

Short-Term Research Experience for Underrepresented Persons (STEP-UP)
National Institute of Diabetes and Digestive and Kidney Diseases
National Institutes of Health
U.S. Department of Health and Human Services

APPLICATION DIRECTIONS

Please read these directions before submitting your application to STEP-UP. You will be able to make any necessary adjustments until the application deadline (**15 Feb 2017**). The STEP-UP Application is web-based and not available in paper form. Please click on the following link to access the web-based STEP-UP Application: <https://stepup.niddk.nih.gov/login.aspx>.

Please note that in the application process you will need the following items:

- Copy of your academic transcript with grades reflecting through the end of December 2016,
- Contact information for 2 individuals who will provide letters of recommendations, and a
- Personal statement reflecting on why you wish to take part in the program.

Below are the seven easy steps in completing the application process

Step 1 – Visit the website stepup.niddk.nih.gov to find out more information about the program and to see if you are eligible for the opportunity.

Step 2 – Register for an Account – Visit: <https://stepup.niddk.nih.gov/login.aspx>

Step 3 – Login to your account and reset your password after receiving email confirmation.

Step 4 – Complete your Application, this is where you will need to upload your personal statement, resume (undergraduate students only), experiences and award (high school students only), two letters of recommendation and transcript.

Step 5 – Review your Application.

Step 6 – Submit your Application.

Step 7 – Check the Status of your application.

Please review the remaining pages for more detailed information and instructions regarding the application system and process.

COMPLETING THE APPLICATION

STEP 1: REGISTER FOR AN ACCOUNT

Before you can begin an application, you must register for an on-line account. You must create a username and enter a valid email address in order to register for an account. Once you complete all of the required information, a confirmation email is immediately sent to the email address that you used to register your account. **If you enter an invalid email address, you will not receive a confirmation email and will be required to re-register for an account. In the event that you don't receive a confirmation email in 24 hours you will need to re-register for an account.** Also check your "Spam" folder to see if the confirmation email has been routed there.

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STEP-UP - Student Portal

 National Institute of Diabetes and Digestive and Kidney Diseases 

You are currently not logged in.

[!\[\]\(66d3bfc24d37e0c46a5f20ccae4b3c1f_img.jpg\) Register Online](#) [!\[\]\(c79695e35718764031f14b28e543f045_img.jpg\) Login](#)

Login

User name/email

Password

[Not Registered? Click Here](#)
[I forgot my Login ID](#)
[I forgot my Password.](#)

Student Portal

  National Institute of Diabetes and Digestive and Kidney Diseases

You are currently not logged in.

Online Services Registration

Important:
If you do not receive a confirmation email upon submitting your registration request, you have entered an incorrect email address and must re-register with a valid email address.

Salutation

First Name

Middle Name

Last Name

Preferred Login ID (this is permanent)

Email Address

STEP 2: LOGIN TO YOUR ACCOUNT

Once you register, an email containing a temporary password will be sent to the email address that you used to register your account. If you did not receive a temporary password check to ensure you used a valid email address as well as your spam folder. Once you receive the temporary password, copy the temporary password provided in the email and click on the link to access the STEP-UP Online Web Portal. Enter your Login ID and temporary password and click “**Log In.**” Once you are logged in, you will be prompted to change your temporary password to a permanent password. After you enter a permanent password, you will be prompted to complete your user “**Profile.**” Please keep your username and password in a safe place. Your username is permanent and you will not be able to change it. If you forget your password, you can reset it via the online system.

STEP 3: COMPLETE YOUR PROFILE

After logging in and changing your password you will be asked to add Profile information.

Click on “**My Account**” under the “**Home**” tab and click under “**Update Profile Information**” to complete your user profile. The information requested in this section is used to establish methods for contacting you throughout the application and admission process. Please make sure all information submitted is correct, especially email and phone numbers. If this information changes at anytime, please update accordingly. After you have finished entering the requested information, click “**Save My Profile.**”

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STEP-UP - Student Portal

National Institute of Diabetes and Digestive and Kidney Diseases [Logout](#)

[Application Home](#) [My Account](#) [Apply Now](#)

[Update Profile Information](#) [Change Password](#)

STEP-UP Application Home

Welcome to the NIDDK Short-Term Research Experience for Underrepresented Persons (STEP-UP) Registration site. This site allows students interested in participating in the STEP-UP Program to:

- Change [personal profile](#) information online
- Create a new [High School](#) or [Undergraduate application](#)
- And, [review and edit draft and completed applications](#)

Additional instructions for filling out the application can be found in [STEP-UP Application Instructions](#).

