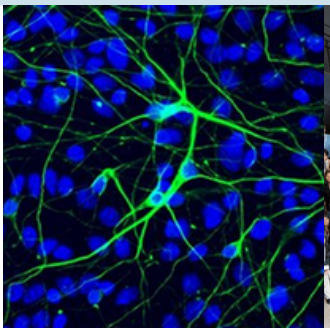
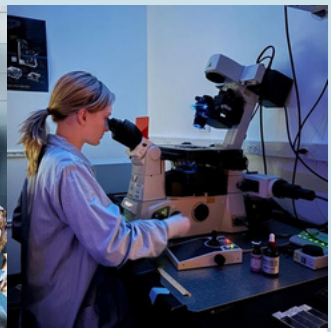
Cedars Sinai

2026

CIRM SUMMER PROGRAM TO ACCELERATE REGENERATIVE MEDICINE KNOWLEDGE (SPARK)





INSTRUCTIONS & CONSENT FORMS

APPLICATION GUIDELINES

Please make sure to save copy of your completed application packet for your records and submit all requested documents to the link below by **Monday, January 5, 2026.**

Dropbox Link: https://www.dropbox.com/request/kHgpvPnF06wtUyJz7Of1

Step 1: Read Program information and policies (Page 2-5)
Step 2: Complete and submit the online application form. Application will open **Monday December 1, 2025** and close **Monday January 5, 2026.**

Scan Here:

Link: https://forms.office.com/r/rfPLL6fAL6

Step 3: Submit the following three items via the link below.

Dropbox link: https://www.dropbox.com/request/kHgpvPnF06wtUyJz7Of1

- CV/Resume (no longer than two pages)
- Current High School transcript (official or unofficial)
- Application Packet completed and signed (Page 6 and 7)

Please Note: Failure to complete any of the required steps outlined above will result in the application not being accepted. Please be advised that this policy is strictly enforced; only fully completed applications will be considered for acceptance into the program.

Transcripts must include: School name, students name, students current grade level

Screenshots, report cards, photos/videos of documents will not be accepted.

Director: Wafa Tawackoli, PhD
Administrator: Katherine Aragon, MSHA
Email: grouprmieducation@cshs.org
Website: http://www.cedars-sinai.edu/ RMI

PROGRAM OVERVIEW 2026

Program Summary: RMI scientists will mentor interns one-on-one as they participate in a structured research program in translational stem cell research. The program includes educational courses, lab tours, and guest speakers. At the end of the program, students will present their work and compete with interns from other CIRM institutions across California, including presenting before an audience of medical and scientific researchers at Cedars-Sinai's Research Intern Day.

At the end of the internship, students will have:

- Achieved a foundational understanding of stem cell research.
- Presented their work to peers and mentors.
- Produced a scientific poster and created a blog highlighting their summer research project and experience.
- Participated in seminars, career panels, networking events and other enrichment activities.
- The opportunity to list this program on college applications as job experience and/or an extracurricular activity.

Participant Eligibility: Applicants must be in their junior year of high school at the time of application (no exceptions to the grade requirement) and at least 16 years old at the start of the program. Applicants must be eligible to work in the U.S., reside in Los Angeles or the surrounding area, and have reliable transportation to Cedars-Sinai Medical Center for the program's duration (7–8 weeks).

- **Residency:** U.S. citizenship or U.S. permanent resident status is required (visa sponsorship is not available for this program).

Duration: The program will run for 7 - 8 weeks (see table below).

Hours: Full-time, in-person participation, approximately 10:00 am – 4:30 pm, Monday through Thursday (Fridays will be off); however, exact hours will be determined by your mentor.

Compensation: Selected participants will earn up to $4,500.00 (before applicable taxes).

Program Acceptance: 10 applicants will be accepted into the program. Accepted students will be notified via email and must complete their Academic Human Resources onboarding requirements (see Page 5).

Task	Deadline
Application Available	Mid-November
Application Open	Monday, December 1, 2025
Application Submission Deadline	Monday, January 5, 2026
Acceptance Notification	Monday, January 19, 2026
Open House	Friday, January 23, 2026
NEO Mandatory Online Orientation	Monday, June 15, 2026
Program Start Date on Campus	Tuesday, June 16, 2026
Program End Date	Friday, July 31, 2026
RMI/CIRM Poster Day	Friday, July 31, 2026
CIRM SPARK Conference 2024	Monday, August 3 &4, 2026
Poster Day	Friday, August 7, 2026

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DISCHARGE POLICY

To ensure a safe, enjoyable experience, we apply our founding principles of safety, well-being, and respect to all aspects of our program, including decisions regarding potential dismissals, as maintaining a secure environment is our top priority. By reviewing and signing the Discharge Policy, you acknowledge your understanding of this policy.

