

2023

CIRM SUMMER PROGRAM TO
ACCELERATE REGENERATIVE
MEDICINE KNOWLEDGE



APPLICATION PACKET

PROGRAM OVERVIEW 2023

Program Summary: RMI scientists will mentor interns one-on-one as they participate in a defined research program in translational stem cell research. We will integrate into the program educational courses, tours and guest speakers. After the program, the students will present and compete with other CIRM institutions within California, this includes an audience of medical and scientific researchers at Cedars-Sinai at the Research Intern Day.

At the end of the internship, students will have:

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

Participant Eligibility: Students must be currently in their junior year in high school and at least 16 years of age by the start of the program.

Duration: The program will be held for 6 weeks (see table below).

Hours: Approximately 9 am – 4:00 pm, (Hybrid format) Monday-Friday, however the exact hours will be determined by your mentor.

Stipend: Selected participants will earn \$4,500.00.

Program Acceptance: 10 applicants will be accepted to this program. Upon being accepted into the CIRM SPARK Program at Cedars-Sinai, students will be notified by their email. All accepted students must complete their Academic Human Resources onboarding requirements see Appendix C.

Important Dates:

Schedule and Deadlines	Date (s)
Application Open	February 7 th
Application Deadline	March 11 th by 3 pm PST
Acceptance Notification	April 18 th , 2023
Mandatory Orientation	June 27 th , 2023
Program Start Date on Campus	June 28 th , 2023
Program End Date	August 5 th , 2023
CIRM Conference Presentation	Date and Location TBD

Please contact us for any questions regarding the application: groupmihsoutreachprogram@cshs.org

APPLICATION 2023

First Name:

Last Name:

Date of Birth:

Current Age:

Gender:

Race

Ethnicity:

Phone:

Personal Email:

School Email:

Home Address: Street:

City:

State:

Zip Code:

Citizenship: U.S. Citizen

U.S. Permanant Resident

School Name:

School Zip Code:

Are you related to a Cedars-Sinai employee or physician? Yes No

If yes, please specify relatives name and department:

RESEARCH INTERESTS

The RMI HS Outreach CIRM SPARK Program includes laboratories focused on the overarching areas of the human body. The current programs will be taking interns this summer: Brain, Eye, Lung, Pancreas and Liver and Skeletal. Please rank your interest in the following areas 1 – 5 (1 being the highest interest and 5 being the lowest):

Brain

Diseases of the nervous system cause misery for millions of people around the world. At the Regenerative Medicine Institute (RMI), scientists and clinicians are exploring how diseases of the brain occur and how we may be able to protect or regenerate the brain by using combinations of drugs and cells.

Eye

Focused on molecular genetics, gene therapy, and stem cell research, the Eye Program aims at revolutionizing our approach to treating major blinding eye diseases.

Lung

Lung Cancer is the 3rd leading cause of death in the U.S. The Mission of the Lung Program is to use lung stem cells to identify critical determinants of lung epithelial maintenance, renewal and remodeling that can lead to more effective therapies for lung disease.

Pancreas and Liver

Focused on molecular genetics, gene therapy, and stem cell research, the Eye Program aims at revolutionizing our approach to treating major blinding eye diseases. By producing liver and pancreas cells from pluripotent stem cells provided by the RMI Induced Pluripotent Stem Cell (iPSC) Core Facility, this work is pushing the boundaries of medical science and offering hope to transplant patients who suffer from diabetes, Liver disease and Hepatitis C.

Skeletal

Skeletal program is aimed at pioneering the use of adult, resident and induced pluripotent stem cells from the RMI Induced Pluripotent Stem Cell (iPSC) Core Facility to regenerate bone and intervertebral discs. This research holds the potential to address a tremendous clinical need in orthopedic and craniofacial medicine necessary for osteoporosis in men and women.

ESSAY PROMPT

In 300 words or less, please tell the selection committee why you are interested in attending the 2023 CIRM SPARK at CSMC. Include what you hope to gain from this experience, your future career ambitions, how you think this program will help you in the future, and why you should be selected to attend this program.

Parents Information and Consents

Section 1: Parent/Legal Guardian Contact Information:

Parent/Legal Guardian 1:

First Name: _____ Last Name: _____ Relationship to Applicant: _____
 Phone Number: _____ Email address: _____

Parent/Legal Guardian 2:

First Name: _____ Last Name: _____ Relationship to Applicant: _____
 Phone Number: _____ Email address: _____

Emergency Contact Information

(We will always contact parents/legal guardians first. Please provide names and numbers of other people whom we may contact in the event of an emergency, i.e. grandparents, aunts, uncles, close neighbors)

First Name: _____ Last Name: _____ Relationship to Applicant: _____
 Phone Number: _____ Email address: _____

Section 2: WORKING WITH LABORATORY ANIMALS and Stem Cells

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 being used to advance biomedical research and not averse to working at an institution that uses animals for the purpose of biomedical research.