If you require additional information about the STEP-UP program, please visit our [STEP-UP home page](#) located within the National Institute of Diabetes and Digestive and Kidney Diseases web site.



STEP 4: COMPLETE YOUR APPLICATION

Once you have saved your member profile, Click on the “**Apply Now**” tab and click on the respective application (undergraduate or high school). Fill out each component of your application. Please remember to periodically “**Save**” your application. If you are unable to complete the information required, you can revisit your application at a later date.

The screenshot shows the STEP-UP Student Portal application home page. At the top left is the NIH logo and the text "National Institute of Diabetes and Digestive and Kidney Diseases". The top right features a navigation bar with links for "Application Home", "My Account", "Apply Now", and "Logout". A dropdown menu titled "My Applications" is open, showing options for "New High School Application" and "New Undergraduate Application". The main content area is titled "STEP-UP Application Home" and includes a welcome message: "Welcome to the NIDDK Short-Term Research Experience for Underrepresented Persons (STEP-UP) Registration site. This site allows students to apply online for the STEP-UP program." Below this are three bullet points: "Change personal profile information online", "Create a new High School or Undergraduate application", and "And, review and edit draft and completed applications". A note at the bottom states: "Additional instructions for filling out the application can be found in [STEP-UP Application Instructions](#)".

APPLICATION COMPONENTS

The STEP-UP Application collects information pertaining to the following: contact information; eligibility information; academic profile; references; resume and/or extracurricular activities, awards and honors, experiences and activities; and personal statement. Please make sure you save your application periodically to prevent the loss of information.

CONTACT INFORMATION/STUDENT PROFILE

Your contact information is used to establish methods for contacting you throughout the application process. This information entered into the Student Profile Section (**Step 3**). Please make sure all information submitted is correct.

ELIGIBILITY

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES [HOME](#) | [CONTACT US](#) | [JOBS AT NIDDK](#) | [RSS FEEDS](#) | [GET E-MAIL UPDATES](#) 

STEP-UP - Student Portal

National Institute of Diabetes and Digestive and Kidney Diseases [Application Home](#) [My Account](#) [Apply Now](#) [Logout](#)

High School Application #459899 Please Review the [STEP-UP Application Instructions \(PDF, 476KB\)](#).

Application Year: 2016

 Please complete all relevant information in the tab sections below. To avoid losing information, you must **manually save** the application using the button above.

[Eligibility](#) [Academic](#) [Personal Statement](#) [Experience](#) [Awards](#) [Extra-Curricular](#) [Recommendations](#) [Other](#)

Eligibility Criteria

Select Your Citizenship Status:

I attest that I am eligible for the program based on the following eligibility criteria:
 Disadvantaged Background 
 Underrepresented Racial or Ethnic Minority 
 Disability

All Students selected for the STEP-UP are **required** to have their own health insurance.

Will you have health insurance at the time you participate in the program?

 Please complete all relevant information in the tab sections above. To avoid losing information, you must **manually save** the application using the button above.

 NIH National Institutes of Health 

The information requested in this section is used to determine your eligibility for STEP-UP. Please make sure that you answer all of the questions.

Applicants for admission to STEP-UP must meet the following basic requirements (at the time of application):

- Be a U.S. Citizen, non-citizen national or legal permanent resident.
- Undergraduate applicants must be currently enrolled as a full-time undergraduate student at a U.S. accredited 2-year or 4-year college or university. Previous research experience is required for all first-year students (freshmen)
- High school applicants must currently be in their junior or senior year of high school.
- Have a minimum overall 3.0 GPA (on a 4.0 scale), although exceptions may be granted.
- Have personal medical/health insurance coverage throughout the duration of the program.
**Exceptions will be made for students residing in U.S. territories.

Applicants must also meet **one or more** of the following criteria:

- Come from racial and ethnic groups that have been shown by the [National Science Foundation](#) to be underrepresented in biomedical sciences on a national basis.
- Come from a disadvantaged background as defined by annual family income and/or be the first generation in their families to graduate from a four-year college or university.
- Diagnosed with a disability that substantially limits one or more major life activities.