The RMI High School CIRM SPARK Program reserves the right to dismiss an intern under the following circumstances:

- Upon direct order from a supervisor.
- When administration determines that the student requires services or supervision beyond those provided by our CIRM SPARK Program and staff.
- If a voluntary discharge is requested by the intern, their family, or legal guardian.

Violation of any of the following guidelines will also result in dismissal:

1. Respect: Students must show respect for one another and honor each other's points of view. Students are strictly prohibited from threatening, intimidating, disparaging, harassing, or discriminating against other students, patients, staff members, or any other individuals they may encounter during the program.

2. Dress Code: Students are expected to dress appropriately for a professional setting. While formal attire (e.g., suits) is not required, students should not wear shorts, tank tops, sandals, T-shirts, or torn/frayed clothing. Comfortable shoes are recommended for walking tours around the Medical Center. Open-toe shoes are not permitted; slip-resistant, flat shoes are preferred. Casual, recreational, or provocative clothing is specifically prohibited. Examples of unacceptable attire include, but are not limited to:

- T-shirts (logos, offensive language, etc.)
- Sweatshirts or suits
- Warm-up suits/sagging pants
- Shorts
- Leggings/yoga pants
- Tube tops, tank tops, or bare midriff garments
- Bare-shoulder or see-through garments
- Fishnet stockings
- Stereo headphones
- Clothing that is excessively loose or tight-fitting

While denim (jeans) is generally not permitted at Cedars-Sinai Medical Center, it is acceptable in research settings if neat and without holes, rips, or tears.

3. Confidentiality: All information about patients, visitors, or employees is strictly confidential and must be handled with the utmost discretion. Personal or healthcare information may only be discussed when necessary for patient care or business operations. Please refer to the policy entitled "Confidentiality of Patient, Health Business, and Employee Information" for further details.

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DISCHARGE POLICY CONTINUED

Dissemination of any written information or document from a patient chart, or any discussion of information obtained from such documents, is strictly prohibited. Inquiries regarding patients or employees should be directed to the appropriate department Director. All inquiries from the press must be referred to Public Relations, and requests for employment information should be directed to Personnel Records. Additionally, proprietary business information of Cedars-Sinai may not be discussed or released without prior authorization and/or approval.

Effective January 1, 2009, California Senate Bill 541 (SB541) requires Cedars-Sinai to report any unauthorized access, disclosure, or use of patient medical information to the California Department of Public Health (CDPH). SB541 authorizes CDPH to impose fines on hospitals for patient privacy breaches, with fines starting at $25,000 and potentially reaching $250,000.

Also effective January 1, 2009, is Assembly Bill 211 (AB211), a companion law to SB541. AB211 authorizes the Office of Health Information Integrity (OHII) to investigate individuals reportedly involved in unauthorized access, disclosure, or use of patient medical information. AB211 also empowers OHII to impose fines on those individuals, beginning at $25,000 for single-record breaches, with more substantial fines up to $250,000 for incidents involving disclosure of patient medical information for financial gain.

4. English Proficiency and Usage: English is the primary language spoken by most of our patients, visitors, employees, vendors, and physicians. The use of a common language reduces the possibility of misunderstandings and helps safeguard patients. Therefore, to support safety, promote courtesy, strengthen effective communication and teamwork, and enhance the comfort of our patients and visitors at Cedars-Sinai, program participants must be able to read, write, speak, and understand English sufficiently to follow instructions and communicate effectively with staff, patients, and visitors as appropriate.

5. Electronic Devices:
Purpose: To ensure patient safety and maintain the privacy rights of patients and staff. Photographing or filming patients or Medical Center employees (including digital cell phone cameras) and recording voices of patients and employees (“Filming/Recording”) is permitted only under specified circumstances or with prior written consent from the patient or staff member involved. This policy does not cover Filming/Recording at non-Medical Center sponsored events unless it is conducted by Medical Center employees for Medical Center purposes. Similarly, this policy does not cover patients’ or family members' requests for Filming/Recording. However, such Filming/Recording is strictly prohibited if it interferes with Medical Center operations, patient services, or patient privacy and security.

6. Involuntary Separation: Program participants are expected to act ethically and conduct themselves in a manner consistent with Cedars-Sinai’s mission and reputation in the community. Interactions with other participants, patients, visitors, staff, and all others must demonstrate respect, integrity, and dignity.

Failure to adhere to this Discharge Policy may result in termination from the program at any time, with or without notice. Should a student be discharged, they forfeit their place in the CIRM SPARK Program, will be unable to participate in all activities, and therefore will not be able to fully complete the program.

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PRE-APPOINTMENT ONBOARDING

What to Expect: All interns must complete and clear pre-appointment onboarding tasks before beginning their internship. The Cedars-Sinai HR team will reach out to all accepted students up to 30 days before the program begins to guide them through these requirements. Please note that completing onboarding will require attendance at on-site appointments, and a parent or legal guardian must accompany you for these visits.

