

SDE/GWIS Fellowships checklist

The entire application (except the letters of recommendation) must be submitted electronically as a SINGLE, COMPLETE PDF document to fellowshipsapplications@gwis.org with "SDE/GWIS Fellowship Application" and applicant's name in the subject line no later than 11:59pm, **Central Standard Time**, on January 15, 2010. Please name the pdf application file as follows **lastname_firstinitialapp.pdf** (for example: smith_kapp.pdf). Also, please tell your reviewers to name their pdf file in a similar fashion, with 'rec' instead of 'app' at the end-for example: smith_krec.pdf. **All file names for applications and recommendations should adhere to this file naming procedure or the application will be rejected!!**

Checklist:

(Note: checklist should not be submitted with application)

_____ 1. Application form.

_____ 2. Abstract of proposed project (written for a non-specialist; maximum of 200 words, 12 point font, margins at least 0.75 inches).

_____ 3. Project proposal 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
- the significance of the project to the applicant's field of study
- a 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. 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.

_____ 4. 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, or travel to another laboratory for collaborative research. These costs must be clearly justified in the proposal and integral to the research design. Funds cannot be used for the following: 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, or equipment of general use. **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.**

_____ 5. Recommendations. 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. Please ask referees to email letters DIRECTLY to fellowshipsapplications@gwis.org with applicant's name in the subject line, **by 11:59pm, Central Standard Time, January 15, 2010** using an electronic signature if possible. Also, letters of recommendation should be pdf files and should use the filing naming procedure stated above (lastname_firstnamerec.pdf, such as smith_krec.pdf). **PLEASE NOTE:** If recommendation letters do not follow this naming procedure or are submitted after the deadline, the application will be disqualified.

_____ 6. Copies of animal/human subjects approval OR collecting permits. Please scan these items and append to your application.

In addition, the following must be included if application is to be reviewed:

_____ 7. An application processing fee of US \$25 payable in US funds must be paid online

Please electronically send all of the above items (except the recommendation letters) as a single, complete PDF document with "SDE/GWIS Application" and applicant's name in the subject line to fellowshipsapplications@gwis.org by **11:59pm, Central Standard Time, on January 15, 2010**. Make sure to use the file naming procedure as stated above: lastname_firstnameapp.pdf (smith_kapp.pdf).

FAILURE TO SUPPLY 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 15, 2010 IS THE DUE DATE. LATE LETTERS WILL NOT BE ACCEPTED AND THIS WILL BE GROUNDS FOR DISQUALIFYING THE APPLICATION.**

(Click here for the Application form).