

## INSTRUCTIONS FOR THE PRESIDENTS' RESEARCH SCHOLARSHIP APPLICATION

All materials, including recommendation letters, must be submitted through Scholarship Manager by the deadline. No further updates to applications will be accepted thereafter. It is imperative to accurately complete your application and ensure all required components are submitted. **Failure to provide the requested information or submission of an incomplete application may result in disqualification.**

### I. Important Rules on Award Eligibility

- **Academic Standing:** Students who are on academic probation or are not in good academic standing at the time of the application submission deadline will not be eligible to receive this award.
- **Previous GSBS Award Winners:** If you were previously awarded a 'funds-to-student' award and/or a GRA award fellowship from GSBS, you are still eligible to apply for the Presidents' Research Scholarship.
- **Presentation Requirement:** Please note that receiving the Presidents' Research Scholarship is contingent upon your ability to present your research **in person** during Orientation Week (August 24-28). Ensure that you are available for this presentation before applying for the award.

### II. Getting started

All GSBS students must apply through Scholarship Manager. When you log in, your information will be automatically populated from myUTH.

You must log in as "**Current Student**" using your **UTHealth credentials**. This applies to all students, including those based at MD Anderson. If you use your MD Anderson credentials, you will not be able to access the application.

The application process consists of two parts:

### 1. General Scholarship Application

This section collects basic information and must be completed and submitted before accessing the GSBS Presidents' Research Scholarship Application.

If you have previously submitted the General Scholarship Application, you will not need to complete it again. You will be able to proceed directly to the GSBS Presidents' Research Scholarship Application. If you have not previously submitted the General Scholarship Application, the system will prompt you to complete and submit it before continuing.

### 2. GSBS Presidents' Research Scholarship Application

After submitting the General Scholarship Application, you will gain access to the GSBS Presidents' Research Scholarship Application.

Within the GSBS application, some fields will already be populated, including your name. Review all information carefully before proceeding.

If you are based at MD Anderson, include your MD Anderson email address where indicated. If you are based at UT Health Houston, you may leave this field blank.

## III. Application

### 1. **IMPORTANT** - Eligibility Questions

As part of the GSBS Presidents' Research Scholarship Application, applicants will be asked to answer several eligibility questions, including:

- Have you advanced to PhD candidacy?
- Will you be enrolled at GSBS for the entirety of the current summer semester?
- Do you anticipate defending your dissertation within two years following the application deadline?

Your responses to these questions will be used to determine eligibility for the President's Scholarship.

**Note:** It is imperative to accurately complete your application and ensure all required components are submitted. **Failure to provide the requested information or submission of an incomplete application may result in disqualification for this award.**

### 2. Provide the information requested on the first page and then click on "Next Page"

3. Fill in fields and upload the documents requested. Be sure each uploaded document is labeled and named according to the format listed below. .
- a. Curriculum vitae (CV): Provide an updated version of your CV. **Accomplishments (publications, presentations, awards) that are based on your work as a GSBS student should be highlighted in yellow.**
  - b. GSBS Accomplishments: Upload a document with “GSBS Accomplishments” as a heading at the top of the page, listing ALL public research presentations you have done that were based on work you have performed while enrolled as a GSBS student. This includes all awards, all oral presentations and all posters, even if you were a co-author with someone outside your lab. If you were a co-author on a paper or presentation, please briefly describe your contribution. Some of the information included here may be a duplicate to what you have highlighted in your CV. Please save the file name using the following format: “**LastName, FirstName - Accomplishments**”. (250 words maximum).
  - c. Specific Aims Page: (11-point, Arial font with 0.5 in margins) Please upload a **one**-page document titled “Specific Aims” describing the aims for your primary research project as it has been conducted during your training at GSBS. You may include aims that you’ve already completed. Please save the file name using the following format: “**LastName, FirstName - Specific Aims**”.
  - d. Presidents' Scholarship Research Overview: (11-point, Arial font with 0.5 in margins). Please upload a **five-page** document titled "Presidents' Scholarship Research Overview" describing your research toward completing your aims as well as its significance and impact on your field. Be sure that your overview is understandable to faculty reviewers outside your own field. References may be added at the end and do not count toward the page limit. **If you have collaborated with others on the research described above, please clarify specifically how you contributed to the project and how this was related to any contributions by others.** Please save the file name using the following format: “**LastName, FirstName - Overview**”.
  - e. Papers Submitted for Publication: If you have papers that have been submitted but that have not yet been accepted for publication or made available online, you may attach these to the application as a single PDF file. Please save the file name using the following format: “**LastName, FirstName - Submitted Papers**”.
  - f. Applicant's last advisory committee meeting report including the evaluation pages. **Meeting all your academic milestones, including staying current on advisory committee meetings, is essential for maintaining good academic standing.** As part of the application, 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 document, with the title “Advisory Committee Meeting Report” written at the top of the page, briefly explaining why and then state when you expect to have your meeting. If you are late on your

committee meetings, please submit a page briefly explaining why (for example, "I have received an extension from the Office of Academic Affairs") and then state the confirmed date of your next meeting.

*As a reminder, students are expected to hold a committee meeting every 6 months from the date of their last committee meeting, or within 3 months of their candidacy exam, whichever is the latest.*

#### 4. Recommenders

Provide information of your advisor and one additional faculty member who will provide a letter of reference. The second letter may be from a faculty member at any academic institution. **They do not need to be a member of the GSBS.** Please also be sure to let your recommenders know that they will be receiving a request for a letter.