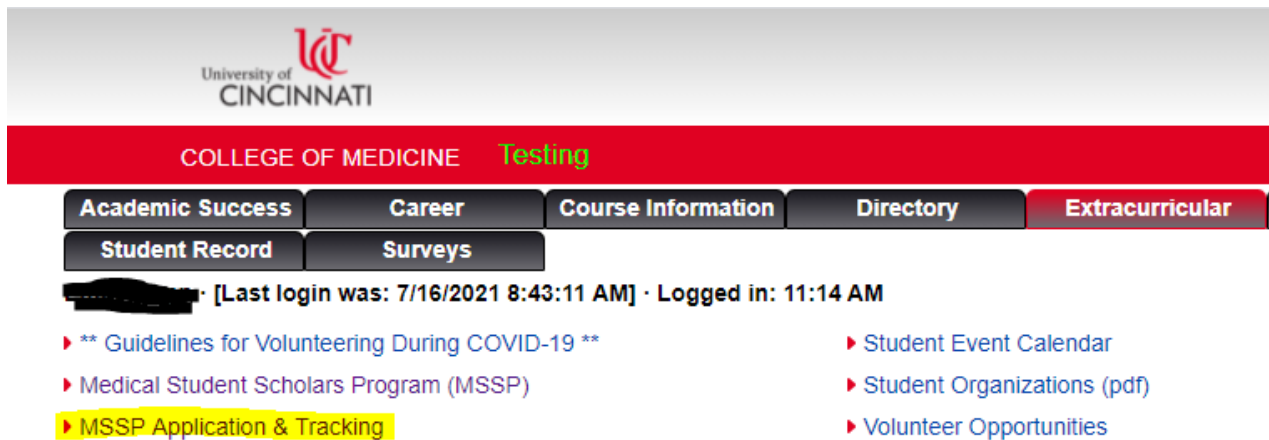# MSSP (Medical Student Scholars Program) on MedOneStop – Instructions for Students
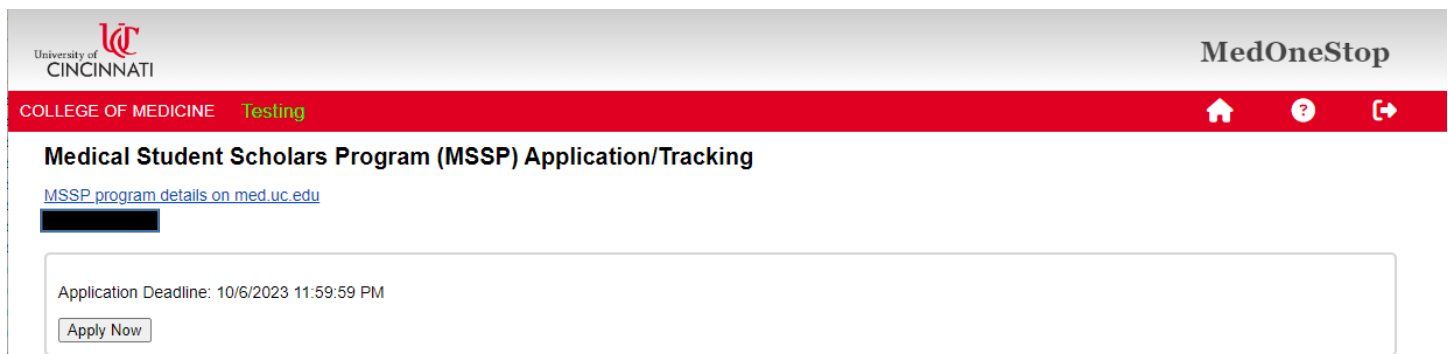
Following are instructions for accessing and using the MSSP Application and Tracking page on MedOneStop.

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.

Medical Student Scholars Program (MSSP) Application/Tracking

MSSP program details on med.uc.edu

███████████

MSSP Application for the Class of 2027

Important! Please Read!

Application criteria:

1. Your resume including:
   - Education (Institution, years attending, major/minor, degrees).
2. A personal statement on a single page/document (not to exceed 700 words) that addresses the following:
   - State your goals for participation in a MSSP. Why this particular MSSP?
   - Involvement in a research project or community service experience in the past. How does it relate to the MSSP you are applying for?
   - Previous work/volunteer and family experience with the patient population unique to the MSSP you are applying to participate in.
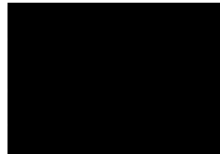   - How do you see yourself in 10 years? Do you know what you would ideally like to be doing?

PLEASE BE SURE TO READ EACH MSSP'S SPECIFIC REQUIREMENTS PRIOR TO UPLOADING YOUR RESUME AND PERSONAL STATEMENT. SOME MSSP'S HAVE ADDITIONAL INFORMATION THAT YOU WILL NEED TO INCLUDE IN YOUR PERSONAL STATEMENT AS PART OF THE APPLICATION PROCESS. FAILURE TO INCLUDE THE REQUESTED INFORMATION COULD ELMINATE YOU AS A CANDIDATE IN THE SELECTION PROCESS.

Applicant Name:	████████
Address:	
Phone:	
Email:	

If the contact information above is no longer correct, it is important that you update Catalyst.
Select 'My Profile' -> 'Update Profile' -> 'Personal Information'

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.

