selecting as follows:

> **Levels of Study**: Certificate
>
> **Areas of Interest**: Natural Sciences
>
> **Program**: Biomedical Science Research Experience Grad Certificate
>
> **Campus**: Farmington
>
> **Entry Term**: Fall 20XX

Step 12. Click **Continue.**

> **IMPORTANT**: YIIP has its own application cycle that does not necessarily match the Graduate School schedule. If you receive a message that the deadline for applying has passed, but you are within the posting timeframe for YIIP – you may disregard the message.

The **Enrollment Details** section appears

Step 13. In the field, **Please indicate your <u>first choice</u> for faculty advisor.**, type **Barbara Kream** and then select the name from the results.

Step 14. Leave the field, **Please indicate your <u>second choice</u> for faculty advisor,** blank.

Step 15. Click Continue.

The **Experience** section appears

Step 16. Complete the **Experience** section questions as applicable.

Step 17. Click Continue.

The **Academic History** section appears

In this section you will add an institution for all schools/courses you have attended after high school. You will upload a copy of an unofficial transcript for each institution you list. This is required for submission. If you have not yet completed your degree, please upload your most up-to-date unofficial transcript.

> If you are a current UConn student (e.g., Undergraduate, Graduate, or Non-degree), make sure you indicate this information in this section.

Step 18. Click the **Add Institution** hyperlink in the table at the bottom.

The **Add Institution** pop-up appears

Step 19. Type the name of your institution in the **Institution** field. When your institution populates in the drop-down, click the name to select.

If you do not find your institution, try searching with abbreviations and/or partial names.

Step 20. Complete the **Dates Attended** and **Level of Study** fields. More fields will generate – complete them as applicable.

Step 21. Upload the transcript for the institution by clicking **Choose File** under the **Submit Transcript** section and navigating to the applicable files.

If you have not yet completed your degree, please upload your most up-to-date *unofficial* transcript.

> Failure to upload transcripts from all educational institutions, regardless of whether a degree was received, may be grounds for cancellation of admission.

Official transcripts must be received after an offer of admission is accepted. Please do not send official transcripts at the time of application submission.

Official UConn transcripts are not required for matriculation. However, you will need to upload an unofficial transcript to submit your application.

Step 22. Click **Save.**

The **Test Scores** section appears

GRE, GRE Subject, GMAT, or MCAT scores are **not a requirement** – indicate ONLY if already taken.

If English is not your primary language and the medium of instruction for your degree(s) obtained was not in English, you will have to provide proof of English proficiency (TOEFL, IELTS, Duolingo, or PTE).

Please indicate the standardized tests you have taken and the date on which you took them. **You are not required to submit your self-reported scores.**

Uploaded copies of scores will not be considered official in your application. All test scores are only considered official, when sent electronically directly from the testing agency.

Make sure to use the correct code (3915 for UConn for GRE and TOEFL) when requesting electronic score reports. Once they are received your status page will be automatically updated to show we have officially received your scores.

Step 23. Click **Continue.**

The **Employment** section appears

Step 24. Indicate only the last three years of employment as applicable following the prompts.

Step 25. Click **Continue**.

The **Essays & Documents** section appears

The following is required for YIIP:

- *Resume or Curriculum Vitae (CV)*

- *Personal Statement*

- *Research Experience Essay/Research Writing Sample*

- *Statement of Interest and Professional Goals/ Five Year Future Plan Essay*

Step 26. Upload files in Microsoft Word (.DOC) or Adobe Portable Document Format (.PDF) by clicking the **Choose File** button under each heading.

Step 27. Click **Continue.**

The **Residency** section appears.

All applicants are required to fill out this **Residence Affidavit** with the application for admission. A student's residence will be determined based on the information supplied.

If you are not a Connecticut resident, please check the appropriate box and do not fill out the rest of this form.

