

APPLICATION AND CHECKLIST 2019

Fellowships » Application and Checklist

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NOTE: WE RECOMMEND SUBMITTING APPLICATIONS WELL BEFORE THE DEADLINE AS WE CANNOT BE RESPONSIBLE FOR ISSUES ASSOCIATED WITH INCREASED WEBSITE TRAFFIC

Checklist: (Note: checklist should not be submitted with application)

1. **Application Form** - Found on the application website.
2. A **PDF** file for each of the following documents, to be uploaded on the application form
 1. **Abstract** of proposed project (written for a non-specialist; maximum of 200 words, 12 point font, margins at least 0.75 inches).
 2. **Project Description**. The description must be sufficient to allow a reviewer familiar with the general area of the work to evaluate the underlying hypothesis and the methods to be used in the experimental approach. *Descriptions should include: a testable hypothesis, specific aims, significance of the project to the applicant's field of study, broad account of experimental techniques and methods to be used to test the hypothesis, including innovative approaches, a brief account of background and preliminary data, some discussion of the expected results, their interpretation, and potential problems.*

This section **must not exceed four typed pages**, excluding references and figures. If applicants wish to include figures *within* the main section, they will count towards the four page limit. The description **MUST** be typed and with a size no smaller than 12 point font. Descriptions may be single or double spaced. Margins should be at least 0.75 inches. More than 4 pages, too small type, photocopy reductions, or "cut-and-paste" to squeeze more material will disqualify an application.
3. **Proposed Budget and Budget Justification**. Fellowships funds may be used for such things as:
 - expendable supplies
 - small equipment to be used by the recipient (not for general use)
 - publication of research findings
 - travel and subsistence while performing field studies
 - travel to another laboratory for collaborative research
 - payment for undergraduate assistants (NOT to exceed 1/3 of the total budget requested)
 - study subjects compensation

Fellowship funds **cannot** be used for:

 - salaries
 - tuition
 - child care
 - travel to professional meetings or to begin a new appointment
 - travel to another institution for coursework
 - training or workshops
 - administrative overhead or indirect costs
 - personal computers
 - living allowances

Award amounts will not exceed \$10,000 or specified funds requested in the proposed budget. Any application that submits a budget request in excess of \$10,000 (even \$1.00 over) is disqualified.
4. **Copies of Animal/Human Subjects Approval OR Collecting Permits**. Please scan these items and append to your application if applicable.
5. A **letter from the host scientist**. If you are asking for funds to travel to another laboratory for collaborative research, please include a letter from the host scientist to provide evidence of this collaboration.
3. **Recommendations Letters**. Two letters, one from an advisor or department head plus one other who is qualified to evaluate the applicant's ability to perform the proposed research are required. An electronic signature should be included if at all possible. A form to input the letters can be found within the application website, and is accessible once you have started the application. Please ask referees to submit their letters by **January 4, 2019**. While recommendation letters will continue to be accepted through **11:59pm, Eastern Standard Time, January 11, 2019**, we advise you to strongly suggest your referees to submit their letters by the earlier date to ensure we receive those letters in time. **Applications lacking reference letters will be disqualified and not be sent out for review.**
4. **Contact Information for Institutional Official** to manage your grant expenses if awarded. If you should be awarded a fellowship, you will be asked for **Annual Expense Report in May 2019**. *Note that this information will be included in the application form.*

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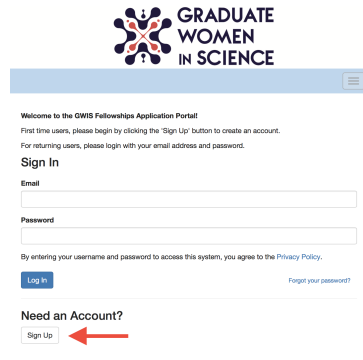
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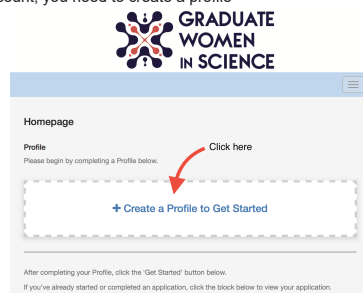
TO SUBMIT AN APPLICATION:

Please visit our [GWIS Fellowships Application Portal](#).

