



HIP INTERN RESEARCH PORTFOLIO CHECKLIST

PLEASE NOTE: To fully satisfy the conditions of your HIP Internship, ALL of the following must be completed.

INTERN CONTRIBUTIONS TO MENTOR'S HIP PROJECT RESEARCH PORTFOLIO

Research Paper

Briefing Slides

Poster

RESEARCH PAPER (refer to the GUIDELINES: HIP Research Paper for details)

- Paper Length: >5 but < 9 pages with figures, graphs, tables, etc. Paper Length does not Include: Impact of Summer Research Experience
Acknowledgements
References/Sources
- Formatting Requirements: MS Word *No PDF files accepted
- Font: Times New Roman, 12 Point
 - Single Space
 - Margins: 1"

BRIEFING SLIDES

- Formatting Requirements:
- MS PowerPoint
 - Bio Slide
 - Acknowledgement Slide

POSTER (refer to the GUIDELINES: HIP Research Poster for details)

- Includes the following sections:
- Title
 - Introduction
 - Methods
 - Results
 - Discussion
 - Significance
 - Acknowledgements

Clearance for Public Release (consult your Mentor for guidance on distribution statements)

- All documents must have the appropriate approval for Distribution A, Clearance for Public Release.
- Submit all Approval Release forms (showing your work has been cleared for public release) along with your portfolio documents.

Files (email or deliver to your Mentor)

- Research paper** using the following convention:
- Must be submitted as a Word document (PDFs will not be accepted)
 - 2016HIP project no_your mentor's last name_your name_paper.doc
Example: HIP_16_040_Schwartz_Aller_paper.doc
- Briefing Slides** using the following convention:
- 2016HIP project no_your mentor's last name_your name_presentation.ppt
Example: HIP_16_040_Schwartz_Aller_presentation.ppt
- Poster** using the following convention:
- Can be submitted in ppt or pdf (check with your mentor for preference)
 - 2016HIP project no_your mentor's last name_your name_poster.
Example: HIP_16_040_Schwartz_Aller_poster.