



Graduate School of Biomedical Sciences

## APPLICATION INSTRUCTIONS FOR SPRING SCHOLARSHIPS AND FELLOWSHIPS

**Application Deadline:** April 25, 2025, 5:00 PM

All materials including recommendation letters must be received through Embark by this date. Application updates cannot be accepted after this deadline.

### 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 any awards in this review cycle.
- **Renewals:** If you received a renewable award supporting your GRA last year (Hite, Hawkins, Harper, Sowell Huggins), you may apply for renewal using the GSBS Renewal Application. **You will be notified by the GSBS when the renewal application goes online and will receive instructions on how to apply. Please do NOT use the Spring Common application for renewals.**  
The Spring Common Application can be used by current ALA Fellows to apply for renewals. Additionally, those who were awarded the Dr. John J. Kopchick Fellowship or the Charlene Kopchick Fellowship last Fall, can still apply for the renewal of their ALA Fellowship
- **Previous GSBS GRA Award Fellowship Winners:** If you received a GRA Award Fellowship from GSBS during last year's Spring Award Cycle or thereafter, you are not eligible for any GRA Award Fellowships for this Spring.
- **Previous GSBS "Funds to Student" Award Winners (direct payout to student):** If you were awarded a GSBS 'funds-to-student' Award in the last year's Spring Award Cycle or later, you are not eligible to apply for the American Legion Auxiliary (ALA) Fellowship, which is also a funds-to-student award, for this Spring. However, all students remain eligible to apply for the Linda Wells GSBS Outreach Award

***Exceptions:***

1. Awards given to you by specific GSBS PhD programs or entities outside of the GSBS (from MD Anderson, UTHealth Schools, training grants, scientific organizations, etc.) do not affect your eligibility for the Spring awards.

## **II. 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. 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 as this will assist the selection committee.
- **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 have in the past for admissions or awards. Once your application has been submitted, it cannot be edited nor updated.

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 2024”.*

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

## **III. Using the Embark Application**

Embark will format the application based on your choice of application cycle and the awards you select. So, when you first open the application be sure to select the “Spring Common Application” at the top of the first page. This will ensure 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 indicate eligibility for in the list at the bottom of the page. We advise only selecting those awards for which you know you are eligible. Please note that applying for multiple awards you are NOT eligible for may disqualify your application for all the awards in this cycle. Additionally, 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 also result in disqualification for all awards in this review cycle.

## **IV. Materials Needed**

The following materials will be needed to complete your application:

1. **Your myUTH (Student ID) number:** Please log on to your myUTH account to retrieve your UT Health Houston Student ID number. Note that this is different from your Employee ID number.

**2. 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.

**3. 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 abbreviations 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?

**4. 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.

**5. Justification for Previous Winners of GSBS Awards.** – As noted above, 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 provide an explanation of up to 50 words summarizing what parts of your progress report and CV have been accomplished in the time since you applied for that award.

**6. CV** – This should include your training, research, and other professional or community activities, as well as accomplishments such as awards, papers, abstracts and presentations. Please be sure to clearly separate and **highlight which activities are based on your work 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 before submitting it. It is strongly advised that you have someone who is experienced read your CV.*

**7. GSBS Accomplishments** – Upload a document with "GSBS Accomplishments" as a heading at the top of the page, listing all of your significant accomplishments (publications, presentations, awards) that are based on work you have done while enrolled as a GSBS student. 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).

**8. A Research Project 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. The uploaded document should have "Specific Aims" as a heading at the top of the page.

**9. Progress Report** (Maximum 1 page, 11-point Arial Font, 0.5-inch margins). Submit a one-page report, with the title "Progress Report" written at the top of the page, 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.

**10. General Eligibility Statement.** Please note that this is NOT a personal essay like the one you submitted when you applied for admission. Instead submit a statement of up to 250 words 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.

**11. 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 (for example, "have not yet formed a committee") 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.*

**12. Photograph of yourself.** Please upload a jpg file of your headshot or professional photo. Cell phone photos are also acceptable. Photo resolution should be 300 dpi, or the highest setting possible on your smart device.

*For the photo, please dress professionally. We recommend wearing solid colors and avoiding prints, plaid, and especially checks/checkered tops. Please note that the photo will be cropped, so it is fine to wear a nice top/blouse/blazer/cardigan with jeans.*

*Photos will not be used for award selection. However, applications and photos of students who win awards will be shared with the UTHealth Office of Development.*

**13. 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 instructors. The second letter can be from any college or university faculty member. The faculty member does not need to be affiliated with the GSBS or the University of Texas. If you have both a primary and secondary research advisors, please select "Primary Research Advisor" from the drop-down menu in the application only for

your primary research advisor. 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.*

## **V. Sample References to Abstracts and Papers**

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, 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