Graduate School of Biomedical Sciences

Application Instructions for Spring Scholarships and Fellowships

> **All application materials, including recommendation letters, must be submitted through Scholarship Manager by the deadline. Updates cannot be accepted after this time.**

I. Important Rules on Award Eligibility

- **Academic Standing:** Students who are on academic probation or not in good academic standing at the application deadline are not eligible to receive awards in this review cycle.
- **Previous GSBS GRA Award Fellowship Recipients:** If you received a nonrenewable GSBS GRA Award Fellowship during last year's Spring award cycle or more recently, you are not eligible to receive any GRA Award Fellowships this Spring.
- **Previous GSBS "Funds to Student" Award Recipients (direct payout to student):** If you received a GSBS funds-to-student award during last year's Spring award cycle or more recently, you are not eligible to receive the American Legion Auxiliary Fellowship this Spring, as it is also a funds-to-student award.

Exception: Students who received the Dr. John J. Kopchick Fellowship or the Charlene Kopchick Fellowship last Fall may still apply to renew their ALA Fellowship.

All students remain eligible to apply for the Linda Wells GSBS Outreach Award.

- **Other Funding:** Awards provided by GSBS PhD programs or external entities such as MD Anderson, other UTHealth Houston schools, training grants, or scientific organizations do not affect eligibility for GSBS Spring awards.

II. Application Process

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

> **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 you can access the Graduate School of Biomedical Sciences Application.

> **Returning applicants: If you previously applied for an award through Scholarship Manager and already submitted the General Scholarship Application, you will not be asked to submit it again. You will be able to proceed directly to the Graduate School of Biomedical Sciences Application.**

2. Graduate School of Biomedical Sciences Application

After submitting the General Scholarship Application—or, for returning applicants, if you have already completed it—you will have access to the Graduate School of Biomedical Sciences Application.

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

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

III. Selecting the Correct Application Type

> **Selecting the wrong application cycle may result in your application not being reviewed or considered for any award this cycle.**

Spring Common Application (including ALA renewals)

Select this option if you are applying for the Spring award cycle, meet the eligibility criteria outlined above, and are NOT currently supported by a renewable GSBS fellowship that covers your GRA. Students applying to renew an ALA Fellowship should also select this option.

Renewal Application (not for ALA renewals)

Select this option only if you are currently supported by a renewable GSBS fellowship that covers your GRA, such as Hite, Hawkins, Harper, or Sowell Huggins, and are applying for a renewal. Do NOT use the Spring Common Application for these renewals.

IV. Instructions

Specific Award Criteria

Criteria differ for individual awards and are indicated on the GSBS Scholarships and Fellowships web page. Review these carefully before submitting your application.

Submission of Materials

> **All application materials must be submitted through Scholarship Manager. Once your application has been submitted, it cannot be edited or updated. Failure to provide the requested information or submission of an incomplete application may result in disqualification for all awards in this review cycle.**

V. Materials Needed

Use this section as a checklist before you begin your application.

1. CV

Your CV should include your training, research, and other professional or community activities, as well as accomplishments such as awards, publications, abstracts, and presentations. Clearly identify and highlight activities and accomplishments completed as a GSBS student.

> **First-time Scholarship Manager applicants: You will be asked to upload your CV twice—once in the General Scholarship Application and again in the Graduate School of Biomedical Sciences Application. Although the General Scholarship Application allows you to upload**

either a CV or a biosketch, GSBS students must upload a CV. Biosketch submissions will not be accepted or reviewed.

Returning Scholarship Manager applicants: If you previously submitted the General Scholarship Application, you may no longer have access to update the CV submitted there. You will have an opportunity to upload your current CV in the Graduate School of Biomedical Sciences Application.

Important: Award reviewers will review only the CV uploaded to the Graduate School of Biomedical Sciences Application. Upload your most current CV in that section, even if you previously uploaded a CV through Scholarship Manager.

Review your CV carefully before submitting it. Poorly organized, unclear, or incomplete CVs are a frequent concern noted by reviewers. It is strongly recommended that you ask someone experienced to review your CV.

