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.

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.
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.
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.

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 same form for the duration of the MSSP to record all related activities.

Medical Student Scholars Program (MSSP) Application/Tracking

MSSP program details on med.uc.edu

<table>
<thead>
<tr>
<th>Track</th>
<th>Date Applied</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neuroscience</td>
<td>07/19/2019</td>
<td>Accepted</td>
</tr>
</tbody>
</table>

Neuroscience MSSP Activity Tracking

Enter a new activity (presentation, abstract, etc.).

Fields marked with * are required.

- **Activity Type:** *
- **Activity Date:** *
- Describe one takeaway from this activity: *
- **Comments:**

Add Activity

Recorded Activities

No activities recorded yet.
9) 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.

### Activity Type:
* Please select...

### Activity Date:
* Conference/Lecture
  Didactic
  Grand Rounds
  Journal Club
  Poster/Presentation
  Publication
  Shadowing
  Other

### Describe one takeaway from this activity:
* 

### Comments:

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**Neuroscience MSSP Activity Tracking**

**Enter a new activity (presentation, abstract, etc.).**

Fields marked with * are required.

| Activity Type: * | Please select... |
| Activity Date: * | Select date |
| Describe one takeaway from this activity: * |
| Comments: | 

**Record added.**

Add Activity

**Recorded Activities**

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Activity Date</th>
<th>Name</th>
<th>Location</th>
<th>Takeaway</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference/Lecture</td>
<td>07/19/2019</td>
<td>Test Conference</td>
<td>Test Location Name</td>
<td>Test takeaway text ...</td>
<td>comments (optional)</td>
</tr>
</tbody>
</table>