

# ASTRO-BCRF Radiation Oncology Visiting Away Rotations for Medical Students Guidelines

The **ASTRO-BCRF Radiation Oncology Visiting Away Rotations for Medical Students** support the advancement and diversification of the field of radiation oncology through support of talented medical students demonstrating an interest in radiation oncology. Medical students from populations [underrepresented in medicine \(UIM\)](#) who are interested in radiation oncology as a career will receive financial support to participate in a four-week clinical or research rotation in radiation oncology. The visiting away rotation must take place in an academic setting, with a focus on either direct patient care or research, provided that the research is clinically oriented. Medical students in all years are encouraged to apply. **Preference will be given to third- and fourth-year students.**

*This program is supported by a grant from the Breast Cancer Research Foundation.*

## CLINICAL AND RESEARCH ROTATIONS

The Radiation Oncology Visiting Away Rotations program is designed to increase the exposure and training of UIM students and further cultivate an interest in radiation oncology. The rotation should be designed so that the awardee is involved in clinical activities or a clinically oriented research project. The rotation period should include the observation of clinical services, participating in all aspects of clinical decision making, treatment planning, delivery and follow-up. Awardees will be encouraged to attend lectures, seminars, symposia and conferences held at the host institution. ASTRO mentors will be available to connect with clinical and research students to provide additional support throughout their time in the program.

### Clinical Rotations

Clinical rotation applications are required to confirm acceptance into an established clinical rotation program in radiation oncology. A description of the institution's visiting clinical rotation in radiation oncology should outline the medical student's engagement in clinic activities, including observation of radiation treatments, patient encounters, consultations, simulation, treatment delivery and follow-ups.

### Research Rotations

Research rotation applicants are required to apply with a preselected mentor for their rotation. A mentoring plan should outline the research exposure experience in detail. A structured research abstract is also required.

## ELIGIBILITY REQUIREMENTS

The following requirements must be met for a medical student to be considered for the rotation program:

- Applicant must be enrolled in a DO or MD program at a U.S. medical school and be in good standing at the time the application is submitted.
- Applicant must be a U.S. citizen, U.S. national or permanent resident.
- Preference will be given to medical students from an underrepresented population in medicine. These communities include, but are not limited to, [racial and ethnic demographic groups that are historically underrepresented in medicine, sexual and gender minorities, individuals from disadvantaged backgrounds and individuals with disabilities/special needs.](#)
- The selected institution must have an established clinical rotation program and/or an ACGME-accredited radiation oncology residency program with faculty available to serve as mentors.
- Visiting away rotations must take place by the end of November 2025.
- Applicant must submit an online application and complete all requirements by the application deadline.
- Priority will be given to students who will not receive funding from other sources to participate in the clinical rotation.
- Trainees selected for the fellowship program will be required to apply for complimentary membership to ASTRO.

Note: Individuals who have previously received the ASTRO Medical Student Fellowship Award are eligible to apply.

## APPLICATION REQUIREMENTS

The Radiation Oncology Visiting Away Rotations applications are open year-round. Only complete applications with all supporting documents will be considered. Application review and award approval can take up to two months from the date of submission. Students should submit their applications at least three months prior to the start date of the visiting away rotation to allow adequate time for processing the award and stipend payment.

The online application for **all applicants** must include:

- **Statement of Interest:** Address your interest in the field of radiation oncology and the ASTRO-BCRF Visiting Rotations in Radiation Oncology program. Limited to 500 words.
- **Applicant Photo**
- **CV:** Attach your complete curriculum vitae (including all past and current funding from any source). Limited to two pages.
- **Letter of Recommendation:** Provide a letter from the program director or department chair at the home institution that supports the applicant's participation in the program and confirms the applicant's availability to participate.

**Clinical Rotation Applicants** must provide:

- **Letter of Acceptance:** Provide an acceptance letter from the program director or official at the host (away) institution's residency program.
- **Rotation Plan:** Describe clinic activities and any educational opportunities, lectures, didactics within the department, cancer center and/or institution available to the medical student.

