INSTRUCTIONS FOR THE PRESIDENTS' RESEARCH SCHOLARSHIP APPLICATION

All materials, including recommendation letters, must be submitted through Embark 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 18-22). Ensure that you are available for this presentation before applying for the award.

II.   Getting started

As mentioned above, all application materials must be submitted through Embark. You may either create a new account or use the same account that you have in the past for admissions or awards. Once your application has been submitted, it cannot be edited nor updated.
To access the application, log on to Embark using the link on the GSBS Scholarships and Fellowships web page.
If you have difficulty with any of the steps below, please contact us at gsbs_support@uth.tmc.edu.

III.   Application

1. <u style="color:red">IMPORTANT</u> – At the top of the first page of the application, be sure to select "***Presidents' Research Scholarship***" as the application cycle. This will cause the application form to populate with the items needed for this cycle and any information unique to other cycles will disappear. If you have previously applied for the Presidents' Scholarship, you may see information from your previous application here. You'll need to delete and update that information. Additionally, it is imperative to accurately complete your application and ensure all required components are submitted. ***<u>Failure to provide the requested information or submission of an incomplete application may result in disqualification for this award.</u>***

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

3. Fill in fields or upload the documents requested. Be sure each uploaded document is labeled.
   a. <u>*Curriculum vitae (CV)*</u>: 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. <u>*GSBS Accomplishments*</u>: 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. (250 words maximum).

   c. <u>*Specific Aims Page:*</u> (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.

   d. <u>*Presidents' Scholarship Research Overview*</u>: (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.**

   e. <u>*Papers Submitted for Publication*</u>: 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.

f. <u>Applicant's last advisory committee meeting report including the evaluation pages.</u> **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.

g. <u>*Photo/Headshot*</u>: Please follow the instructions in the application to upload a headshot of yourself.

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.