It is essential to be available and complete these tasks promptly to prevent any delays or interruptions to your program start date. Timely completion of all onboarding requirements will help ensure a smooth transition into the internship and a successful start to your experience at Cedars-Sinai.

These tasks include:

- Background check
- Proof of I-9 and tax documentation (for paid interns only)
- New hire paperwork
- B1-4 Form (State of California Permit to Employ and Work)
- In-person health screening with Cedars-Sinai Employee Health Services, including documentation of required vaccinations.

Flu vaccination requirements: Cedars-Sinai is committed to the safety, health, and well-being of our patients and employees. This includes protecting our patients from communicable diseases, such as influenza (flu). For this reason, we require that all new staff, including interns, receive a flu vaccine (based on the seasonal availability of the flu vaccine—typically from September through April) as a condition of internship placement, subject to medical exemption or religious accommodation. Cedars-Sinai reserves the right to update the list of required vaccines as mandated by law and/or policy.

The pre-appointment onboarding process may take three or more weeks. To help expedite the process:

- Bring your current health and immunization records to your health screening appointment with Employee Health Services.
- Provide accurate dates of your education on the background check form from our third-party vendor.

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PARENT/GUARDIAN INFORMATION & CONSENT FORMS

Section 1: Parent/Legal Guardian Contact Information:

Parent/Legal Guardian 1:

First Name:_____ Last Name:_____ Phone Number:_____

Relationship to Applicant:_____ Email Address:_____

Parent/Legal Guardian 2:

First Name:_____ Last Name:_____ Phone Number:_____

Relationship to Applicant:_____ Email Address:_____

Emergency Contact Information:

(Parents/legal guardians will be contacted first. Please provide names and numbers of additional contacts, such as grandparents, aunts, uncles, or close neighbors, whom we may reach in the event of an emergency.)

First Name:_____ Last Name:_____ Phone Number:_____

Relationship to Applicant:_____ Email Address:_____

Section 2: Working with Laboratory Animals

Some research projects involve the use of laboratory animals, including mice. Please indicate, by checking the box, that you are:

☐ Comfortable with the use of animals in biomedical research and not opposed to working at an institution that uses animals for research purposes.

Note: All research institutions involved in this program comply with government regulations and guidelines for the care and use of vertebrate animals in research and training.

Section 3: Working with Stem Cells

Some research projects may involve the use of stem cells. Please indicate, by checking the box, that you are:

☐ Comfortable with the use of stem cells in biomedical research and not opposed to working at an institution that uses stem cells for research purposes.

Note: All research institutions involved in this program comply with government regulations and guidelines for stem cell research.

Section 4: Educational Field Trip Permission

Educational field trips have been scheduled for your child as part of the CIRM SPARK Program. Cedars-Sinai Medical Center (CSMC) policy requires each student to have advance written permission to attend a field trip. Students who do not have prior written permission will not be able to participate in the program. Transportation, lodging fees, and meals will be provided during the trip.

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Field Trip: RMI Biomanufacturing Center
Date: TBD
Location: Cedars-Sinai, North Campus, 700 N. San Vicente Blvd. West Hollywood, CA 90069 - 0.7 miles
Shuttle transportation or walking

Off-Site Trip: CIRM SPARK Conference
Date: TBD
Location: TBD - Possibility of air travel with hotel stay within state of California

Section 5: Application Consent

- ☐ This certifies that the information I have entered on this form is complete and accurate.
- ☐ This certifies that my parent/guardian has consented to my participation in the CIRM SPARK Program.
- ☐ I acknowledge that I will treat as confidential all information I may read or hear, directly or indirectly. If accepted into the RMI CIRM SPARK Program, I agree to conform to the rules and regulations of the Institute. I understand that I will be required to attend an orientation session and participate in activities specific to the CIRM SPARK Program. I acknowledge that the Institute may discontinue my participation at any time for any of the reasons highlighted in the discharge policy (Pages 3–4).
- ☐ If accepted into the RMI CIRM SPARK Program, I agree to attend the program (Monday through Thursday) in its entirety, including the Research Educational Courses, Research Week, Field Trip, and Off-Site Trip.
- ☐ I hereby affirm that the information provided in the completed application is complete and accurate to the best of my/our knowledge. I consent to my child attending the RMI CIRM SPARK Program for 7–8 weeks and participating in all program activities and commitments. I have read and understand all policies of this application.
- ☐ I have read the information above and give my permission for my child to attend the CIRM SPARK Conference. I understand that my child will be traveling between Cedars-Sinai Medical Center (CSMC) and an off-site location designated by CIRM for presentation and competition.

Parent/Guardian Printed Name	Applicant Printed Name
Parent/Guardian Signature	Applicant Signature
Date	Date

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