**Research Rotation Applicants** must provide:

- **Letter of Commitment:** Provide a letter from the host mentor or program director. The letter of commitment should confirm that the institution is able to support the project.
- **Structured Research Abstract:** Limited to 750 words. Must contain the following sections:
  - Background and Significance
  - Specific Aim
  - Preliminary Data
  - Research Design and Methods
  - Conclusion
  - Research Assurances: Submit IRB approval or statement of pending approval
- **Mentorship Plan** (written together by the mentor and applicant): Provide a maximum of one page describing a detailed clinical exposure and research plan for the fellow to include:
  - Clinical exposure, averaging at least once weekly.
  - Research timeline and specific tasks to be completed by fellow.
  - Plan for regularly scheduled meetings with the mentor and fellow.
  - Delineation of available resources and environment:
    - Facilities to be used at the institution where the research will be undertaken.
    - Any specific equipment you might need to complete the project.
    - Any other additional information the committee might need to know to ensure the project can be completed successfully.
  - Other education: Describe any other educational opportunities, lectures, didactics within the department, cancer center and/or institution available to the medical student.
- **Mentor Biosketch (NIH Style)**

**Applications must be submitted in [proposalCENTRAL](#).**

- Emailed, faxed or mailed applications will not be considered.
- If you need help creating a proposalCENTRAL account, please read the [instructions](#).
- Once you create a proposalCENTRAL account, log in and click on the "Grant Opportunities" tab, then filter by Grant Maker and select ASTRO from the dropdown menu.
- Finally, click on the **Apply Now** link for the **ASTRO-BCRF Radiation Oncology Visiting Away Rotations Application**, and begin submitting your information.
- If you have any issues, please email your situation to [diversity@astro.org](mailto:diversity@astro.org).

## SELECTION REVIEW CRITERIA

The HEDI Workforce Diversity Committee will review and score applications based on the following factors:

1. General qualifications of the applicant. Priority will be given to third- and fourth-year medical students; however, all medical students are eligible to apply. Applicants from schools without an affiliated radiation oncology residency and/or an affiliated comprehensive cancer center are encouraged to apply.
2. The applicant's acceptance into a rotation within an established radiation oncology residency program.
3. The applicant's personal statement and clinical or research rotation plan.
4. Letters of support from the applicant's program director and department chair.

Applicants will be notified of the outcome of their applications by email.

## STIPEND PAYMENT

The ASTRO-BCRF Radiation Oncology Visiting Away Rotation program will offer students a \$2,500 stipend for the four-week training program. The awardee will receive a direct payment paid at the beginning of the rotation period and upon receipt of a confirmation letter and completed W-9 form (awardees will be given more detailed instructions in their notification letters). ASTRO does not pay indirect costs, overhead costs or salary support and has no responsibility for support beyond that stated in this application.

## FINAL REPORT

A final program summary must be submitted to ASTRO no later than two weeks after the end of the rotation period. Program summaries are used to determine the effectiveness and success of the program. Final program summaries should describe the awardee's experience in the radiation oncology visiting away rotation, not to exceed one page. Summaries are to be submitted electronically (in a Microsoft Word document or PDF) to ASTRO at [diversity@astro.org](mailto:diversity@astro.org). Complete summaries must address each of the items listed below:

- Indicate the strengths and weaknesses of the Radiation Oncology Visiting Away Rotations program in which you participated. Please include any suggestions for improvement.
- Indicate what influence your experience in the program has had on your interest in the field of radiation oncology and residency training.

Participants will be required to complete a program evaluation survey. Participants will be encouraged to present their work to either their departments at their home institutions and/or at an upcoming ASTRO Annual Meeting event.

## PUBLICATIONS

All scientific posters, publications and oral presentations resulting from the ASTRO-BCRF funded projects must acknowledge ASTRO and BCRF by including a statement similar to the following: "This work was supported by the American Society for Radiation Oncology and Breast Cancer Research Foundation Radiation Oncology Visiting Rotation Program."

## HEALTH EQUITY, DIVERSITY AND INCLUSION (HEDI) WORKFORCE DIVERSITY COMMITTEE

The HEDI Workforce Diversity Committee is responsible for reviewing applications and selecting awardees. A HEDI Workforce Diversity Committee member will be assigned as liaison to communicate with each awardee on a continual basis to provide informal mentorship, receive updates and keep the awardee connected to ASTRO. To ensure the long-term success and sustainability of this program, it is the expectation of the HEDI Workforce Diversity Committee that awardees stay in touch with their assigned liaisons and provide continual updates regarding their training, residency, abstracts, publications, etc. This process will help us evaluate the program and implement program improvements.

**Applications Accepted Year-round**

**Apply Online:** <https://proposalcentral.com>

**Questions? Email:** [diversity@astro.org](mailto:diversity@astro.org)