Checklist

(All materials should be sent electronically to Kristina Fern at Kristina.N.Fern@uth.tmc.edu)

☐ Completed Application Form

☐ Completed Additional Information Requested by GSBS Form

☐ Two letters of support from GSBS faculty members who have agreed to sponsor the candidate and been asked by the candidate to write letters on his/her behalf
  • Sponsors may send e-mails directly to Kristina or give their letters to the candidate to submit along with the application materials
  • The candidate’s chair may serve as one of the sponsors although that is not required

☐ Curriculum vitae

☐ Biosketch (no special format is required although normally the NIH format is used)

☐ Digital photograph (ideally, your faculty photograph taken by your primary institution -- if you don’t have one, we’d like to have a high resolution digital photo that meets these specifications: .jpg format, at least 24 bit color, 1200x1800 pixels in size at 300 dpi)

☐ Research description (in Word format -- not a PDF)
  • A description of your research is required. Ph.D. students are required to complete three 10-week tutorials in three different labs; those experiences help them choose their advisors. Tutorials may be offered by Regular Members; Associate Members are not eligible to offer tutorials. Your research description will be part of your faculty profile on the GSBS website.
    • The format for research descriptions is as follows:
      o A brief (~250 words) paragraph to describe your overall research program.
      o In your paragraph, be sure to include key words and phrases that would help students identify you when they’re searching for faculty in whose research they’re interested
      o Give examples of the types of projects students might work on and what they could learn while doing a tutorial in your laboratory (only for Regular Members)
      o Consider your audience: your profile will be read by students looking for advisors
      o It will also include links to:
        ▪ Your PubMed list of publications
        ▪ Additional sites of your choice (e.g. your lab website, your Program faculty page, your institutional faculty page, etc.)