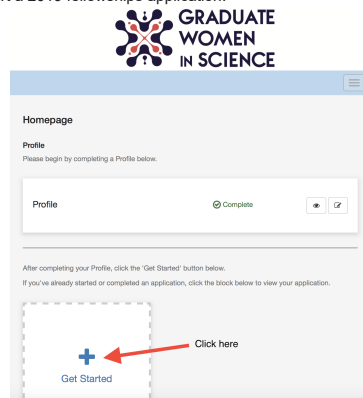
- You will need to create an account with the application portal, regardless of whether or not you are a GWIS member. Please note that GWIS members do not have to pay an application fee, but non-members will need to pay a \$50 application fee. We offer a 1-year introductory membership at a discounted rate of \$40 to be paid online with US dollars. To become a member: click [here](#) to start. We will be sending out the link to pay the application fee in early January



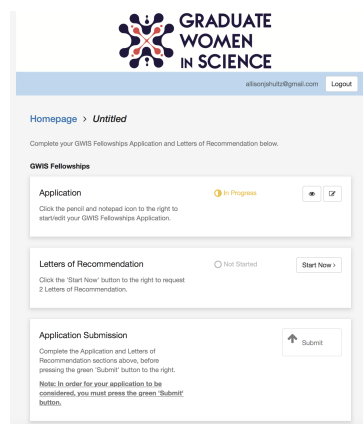
- Once you have created an account, you need to create a profile



- Next, click "Get Started" to start a 2019 fellowships application.



- From here, you can either work on your application form (note you can save a draft and return later), or request letters of recommendation.



- Once you have requested your letters of recommendation, you can check the status anytime by returning to the "Letters of Recommendation" section, even after you have submitted the application. If a letter has been submitted, the "Status of Request" will be marked as "Complete".

GRADUATE WOMEN IN SCIENCE

allisonphut@gmail.com Logout

Homepage > t > Letters of Recommendation Listing

The GWIS Fellowships program requires 2 Letters of Recommendation. Click the 'Add New Item' button below to complete a request.

You have reached your limit of 2 listings. [Export .CSV](#) [Add New Item](#)

Name	Status of Request	Status Date of Request	Status
test@gwis.org	Sent	11/14/2017	Complete
tech@gwis.org	Complete	11/14/2017	Complete

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- Once your application form is complete and you have requested your letters of recommendation, you need to submit the full application by clicking the green button on the bottom right. The letters do not actually have to be submitted at this time, but they do need to be requested.

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Complete your GWIS Fellowships Application and Letters of Recommendation below.

GWIS Fellowships

Application Complete [Edit](#) [CF](#)

Click the pencil and notepad icon to the right to start/edit your GWIS Fellowships Application.

Letters of Recommendation Complete [Add](#)

Click the 'Start Now' button to the right to request 2 Letters of Recommendation.

Application Submission Click here to submit [Submit](#)

Complete the Application and Letters of Recommendation sections above, before pressing the green 'Submit' button to the right.

Note: In order for your application to be considered, you must press the green 'Submit' button.

All application materials (including letters of recommendation) must be RECEIVED by **11:59pm, Eastern Standard Time, on January 11, 2019.**

Failure to include any of the items on this checklist, or failure to collate the application into a single application package will result in rejection of the application without review. This includes letters of recommendation – remind your referees that **January 11, 2019 is the due date. Late letters will not be accepted and this will be grounds for disqualifying the application.**

NOTE: ONLY ONE APPLICATION MAY BE SUBMITTED PER APPLICANT. APPLICANTS WITH MULTIPLE APPLICATIONS WILL BE AUTOMATICALLY DISQUALIFIED.

CONTACT US

National Office
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Email: info@gwis.org

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