Step 28. Complete this section by clicking on the radio button next to the option that matches your situation. The options are: **I am a resident of Connecticut**, **I am not a resident of Connecticut**, **I am eligible for New England Regional Status**, or **I am not certain of my residence status.**

Step 29. Click **Continue.**

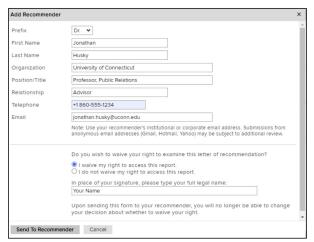The **Recommendations** section appears

YIIP requires **two** (2) letters of recommendation. At least one letter of recommendation must be from a science instructor.

This section will allow you to add the names of those who will be providing your letters of recommendation.

Step 30. Click the **Add Recommender** link.

The **Add Recommender** pop-up will appear.

Step 31. Complete all fields in the **Add Recommender** pop-up.

Step 32. Select **Send to Recommender**.

Step 33. Repeat steps **30-32** as many times as necessary. You must indicate the number of recommenders required, at minimum two (2), to submit your application.

Once you have saved the recommender information in the system, it will automatically send an email to the recommender with a link and instructions on how to submit an online recommendation. Recommenders may upload their letter from a separate file or cut and paste directly into the online system.

Your letters of recommendation do not need to be received to submit your application. You can notify, edit, add, or exclude recommenders, if your recommendation requirements have not yet been fulfilled, even after application submission.

It <u>is</u> possible to import a letter of recommendation from another UConn Graduate Application

Step 34. Click **Continue**.

The **Surveys** section appears

This information is not used for admission decisions and is optional but encouraged.

The **Graduate Supplemental** section appears

All applicants for admission are required to indicate whether they have been subject to disciplinary action for earlier behavioral misconduct. The responses provided are private to The Graduate School and are not shown on your application to YIIP. The information you provide will not be used in deciding on your application.

You will only be required to upload a statement document if you answer the question provided with a Yes.

Step 35. Complete the **Graduate Supplemental** section as applicable.

Step 36. Click **Continue**.

The **Signature** section appears

Admission Disclosure

I certify that the information submitted in this application is true and correct to the best of my knowledge. I further understand that any false statements may result in denial or revocation of an admission offer.

Upon admission, this application may also be used for purposes such as the awarding of graduate assistantship placements, advisor changes or other statuses associated with enrollment at the University of Connecticut.

Additionally, I know that a criminal background check is needed for some programs. I understand that certain types of convictions may make clinical and/ or field placements impossible, which may impede the ability to complete the program. I know that I may contact the university's case manager if I have any questions about background checks or drug screens. (clinicalcasemanager@uconn.edu (860) 486-9283)

In place of your signature, please type your full legal name:

Confirm

Step 37. Review the **Admission Disclosure** statement and then type your full legal name in the text box provided.

Step 38. Click **Confirm.**

The **Review** section appears.

Required fields or errors on your application will be indicated with **Red Text** and must be resolved before you can submit.

Potential problems (Warning) with your application will be indicated with **Orange Text**. These are optional elements flagged for your convenience. You may submit your application even if you have these.

IMPORTANT: You must email the YIIP Program Manager stating that you are applying to the program to have the application fee waived.

You will be notified when the waiver has been granted by the Program Manager and you are able to proceed with submission.

If you pay the fee and submit the application before completing this step and waiting for notification of the waiver, fees will not be refunded.

Finalizing your application will indicate submission.

Next Steps

Manage your application via your Application Status Page. If you are missing any requirements for the application review, you will receive emails with further details.

Once your application materials are received, your application will be reviewed by the program. As part of the selection process, select candidates will be reached out to for an admissions interview with program faculty. Admission decisions are made based on both the online application and the interview.

Once a decision on your application is reached, it will then be reviewed by The Graduate School. After final review by The Graduate School, an official decision will be released. You will receive an email prompting you to login to view your decision letter. If you are admitted, you must reply using the **Reply to Offer** form.

If you accept your offer, you will be required to fulfill matriculation requirements (i.e. Official Transcripts)

For more information, contact YIIP Program Manager, Jolene Monahan Wilding
monahanwilding@uchc.edu.