ACADEMIC INFORMATION

This section collects information about your educational history. Submit information about each high school (high school applicants only) or university (undergraduate applicants only) that you have attended, even if you did not graduate from that institution. Enter education information in chronological order with the most recent enrollment first. You will be able to add as many records as needed to accurately represent your educational history. Once you have entered all of the required information, click “**Add this Institution**”. Once you have added all of your institutions, click “**Save Draft**”.

Please complete all relevant information in the tab sections below.

Eligibility Academic Personal Statement Resume Recommendations Other

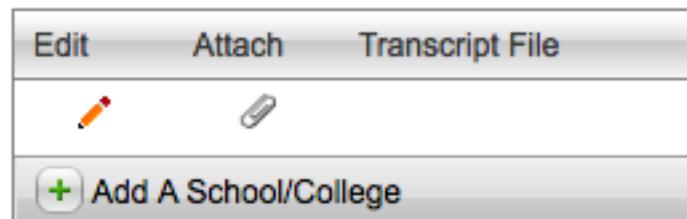
Academic Information

An official transcript is required and should be sent from your school to the address at the end of the application. Following information about your current school is required.

Edit	Transcript	School/College	Address	Grade	GPA	Scale	Delete																																																
There are no academic institutions on your application yet.																																																							
<table><tr><td>Institution Name</td><td colspan="7"><input type="text"/></td></tr><tr><td>Address Line 1</td><td colspan="7"><input type="text"/></td></tr><tr><td>Address Line 2</td><td colspan="7"><input type="text"/></td></tr><tr><td>City</td><td colspan="7"><input type="text"/></td></tr><tr><td>State</td><td colspan="7">Select State <input type="button" value="▼"/></td></tr><tr><td>Zip Code</td><td colspan="7"><input type="text"/></td></tr></table>								Institution Name	<input type="text"/>							Address Line 1	<input type="text"/>							Address Line 2	<input type="text"/>							City	<input type="text"/>							State	Select State <input type="button" value="▼"/>							Zip Code	<input type="text"/>						
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Transcripts—You can upload your academic transcripts via the online application system preferably as a pdf file. Undergraduate applicants do not have to submit high school transcripts.

To upload your transcript click on the “**paper clip**” below the word attach as shown below.



PERSONAL STATEMENT

In this section you should write a personal statement of **600 words or less** describing:

- How a research experience through STEP-UP will positively influence your career development.
- Your short and/or long-term academic and career goals
- The various events or experiences that have helped shape your desire to learn more about biomedical, clinical, social or behavioral research.

If you are a **past STEP-UP participant**, your personal statement must indicate how your experience in STEP-UP has impacted you and/or influenced your career decisions. If you are a **SENIOR** in high school or college, your personal statement must indicate what your plans are after graduation.

The personal statement cannot be more than **600 words**. If the word limitation is exceeded, the system will prompt you to reduce your text. It is highly recommended that you have someone proofread and edit your personal statement before it is submitted online. Once you have entered all of the required information, “**Save**” your application.

RESUME (*undergraduate applicants only*)

In this section you must copy and paste your resume. There is no particular format for the resume, however, at a minimum; the resume must contain a heading with contact information, objective, education, employment history (paid and voluntary), skills and honors/awards. Once you have entered all of the required information, “**Save**” your application.

EMPLOYMENT & VOLUNTEER EXPERIENCE (*high school applicants only*)

In this section, describe any paid or voluntary positions that you were involved in during the school year or summer. Describe your specific role and responsibilities for each activity listed. Once you have entered all of the required information, “**Save**” your application.

HONORS & AWARDS (*high school applicants only*)

In this section, list special recognitions, scholastic awards and honors and any scholarships you have received. Include a brief description about the award to help us understand the award, scholarship, or recognition. Once you have entered all of the required information, “**Save**” your application.

EXTRA-CURRICULAR ACTIVITIES (*high school applicants only*)

In this section, describe extracurricular activities in which you have participated in the past or are participating currently. Describe the specific role you played in the activity. Once you have entered all of the required information, “**Save**” your application.

RECOMMENDATIONS

Two letters of recommendation from different individuals are needed to complete the STEP-UP application. Professional references (e.g. teachers, professors, employers, etc) that are familiar with your work ethic, education training and prior research experience, if applicable are preferred. If you have previously participated in STEP-UP, one of your letters of recommendation **must come from your most recent research mentor.**

Enter all of the requested information for your references and click “**Add a Reference**.” Once you have inserted contact information for two recommenders, click “**Save**.”

