

Application Instructions for 2021 Fall Scholarships and Fellowships

Submission Deadline: November 1, 2021, 5:00 PM

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

Eligibility Criteria

One-Year Exclusion Rule:

If you won a GSBS Award that paid funds directly to you in the Fall 2020 or after, then you will not be eligible for most Fall 2021 awards.

Exceptions to the One-Year Exclusion Rule:

1. Eligibility for the Dr. John J. Kopchick Fellowships and the Charlene Kopchick Fellowship is not affected by the above restriction. You may apply for these awards even if you won another award in the last year.
2. If the award you won in the last year supported only your GRA (stipend, tuition and benefits), then you are still eligible for Fall 2021 awards.
3. Awards given to you by a specific GSBS PhD or MS program, or an entity outside of the GSBS, do not affect your eligibility for Fall 2021 awards.
Examples: awards received from MDACC, other UTHealth Schools, training grants, and scientific organizations.

Award-Specific Criteria:

Eligibility 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.

Submission of Application Materials:

All application materials must be submitted through [Embark](#). You may either create a new account or use the same account that you created for your GSBS admissions application. Once your application has been submitted, it cannot be edited.

Using the Embark Website:

Embark will format the application based on your choice of application cycle and the awards you select. When you first open the application be sure to select the “Fall Common Application” cycle at the top of the first page. This will insure 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 which you know you are eligible.

Materials Needed

The following materials will be needed to complete your application:

1. **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.

2. Donor Statement – provide a statement summarizing your project in the space provided. This should be written for a non-scientist. So, avoid jargon, unexplained abbreviation 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? (150 words maximum)

3. Justification for Previous Winners of GSBS Awards. – As noted, if you've won a GSBS “funds to student” award in the last year you may not be eligible for most Fall Awards. However, if you've won a GSBS award more than one year ago, then please use this section to name the award and briefly explain what parts of your progress report and CV have been accomplished since the award was given to you (50 words maximum).

4. CV – This should include your training and research activities as well as accomplishments such as awards, papers, abstracts and presentations. Please be sure to clearly separate or **highlight those activities in yellow that you completed 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. It is strongly advised that you have someone who is experienced read your CV before submitting it.

5. GSBS Accomplishments – List all of your significant accomplishments (publications, presentations, awards) here that are based on work you have done while enrolled as a GSBS student. (250 words maximum).

6. A Specific Aims Page. (Maximum 1 page, 11 point Arial Font, 0.5 inch margins). 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 they will not count against the page limit.

7. Progress Report (Maximum 1 page, 11-point Arial Font, 0.5 inch margins). Submit a one- page report describing your progress toward completing your aims, including only results that you have personally obtained, rather than those that are primarily the work of collaborators. 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.

8. General Eligibility Statement (1 page, 11-point Arial Font, 0.5 inch margins). Submit a statement explaining how you meet the criteria for the fellowship(s) you seek. In this statement, you should describe 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. Personal or financial hardships do not require a detailed description in this section. Rather you may simply answer “yes” to the question in the first part of the application. Before uploading be sure to title the page “General Eligibility Statement”.

9. Applicant's last advisory committee meeting report including the evaluation pages.

Please 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 page briefly explaining why (for example, "have not yet formed a committee") and then state when you expect to have your first meeting.

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) your tutorial instructor. The second letter should be from a faculty member from GSBS or any other academic institution. 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.

Sample references

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. PMID: 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