

Awarded External Fellowship/Grant GSBS Checklist

This guide is intended to streamline notification of the GSBS of your award and to help facilitate the process of activating your fellowship.

Required	
Grants Administrator & Mentor	<p>Email both your mentor(s) and your grants administrator your Notice of Award (NoA).</p> <p>Select an activation date and complete required tasks in ERA commons.</p> <ul style="list-style-type: none"> If you are on a training grant, you will need to account for extra time for the termination process from the training grant if you are able to pick an activation date for your fellowship. The Start Date on <u>NIH Fellowship</u> NoAs is a deadline to activate the fellowship. You should account for at least 1 week before this deadline to facilitate the activation process.
GSBS Finance & Fellowship Teams	<p>Email gsbs.fellowship.navigators@uth.tmc.edu and gsbs_finance@uth.tmc.edu on one email.</p> <p>Include a copy of your Notice of Award (NoA) and the date you intend to activate your fellowship.</p> <p>For F30 Applicants: Indicate your intended return to medical school date so we can verify your fellowship start date aligns with F30 research time requirements. You must devote >50% of the fellowship time to research activities.</p>
Recommended	
Fellowship Incentive Award	Apply for the fellowship incentive award (if applicable) at the External Fellowships Webpage .
Fellowship Feature in GSBS Career Connections	If you'd like to be featured in the Career Connections newsletter and give advice to other fellowship applicants, send an email to gsbs.fellowship.navigators@uth.tmc.edu
Update your Biosketch & CV/Resume	Include your accomplishment in your Biosketch Honors Section & your CV/Resume