Eligibility Academic Personal Statement Experience Awards Extra-Curricular **Recommendations** Other

Recommendations

Enter the information about your references below. Please follow-up with your references to let them know that they will receive an email from niddkstepup@niddk.nih.gov. Please note that only two recommendations are required. Additional references won't be considered.

Edit	Recommended By	Send	Address	Work Phone	Delete
There are no references for recommendation on your application yet.					
Please note that only two recommendations are required. Additional references won't be considered					
Please fill in the contact details of the person recommending you:					
	First Name	Middle Name	Last Name		
Mr.					
Street Line 1					
Street Line 2					
City					
State	Select State				
Zip Code					
Email					
Work Phone					
Fax					
Add		Cancel			
+ Add A Reference		Refresh			

You **must** click  to send a request to your reference; otherwise, a request will not be sent until you submit your application. It is highly recommended that you send a request to your reference after you enter the contact information for your reference. The email message to your reference contains directions about completing the evaluation form and submitting a recommendation letter electronically. Periodically check to see if your letter of recommendation has been received. If a recommendation request needs to be resent. **Only recommendation letters received through the system will be processed.**

Recommendations

Edit	Recommended By	Address	Work Phone	Delete
	Mr. John Doe	125 Highway, Takoma Park, ME 23454	111-111-1111	
	Ms. Jane Doe	125 Highway, Bethesda , ME 12345	111-111-1111	
+ Add A Reference				

OTHER INFORMATION

This section of the application is available for you to provide information about previous research experiences; how you learned about the program; and your preference for a coordinating center.

Please note that you are not required to conduct your research at the coordinating center. The coordinating centers only assist you in programmatic and administrative concerns such as locating you a research mentor, organizing required trainings, and issuing stipend payments. You do not have to indicate your preference if you have no preference.

STEP 5: SUBMIT YOUR APPLICATION

Once you have entered all of the required information, “**Save**” your application and click “**Submit**.” You cannot submit your application without saving it or completing your Member Profile (See Step 3). Additionally, the system will prompt you if any additional information is missing from the application. Once the system verifies that all information is complete, you must agree to the terms and conditions of the program in order to submit the application.

The screenshot shows the STEP-UP Student Portal application interface. At the top, there's a navigation bar with links for HOME, CONTACT US, JOBS AT NIDDK, RSS FEEDS, and GET E-MAIL UPDATES. On the left, the NIH logo and the National Institute of Diabetes and Digestive and Kidney Diseases are displayed. The main title is "STEP-UP - Student Portal". On the right, a user profile for "Mr. New Student (NEWSTUDENT14)" is shown, along with a "Logout" button and the STEP-UP logo. Below the title, the text "Undergraduate Application #459513" is displayed, along with a link to the "Application Guide (PDF)". There are "Save" and "Submit" buttons. A modal window titled "Submit Application" is open in the center. It contains a message: "I declare that the information in this application is accurate to the best of my knowledge. I agree that willful submission of wrong information will lead to my disqualification from this program." Below this is a "Submit Application" button. To the left of the modal, there's a sidebar with tabs for Eligibility, Academic, and Personal. Under the Eligibility tab, there are sections for "Eligibility Criteria" and "Select Your Citizenship Status". There are also checkboxes for "I attest that I am eligible for the program criteria" and "All Students selected for the STEP". A question "Will you have health insurance at the time of application?" is also present.

STEP 6: CHECK THE STATUS OF YOUR APPLICATION

Once you have submitted your application. You will be notified via email if you need to submit additional information or if the status of your application changes.

The status of your application will read one of the following:

DRAFT-The application is still being worked on and has not been submitted.

SUBMITTED-The application has been submitted for review.

COMPLETE-All required application materials have been received (e.g. online application, letters of recommendation and transcript).

INCOMPLETE-The application is missing one or more required materials (e.g. letters of recommendation, transcript or other important information). You must submit all required materials for your application to be considered “complete.” Please contact us if you have questions about your application.

INELIGIBLE-The applicant does not meet the minimum qualifications.

SELECTED-The applicant has been accepted into STEP-UP.

NOT SELECTED-The applicant was not selected to participate in STEP-UP.

WITHDRAWN-The applicant has chosen to withdraw the application for consideration into the program.

The status of your application can be viewed on the Student Dashboard once you login to your account. You can click on your application to view any messages from administrators or provide additional information that maybe requested from administrators.

If you have questions or concerns regarding the online web application, please contact
niddkstepup@mail.nih.gov.