

## **Application Instructions for 2020 Fall Scholarships and Fellowships**

**Application Deadline:** October 26, 2020, 5:00 PM

All materials including recommendation letters must be received through Embark by this date.

**Award Eligibility:** GSBS now has a 1-year exclusion rule. This means if you won a GSBS Award that provided funds directly to you (“funds to student”) in the Fall 2019 or after then you will not be eligible for most Fall 2020 awards with the following exceptions:

1. Eligibility for the Dr. John J. Kopchick Fellowships and the Charlene Kopchick Fellowship is not affected by winning previous awards.
2. If the GSBS award(s) you won in the last year supported only your GRA (stipend, tuition and benefits). You are still eligible for Fall 2020 awards.
3. Awards given to you by your PhD programs, your department, or entities outside of the GSBS (MD Anderson, UTHealth Schools, training grants, scientific organizations, etc) do not affect your eligibility for Fall 2020 GSBS Awards.

### **Instructions**

#### **Specific Award Criteria:**

Eligibility criteria differ for individual awards and are indicated on the GSBS Scholarships and Fellowships web page. Review these carefully before submitting your application. On the application you will be asked to select the awards for which you are eligible and wish to be considered. Please do so accurately. Students who select multiple awards for which they are clearly not eligible will be disqualified from the fall award competition.

#### **Submission of Materials:**

All application materials must be submitted through [Embark](#). You may either create a new account or use the same account that you created for your GSBS admissions application.

#### **Using the Embark Application:**

Embark will format the application based on your choices. When you open the application be sure to select the “Fall Common Application” cycle at the top of the first page. This will insure that the rest of the form will have the correct fields. Also note that various materials may be requested of you based on which awards you select from the list. Please select only those awards for you which you are eligible.

### **Materials Needed**

The following materials will be needed to complete your application:

1. **Your ORCID number** - the account must be linked on your myGSBS page and the privacy set to "Public". All publications listed on your CV should appear in the "Works" section of your ORCID page. If you have not set up and linked an ORCID account, please review our [Instructions](#) for doing so.
2. **Donor Statement** – provide a statement of up to 150 words summarizing your project in the space provided. This should be written for a non-scientist. So, avoid jargon, unexplained

abbreviation and arcane scientific terminology. Instead focus on the long-term goals of the project. What is the major question or problem that you are trying to address? How will your work ultimately impact your field?

**3. Justification for Previous Winners of GSBS Awards.** – As noted, if you’ve won a GSBS “funds to student” award in the last year you may not be eligible for most Fall Awards. However, if you’ve won a GSBS award more than one year ago, then please use this section to name the award and explain what parts of your progress report and CV have been updated since the award was given to you.

**4. CV** – This should include your training and research activities as well as accomplishments such as awards, papers, abstracts and presentations. Please be sure to clearly separate or highlight those activities that you completed as a GSBS student from those you did before matriculating. Poorly organized, unclear or incomplete items in the CV are one of the top reasons reviewers criticize applications, so please review your CV carefully. It is strongly advised that you have someone who is experienced in the field read your CV before submitting it.

**5. Specific Aims Page.** (Maximum 1 page, 11 point Arial Font, 0.5 inch margins). Describe your dissertation research project using the [format typical of an NIH specific aims page](#). References are generally not included in specific aims, but if you do so, this content will not count against the page limit.

**6. Progress Report** (Maximum 1 page, 11-point Arial Font, 0.5 inch margins). Submit a one- page report describing your progress toward completing your aims, highlighting important results. You may use the space to discuss the significance of the work as well. The following additional pages are also allowed:

- One page with a single figure. The figure may have multiple panels. All print in the figure must be clearly legible. Text in the figure legends may be no smaller than Arial 8 point.
- A one-page bibliography of literature cited in the progress report.

**7. General Eligibility Statement** (250 words maximum). Explain how you meet the criteria for the awards you seek. In this statement, you should describe how your research area relates to the targeted areas for any awards you seek and also provide any needed information about activities while at GSBS such as outreach and leadership that may qualify you for specific awards. Personal or financial hardships do not require a description in this section. Rather you may simply answer “yes” to the question in the first part of the application.

**8. Applicant’s last advisory committee meeting report including the evaluation pages.** Please upload the three-page report form of your most recent advisory committee meeting (signature page, student statement, and evaluation page). If you used additional sheets, you may add these as well, but please do not submit the pre-meeting report. If your most recent meeting was your candidacy exam, then instead submit the exam results and evaluation pages. If you have not yet had a committee meeting, please submit a page briefly stating why (for example, “I have not yet formed a committee”) and then state when you expect to have your first meeting.

**9. The names and email addresses of your primary research advisor and one other faculty member who will provide recommendation letters.** The first letter must be from your GSBS primary research advisor or (if you are a 1<sup>st</sup> year student) your tutorial instructor. The second letter should be from a faculty member from GSBS or any other academic institution. It is also acceptable to submit a letter from a biomedical science professional outside of academia. Embark will send an email notice to each of the recommenders directing them to a web page where they can submit their letters confidentially. Both letters are due by the application deadline.

Prior to submitting your application, it is suggested that you discuss the award criteria with each recommender. Please note that your research advisor will be asked to submit two documents. One is a letter of support in which the advisor should address the criteria for the award(s) you are seeking. The other is a one-page training plan, written by the advisor, that describes how your training is being tailored to meet your career goals.

### **Sample references**

Examples are given below of a typical format for referencing abstracts (posters/presentations) or papers. Other formats are possible but the same information should be provided. The references should be organized chronologically based on time of publication. Please be sure to separate or denote papers based on work at GSBS to distinguish them from those you may have published from previous work.

#### **Abstracts**

Footman, B., Eisser, J.K., Robertson-Chang, L. and Creative, I.M. 1998. Testing XXH for toxicity in vitro. Abstract for poster presentation, University of Hawaii Research Symposium, Manoa, HI.

Robertson-Chang L and Auguri, T. A tandem affinity purification tag approach allows for isolation of interacting proteins in *Saccharomyces cerevisiae*. Abstract for poster presentation, 2004 Yeast Genetics and Molecular Biology Meeting, Seattle, Washington, September 2004.

#### **Research papers**

Sala-Torra O, Gundacker HM, Stirewalt DL, Ladne PA, Pogossova-Agadjanyan EL, Slovak ML, Willman CL, Heimfeld S, Boldt DH, Radich JP. Connective tissue growth factor (CTGF) expression and outcome in adult patients with acute lymphoblastic leukemia. *Blood*. 2007 April 1; 109(7): 3080–3083. PMID: PMC1852221

Cerrato A, Parisi M, Santa Anna S, Missirlis F, Guru S, Agarwal S, Sturgill D, Talbot T, Spiegel A, Collins F, Chandrasekharappa S, Marx S, Oliver B. Genetic interactions between *Drosophila melanogaster* menin and Jun/Fos. *Dev Biol*. In press. PMID: NIHMS44135