2. ORCID Number

Your ORCID account must be linked to your myGSBS page, and its privacy setting must be set to "Public." All publications listed on your CV should also appear in the "Works" section of your ORCID record. If you have not set up and linked an ORCID account, review the GSBS ORCID instructions for guidance on setting up and linking your account.

3. Donor Statement

Provide a statement of up to 150 words summarizing your project in the space provided. Write for a non-scientist: avoid jargon, unexplained abbreviations, and arcane scientific terminology. Focus instead on the long-term goals of the project. What major question or problem are you trying to address? How will your work ultimately impact your field?

4. Outreach Statement

This field will appear if you indicate that you are an ACTIVE member of the GSBS Community Outreach Coordinating Board. Describe your commitment to outreach by illustrating your work toward building community/GSBS partnerships aimed at increasing scientific literacy and enthusiasm in the community. Maximum: 500 words.

5. Justification for Previous Winners of GSBS Awards

As noted above, if you have won a GSBS award in the last year, you may not be eligible for some or all Spring awards. If you won a GSBS award more than one year ago, name the award and provide an explanation of up to 50 words summarizing what parts of your progress report and CV have been accomplished since you applied for that award.

6. GSBS Accomplishments

Upload a document with "GSBS Accomplishments" as a heading at the top of the page. List all significant accomplishments (publications, presentations, awards) based on work you have done while enrolled as a GSBS student. If you were a co-author on a paper or presentation, briefly describe your contribution. Some information may duplicate what you highlighted in your CV. Maximum: 250 words.

7. Research Project Specific Aims Page

Maximum 1 page; 11-point Arial; 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 they are necessary, they will not count against the page limit. The uploaded document should have "Specific Aims" as a heading at the top of the page.

8. Progress Report

Maximum 1 page; 11-point Arial; 0.5-inch margins. Submit a one-page report with “Progress Report” at the top of the page, describing your progress toward completing your specific aims and highlighting important results. You may also discuss the significance of the work. The following additional pages are allowed:

- One page with a single figure. The figure may have multiple panels. All print in the figure must be clearly legible. Figure legend text may be no smaller than 8-point Arial.
- A one-page bibliography of literature cited in the Progress Report.

9. Most Recent Advisory Committee Meeting Report, Including Evaluation Pages

Upload the three-page report form from your most recent advisory committee meeting: signature page, student statement, and evaluation page. Additional sheets may be included, but do not submit the pre-meeting report. If your most recent meeting was your candidacy exam, submit the exam results and evaluation pages instead.

- If you have not yet had a committee meeting: Upload a document titled “Advisory Committee Meeting Report” that briefly explains why (for example, “have not yet formed a committee”) and states when you expect to have your meeting.
- If you are late on committee meetings: Upload a page briefly explaining why (for example, “I have received an extension from the Office of Academic Affairs”) and state the confirmed date of your next meeting.

> **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 later.**

10. Recommendation Letters

Provide 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 1st-year student, one of your tutorial instructors. The second letter may be from any college or university faculty member and does not need to be from GSBS or the University of Texas. If you have both primary and secondary research advisors, select “Primary Research Advisor” from the application drop-down menu only for your primary research advisor. Scholarship Manager will email each recommender with instructions for confidential submission. Both letters are due by the application deadline.

Before submitting your application, discuss the award criteria with each recommender. Your research advisor will be asked to submit two documents as a single PDF file:

- A letter of support highlighting your accomplishments, potential as a scientist, and relevant experiences, skills, or qualities that demonstrate readiness for advanced research. Specific examples of your work, contributions, and growth may be helpful.
- A one-page training plan, written by the advisor, describing how your training is being tailored to meet your career goals.

VI. Sample References to Abstracts and Papers

Examples below show a typical format for referencing abstracts (posters/presentations) or papers. Other formats are acceptable if they provide the same information. Organize references chronologically by publication date. Clearly separate or identify papers based on work completed at GSBS from papers 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, Pogosova-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. PMCID: 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