*Note: All research institutes involved with 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 stem cells being used to advance biomedical research and not averse to working at an institution that uses stem cells for the purpose of biomedical research.

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

Section 4: EDUCATIONAL FIELD TRIP PERMISSION SLIP

Educational field trips have been scheduled for your child as a commitment for the CIRM SPARK Program. CSMC policy requires each student to have advance written permission to go on 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 on the trip.

<p>Field Trip: RMI Biomanufacturing Center Date: TBD Destination: Cedars-Sinai North Campus 700 N. San Vicente Blvd. West Hollywood, CA 90069 14-minute walking or provided shuttle, 0.7 miles</p>	<p>Off Site Trip: CIRM SPARK Conference Date: First week of August Destination: TBD (Possibility of Air Travel and Hotel Stay within state of California ex. UC Davis, Stanford, City of Hope)</p>
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Section 5: DISCHARGE POLICY

To ensure you a safe, fun and enjoyable experience, our founding principles of safety, well-being, and happiness will be applied to the determination of dismissal, as maintaining a safe environment is our priority. By reviewing and signing the Discharge Policy, you acknowledge your understanding of this policy.

It is the RMI High School CIRM SPARK Program policy to send home an intern in the following circumstances:

- Upon direct orders of a supervisor.
- When administration determines that the student needs services and supervision beyond those provided by our CIRM SPARK Program and our staff.
- Requested voluntary discharge by the intern, family or legal guardian
- Upon the violation of the following:
 1. **Respect:**
Students must be respectful of one another and honor each other's' points of view. At no time will students be allowed to threaten, intimidate, disparage, harass or discriminate against any other students participating in this event, patients, staff members or any other individuals with whom they may come in contact.
 2. **Dress Code (See Appendix B for more details)**
Dress appropriately for the workplace. This does not mean a suit but students should not wear shorts, tank tops, sandals, t-shirts or torn/frayed clothing. Students will be going on walking tours throughout the Medical Center and should wear comfortable shoes. **No open toe shoes allowed.** Slip Resistant/ Flat shoes preferred.

Please discuss with program coordinators regarding appropriate dress attire.

3. **Confidentiality (See Appendix B for more details)**

Students should be made aware of the importance of confidentiality. This means that if they inadvertently see a document or a celebrity (visitor or patient) during the course of their tours, they are not to talk about it with family, friends or others. They are not to go up and ask for autographs, take pictures or otherwise initiate conversation or contact. It is the policy of Cedars-Sinai to respect and maintain the confidentiality of all patients of the health system.

4. **English Proficiency and Usage (See Appendix B for more details)**

We ask that participants respect the Medical Center's English Proficiency and Usage policy.

5. **No Electronic Devices (See Appendix B for more details)**

This includes but is not limited to Cell Phones, Blackberries, iPhone, iPads, tablets, digital cameras, etc. They will not be allowed on the units/floors of the medical center or while you're in the Research Labs, unless given permission by your supervisor.

Should a student be discharged, they give up their position in the day CIRM SPARK Program, will not be able to participate in all activities and therefore is unable to fully complete the program.

Section 6: APPLICATION CONSENT

This certifies that the information I have entered on this form is complete and accurate.

This certifies that my parent/guardian has consent to my participation in this CIRM SPARK

I acknowledge that I will treat as confidential all information that I may read or hear, directly or indirectly. If accepted for the RMI HS Outreach 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 either the Institute may discontinue my status at any time for any of the following reasons highlighted in the discharge policy (Appendix B).

If accepted for the RMI HS CIRM SPARK Program, I will attend the program (Mondays-Fridays) in its entirety including the Research Educational courses, Research Week, Field Trip, and Off-Site Trip.

Please consider my application for the Cedars-Sinai Minors in Research Program if not selected for the CIRM SPARK program.

I hereby affirm that the information provided within the completed application is complete and accurate to the best of my/our knowledge. I give consent for my applicant to attend the RMI CIRM SPARK Program for 6 weeks and to participate in all program's activities & commitments. I have read and understand all policies of this application.

I have read the information above and give my permission for [student's name] from Cedars-Sinai Medical Center to attend the CIRM Spark Conference. I understand that my child will be traveling between CSMC and off-site location designated by CIRM for presentation and competition.

Parent/ Guardian Name:

Parent / Guardian Signature:

Applicant Name:

Applicant Signature:

Date:

Appendix A

APPLICATION GUIDELINES

You must download this application form to your computer and use a Free Acrobat Reader to fill out the form. Please do not use a web browser or any other application.

Please make sure to save copy of your completed application packet for your records and submit all requested documents to:
groupmihsoutreachprogram@cshs.org **by March 11th, 2023 by 3:00pm PST**

Attach the following three items in your email:

Application Form (Pages 3-8)

Resume (no longer than two pages).

