

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

**Application Deadline:** April 29, 2020, 5:00 PM

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

### **Important Rules on Award Eligibility:**

**GSBS Fellowship Awards (support for your GRA- stipend, benefits, tuition) :** If you won one of these awards from GSBS during Spring 2019 Award Cycle or after, you will not be eligible for any of these awards for Spring 2020.

**GSBS Funds to Student Awards (direct payout to student):** If you won a GSBS “funds to student” Award in the Spring 2019 Award Cycle or after, then you will not be eligible for the GSBS Endowment Scholarship or the American Legion Auxiliary Fellowship which are funds to students awards. All students are still eligible for the Linda Wells GSBS Outreach Award.

### **Exceptions to these rule:**

1. If you hold a GSBS Fellowship that is renewable, you may still apply for renewal. ALA Fellows should apply for renewal through the Spring Common Application. All others will be notified separately by GSBS.
2. Awards given to you by specific GSBS PhD programs or entities outside of the GSBS do not affect your eligibility for Spring 2020 awards (Awards from MD Anderson, UTHealth Schools, Training grants, Scientific organizations, etc).

## **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.

### **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.

Please note that when you log on to Embark you may see icons for applications you previously submitted. Please be sure to select the icon under the heading:

*“GSBS Scholarships and Fellowships Application 2020”.*

Once you open the application, you should see this title at the top.

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

Embark will format the application based on your choices. So when you first enter open the application be sure to select the “Spring Common Application” cycle at the top of the first page. This will insure that the rest of the form you fill out is the correct one. Also note that various materials will be requested of you based on which awards you select from the list at the bottom of the page. We advise only selecting those awards for you which you know 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. Linda Wells Outreach Statement** (Will appear if you indicate you wish to be considered for this award) Describe your commitment to outreach by illustrating your work towards building community/GSBS partnerships aimed at increasing scientific literacy and enthusiasm in the community. Limit 500 words.
- 4. Justification for Previous Winners of GSBS Awards.** – As noted, if you've won a GSBS award(s) in the last year you may not be eligible for some or all Spring 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 accomplished in the time since you applied for that award.
- 5. 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. Poorly organized, unclear or incomplete items in the CV are one of the top complaints by our reviewers, so please review your CV carefully. It is strongly advised that you have someone who is experienced read you CV before submitting it.
- 6. A Specific Aims Page.** (Maximum 1 page, 11 point Arial Font, 0.5 inch margins). Give a title and 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 feel them necessary then they will not count against the page limit.
- 7. Progress Report** (Maximum 1 page, 11-point Arial Font, 0.5 inch margins). Submit a one-page report titled "Progress Report" describing your progress toward completing your specific aims and 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.

**8. General Eligibility Statement** (1 page, 11-point Arial Font, 0.5 inch margins). Please note that this is NOT an personal essay like the one you submitted when you applied for admission. Instead submit a statement explaining how you meet the criteria for the fellowship(s) you seek. In this statement, you should explain how your research area meets the targeted areas for various awards and provide any needed information, not already in your CV, about activities such as outreach and leadership that may qualify you for specific awards. Before uploading be sure to title the page “General Eligibility Statement”.

**9. 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 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 explaining why (for example, " I have not yet formed a committee") and then state when you expect to have your first meeting.

**10. 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) one of your tutorial instructor. The second letter should be from a faculty member from GSBS or any other academic institution. 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. NIHMSID: NIHMS44135