

Fellowship submission guidelines

Purpose: It is crucially important for the training of graduate students to learn to write a research proposal. In addition, students should learn the process of submitting a grant and all the steps involved (e.g. writing a budget and getting university approval). The Graduate Executive Committee has decided the most effective way to teach this skill is to require PhD students (starting with the class that entered Fall 2012) to submit a fellowship application. It should be noted that this is a fellowship that offsets the salary paid by the department or PI and applications for scholarships would not satisfy this requirement.

Mentoring plan:

1. The most important lesson to learn is to match your research topic/interest with the funding agency. It is always a good idea to contact the point person from the agency and discuss your ideas. A list of potential agencies is listed at the end of this document; however it is not an exhaustive list. Work diligently with your mentor to find a good fit.
2. Attend grant writing workshops on campus or at conferences. Obtain examples of funded proposals to get an idea of good organization.
3. Resources
 - a. The Grant Application Writer's Workbook by Stephan W. Russell and David C. Morrison, (<http://www.grantcentral.com/>) available for check out from Dr. Going
 - b. Research Proposals A Guide to Success by Thomas E Ogden and Israel A Goldberg, available for check out from Dr. Limesand

Execution plan:

1. Meet with your mentor or major professor to discuss fellowship (dissertation) topic.
2. Identify possible sources of funding
3. Read the instructions. Identify the due date and eligibility guidelines.
4. Determine whether additional expertise is needed to support the proposal.
5. Establish a timeline and plan for writing each part of the proposal.
6. Identify the Aims of your Proposal.
7. Develop proposal
8. Work with you mentor to revise the proposal.
9. Ask as many people as possible to read your proposal and make sure to choose individuals that will truly critique it. Please give them at least one week to read; anything less and you won't get as much valuable feedback.
10. Present grant to a jury of 2-3 faculty independent of your mentor. Revise grant based on their feedback.
11. Meet with Theresa Spicer to learn about the process of submitting a proposal. She should be notified at least 6 weeks prior to the deadline with your intention to submit a grant and where she can find more details. She is an advocate to get your grant submitted and must complete this role for all grants in the queue.
12. Meet with Darren Shevchuk to develop the budget.

13. Proposal should be ready for submission during your 3rd semester of graduate study. The actual submission date will be depend on the specific fellowship.
14. Pay attention to the details in the instructions! Most grants must go through an electronic screening process and the submission process halts when errors are detected.

List of potential fellowship funding avenues:

1. Career Services website list: <http://sciencecareers.sciencemag.org/funding>
2. NIH F31 NRSA <http://grants.nih.gov/grants/guide/pa-files/PA-11-111.html>
3. American Heart Association: pre-doctoral fellowship
4. American College of Sports Medicine: doctoral research fellowship
5. American federation for aging: [Glenn/AFAR Scholarships for Research in the Biology of Aging. http://www.afar.org/research/funding/glenn-afar-scholarships/](http://www.afar.org/research/funding/glenn-afar-scholarships/)
6. National Science Foundation: http://www.nsf.gov/funding/education.jsp?fund_type=2
7. Cancer Research Institute <http://www.cancerresearch.org/programs/STaRT/apply/>
8. American Cancer Society- Mentored Training and Career Development Grants
9. **NATIONAL SCIENCE FOUNDATION (NSF)** Graduate Research Fellowship Program <http://www.nsfgrfp.org/>