- ○ Anesthesiology
- ○ Cardiovascular Medicine
- ○ Child and Adolescent Health
- ○ Emergency Medicine
- ○ Family Medicine
- ○ Geriatric Medicine
- ○ Infectious Diseases
- ○ Integrative and Lifestyle Medicine
- ○ Medical Education
- ○ Mental Health – Psychiatric Behavioral Neuroscience
- ○ Nephrology
- ○ Neuroscience
- ○ Ophthalmology Surgery
- ○ Orthopaedic Surgery
- ○ Pulmonary
- ○ Women's Health

Please upload your resume and personal statement.

File types accepted: .doc, .docx, or .pdf. File size limit: 4MB.

Resume: [Choose File] No file chosen

Personal Statement: [Choose File] No file chosen

[Submit Application] [Cancel]

The MSSP for which you are applying will contact you regarding the status of your application and scheduling an interview with a member of their Selection Committee. Upon completion of all interviews, a committee unique to your MSSP will convene to determine the applicants admitted to the program. Each MSSP has a unique timeline for the notification of acceptance. As your initial application is followed up on you will be advised of their timeline individually. If you have any questions regarding the application process please don't hesitate to contact the particular MSSP to which you are applying or you may contact Gina Burg at gina.burg@uc.edu.

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.

7) After the application deadline has passed, 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 page for the duration of the MSSP to record all related activities.

9) Fourth year MSSP students see the question: "To what residency program do you plan to apply?" Please answer the question when you see it. This answer can also be updated as needed.

Medical Student Scholars Program (MSSP) Application/Tracking

MSSP program details on med.uc.edu

Application Information

Track	Date Applied	Status	Preference
Family Medicine	08/30/2020	Accepted	First Choice
Child and Adolescent Health	08/30/2020	Declined	

Please answer the following:

To what residency program are you applying?

[ ]

Submit   Cancel

Family Medicine MSSP Activity Tracking

Add New Activity

Activity Type Group	Hours
Clinical	71.00
Didactics	8.00
Mentorship	0
Scholarship	65.00
Service and Leadership	0
Total Hours	144.00

Recorded MSSP Activities

Download Activity Records (.xlsx)

Date	Activity Type	Activity Type Group	# Hours	Name	Location	Takeaway	Leader/Instructor	Comments	Document(s)	
06/06/2022	Course - Clinical Clerkship	Clinical	1.00					Monica Sullivan, MD			Edit Activity / Delete Activity / Add/Rmv Docs
08/01/2021	Research Project	Scholarship	65.00	Hills				Anna Goroncy, MD			Edit Activity / Delete Activity / Add/Rmv Docs
07/20/2021	Shadowing	Clinical	5.00	MD	UC Health Primary Care, Clifton, Cincinnati, OH			Anisa Shomo, MD			Edit Activity / Delete Activity / Add/Rmv Docs

10) To enter a new MSSP activity, click the "Add New Activity" button.

11) 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.

12) When finished adding new activities, click "Cancel/Close" to close the New MSSP Activity section.

Mental Health – Psychiatric Behavioral Neuroscience MSSP Activity Tracking

New MSSP Activity

Fields marked with * are required.

Activity Type: *

Publication

Activity Date: *　　　　　**Time Spent (Hours):** *

7/16/2021　　　　　　3.5

Name of Publication: *

Publication Name for Demo / Test

Describe one takeaway from this activity: *

Description of takeaway for demo ...

Faculty Leader/Instructor Name (MSSP Director Name if not known): *

Dr. Test Instructor

Comments:

Optional Comments

Documents

Upload any associated documents for this activity. You must provide a brief document description for each uploaded file. File(s) will be uploaded when you click "Add Activity."
Accepted file types: doc/docx, pdf, xls/xlsx, jpg/jpeg

Brief Description　　　　　　**Document**

test doc　　　　　　Choose File　MSSP_Instr...tudent.docx　　　　　Add Another Document

Save Activity　　Cancel/Close

Child and Adolescent Health MSSP Activity Tracking

Add New Activity

Activity Type Group	Hours
Clinical	5.00
Didactics	4.00
Mentorship	2.00
Scholarship	0
Service and Leadership	3.00
Total Hours	**14.00**

Recorded MSSP Activities　　　　　　　　　　　　　　　　　Download Activity Records (.xlsx)

Date	Activity Type	Activity Type Group	# Hours	Name	Location	Takeaway	Leader/Instructor	Comments	Document(s)	
01/20/2022	Course - Elective	Clinical	1.00	Interprofessional Collaborative Practice in HIV Care (HIPEP)		■	Dr. Corinne Lehman (corinne.lehmann@cchmc.org)	Course will run through the end of the spring semester	HIPEP Handbook/Syllabus	Edit Activity Delete Activity Add/Rmv Docs

13) Click the Edit Activity button to update an activity you've already recorded.

14) Click "Add/Rmv Docs" to add or delete documents for activities. Up to 3 documents can be attached to each activity.

15) Click "Delete Activity" to delete the activity and all corresponding documents.

16) Click the "Download Activity Records (.xlsx)" button to access a spreadsheet of all recorded activities.