Current High school transcript (Official or Unofficial)

Instruction for Recommendation Form and Letter:

Step 1: Download recommendation form from our website

Step 2: Forward recommendation form to 1 Science Teacher

Recommendations should be from your science teacher who can evaluate your potential for this CIRM SPARK Program research experience, taking into consideration your accomplishments, intellectual prowess, independent work habits, capacity for critical and analytical thinking, and/or ability to organize and express ideas clearly and intelligently.

Important Note: Our CIRM SPARK Program will not reach out to the individuals for recommendation; it is the responsibility of the student to ensure that the letter is delivered by the deadline.

CONFIRMATION OF RECEIPT: AN EMAIL WILL BE SENT STATING THAT YOUR APPLICATION WAS RECEIVED. Please email/call us if you do not get a response within 48 hours of submitting your application.

Appendix B

DETAILED DISCHARGE POLICY

1. **Dress Code**

Specifically prohibited are casual, recreational and provocative clothing. Examples of such clothing include, but are not limited to the following:

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

The wearing of denim clothing (or “jeans”) is generally not acceptable at CSMC, but is permitted in the research environment, if there are no holes/rips/tears and are in neat order.

2. **Confidentiality**

Any information about a patient, visitor or another employee is strictly confidential and must be treated with the utmost discretion. No personal or healthcare information may be discussed with any person, except as necessary in the care of the patients, or in the course of business necessity. Refer to Policy entitled: “Confidentiality of Patient, Health Business and Employee Information.”

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

Effective January 1, 2009, there is a new law in California – Senate Bill 541 (SB541) – that will require Cedars-Sinai to report to the California Department of Public Health (CDPH) any unauthorized access, disclosure or use of patient medical information. SB541 also authorizes CDPH to impose fines on hospitals for such breaches of patient privacy: fines begin at \$25,000 and may run as high as \$250,000.

Also effective January 1, 2009 is a companion law to SB541 – Assembly Bill 211 (AB211). AB211 authorized the newly formed Office of Health Information Integrity (OHII) to investigate the individuals reportedly involved in unauthorized accesses, disclosures or uses of patient medical information. AB211 also authorizes OHII to fine those individuals from \$25,000 for breaches of single records with more substantial fines of up to \$250,000 for incidents involving the disclosure for money of patient medical information.

3. English Proficiency and Usage

English is the language spoken by most of our patients, visitors, employees, vendors, and physicians. The use of a common language minimizes the possibility of confusion and helps safeguard patients. Therefore, to support safety, promote courtesy, strengthen effective communications and teamwork and enhance the comfort of our patients and visitors and to Cedars-Sinai, program participants must be able to read, write, speak and understand English sufficiently to receive and follow instructions and to communicate as necessary with staff, patients and visitors as appropriate.

4. No Electronic Devices

Purpose: To ensure that patient safety and the right of privacy for patients and staff are maintained.

Photographing or filming of patients or Medical Center employees (including filming through digital cell phone cameras) and voice recording of patients and Medical Center employees (“Filming/Recording”) is permitted only under specified circumstances or with the patient’s or staff’s prior written consent. This policy does NOT cover Filming/Recording done at non-Medical Center sponsored events unless the Filming/Recording is done by Medical Center employees for use by the Medical Center. This policy does not cover patients’ requests for Filming/Recording or Filming/Recording of patients by family members. However, in no event shall such filming/recording be permitted if it will interfere with the Medical Center’s operations, services to its patients, or patient privacy and security.

5. Involuntary Separation

Program participants are expected to behave ethically and to conduct themselves in a manner consistent with Cedars-Sinai’s mission and reputation in the community. Interactions with other participants, Cedars-Sinai’s patients, visitors, staff or any other individual must be conducted with demonstrated respect, integrity and dignity.

Failure to comply to this Discharge policy may result in termination from the program at any time, with or without notice.

Appendix C

Pre-Appointment Onboarding

What to expect:

All interns must complete and clear pre-appointment onboarding tasks prior to beginning their internship. Pre-appointment onboarding tasks include:

- Background check
- In-person health screening with Cedars-Sinai Employee Health Services, including documentation of required vaccinations.

Flu and COVID-19 vaccination requirements: At Cedars-Sinai, we are dedicated to the safety, health and wellbeing of our patients and employees. This includes protecting our patients from communicable diseases, such as influenza (flu) and COVID-19. For this reason, we require that all new staff, including interns, receive a COVID-19 vaccine and flu vaccine (based on the seasonal availability of flu vaccine—typically, annually during September through April) as a condition of internship placement, subject to medical exemption or religious accommodation. Cedars-Sinai reserves the right to make modifications to its required list of vaccines as required by law and/or policy.

- Proof of I-9 and tax documentation: paid interns only
- New hire paperwork

The pre-appointment onboarding process can take three or more weeks. Helpful ways to expedite this process include:

- 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