THE UNIVERSITY OF TEXAS

MD Anderson | ‡ UTHealth
~~Cancer~~ Center | Houston

Graduate School of Biomedical Sciences

APPLICATION INSTRUCTIONS FOR SPRING SCHOLARSHIPS AND FELLOWSHIPS

Application Deadline: April 24, 2026, 5:00 PM
All application materials, including recommendation letters, must be submitted through Scholarship Manager by this 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 for this Spring, as it is also a funds to student award.

   There is one 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.

   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 first.

2. **Graduate School of Biomedical Sciences Application**
   After submitting the General Scholarship Application, you will gain access to the GSBS 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.   Selecting the Correct Application Type

You will be asked to select the application cycle. Selecting the wrong option 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 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 nor updated.***

V.   Materials Needed

The following materials will be needed to complete your application:

 1.   **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==.

In the General Scholarship Application, the upload field allows you to submit either a CV or a biosketch. **GSBS students must upload a CV. Biosketch submissions will not be accepted or reviewed.**

Poorly organized, unclear or incomplete items in the CV are <u>one of the top complaints by our reviewers,</u> so please review your CV carefully before submitting it. It is strongly advised that you have someone who is experienced read your CV.

 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 <u>long-term</u> 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.   **Outreach Statement** (Will appear if you indicate you are an ACTIVE member of the GSBS Community Outreach Coordinating Board). 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 <u>more</u> 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.   **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).

7.   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.

8.   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.

9.   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.

10.   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 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. Scholarship Manager 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 as a single PDF file. One is a letter of support in which the advisor should focus on highlighting your accomplishments, your potential as a scientist, and any relevant experiences, skills, or qualities that demonstrate your readiness for advanced research. It can also be helpful to include specific examples of your work, contributions, and growth. 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.

Failure to provide the requested information or submission of an incomplete application may also result in disqualification for all awards in this review cycle.

VI.   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