

Guidelines for NEW Porter Fellowship Applications

1. Applicant's Personal Information (complete all information in your APS Awards site profile)

Contact Information
Ethnicity/race
Citizenship
Month/Year began Graduate School

2. Applicant's Educational Background

- a. Obtain and upload all your transcripts, including your current institution.
 - Official electronic transcripts are now acceptable. Please upload your transcripts in PDF form to your online application in chronological order (i.e., community college, undergraduate, graduate).
 - Non-electronic official transcripts must be mailed directly to the APS Education Office in a sealed envelope. Staff will upload all transcripts to your online application. Please verify that the APS Education Office has received all transcripts prior to the deadline. You will be able to see when each transcript is uploaded.
 - If any transcript is not in English, please provide an English translation of courses, grades, and grading system.
- b. Upload a copy of the acceptance letter to the graduate training program **ONLY** if coursework has not yet begun.
- c. Upload a current curriculum vitae (CV) or resume.
- d. Upload a **complete** list of all the **undergraduate** institutions you have attended. For each institution provide: name of college/institution, city/state, year(s) attended, degree received (if any).
- e. Upload a **complete** list of all **graduate** institutions you have attended. Include the following for each institution: name of college/institution, city/state, year(s) attended, degree received (if any).

3. Applicant's Biographical Sketch

Upload a file containing the following information (be sure to address all items):

- a. Brief biographical sketch (adhere to NIH guidelines for preparation; this is in addition to your CV)
- b. Previous career development opportunities and research experiences
- c. Statement regarding your specific interest in studying the physiological sciences and career aspirations

4. Advisor/Program Director Contact Information

Include Advisor's/Program Director's name and title, department, institution, telephone and e-mail address.

NOTE: APPLICANTS AND THEIR ADVISOR/PI must be APS members in good standing at the time of the application deadline.

5. Applicant's Proposal (To be completed by applicant)

PROPOSAL FORMATTING GUIDELINES AND PAGE LIMITATIONS: The research proposal is limited to 5 pages (not including references) using single line spacing with 1 inch margins and 12 point font (Times New Roman, Times or Arial fonts are acceptable).

- a. **Proposed Research Plan:** The proposed research plan must be an original document describing the research that is to be completed (Note: It should not be a compilation of sections “cut and pasted” from a grant proposal). Rather, the proposal should be written by the student applicant with only editorial assistance from the preceptor. Include the following sections:
 1. Specific Aims & Hypothesis (no longer than 1 page),
 2. Background and Purpose (1/2 page)
 3. Significance of the study (1/4 page)
 4. Preliminary Data (if available, no more than 1 page including figures and tables)
 5. Research Design and Methods (1-2 page)
 6. Expected Outcomes & Limitations (1/4 page)
 - b. **Training Potential** (one page limit): The application must include a personal statement from the applicant addressing the planned value of the proposed fellowship experience and research training program, and how these relate to the applicant’s needs in preparation for a career as an independent researcher.
6. **Advisor’s/Program Director’s Research Training Proposal** (To be completed by Advisor/Program Director)
- a. **Advisor’s/Program Director’s biographical sketch** (NIH-style, not CV)
 - b. **Advisor’s Training Plan:** The advisor must provide a description of how the student will be mentored during the fellowship in order to facilitate advancement to degree completion. The mentoring plan is a crucial component of the application, and will be reviewed accordingly. The narrative should include the following items:
 - i. Your plan to develop the applicant’s research capabilities
 - ii. The applicant’s participation in activities designed to augment academic success
 - iii. Other training or course work related to mastering technical skills or methods
 - iv. Names, degrees and titles of other individuals who will be involved in training the applicant
 - c. **Provide a description of the environment for research and training of the fellow including:**
 - i. Physical facility
 - ii. Laboratory
 - iii. Technical support
 - iv. Names of current and past trainees (for past trainees please indicate position obtained after leaving laboratory)
 - d. **List of Applicant’s Other Pending and Current Fellowship Awards/Other Support:** Include source/agency and award amount for each (if none, specify “none”)
 - e. **Affirmation of Student Written Proposal:** Upload a signed and dated statement certifying that the information provided in the application is accurate to the best of the advisor’s knowledge and that the research plan was **written by the student applicant and approved by the advisor.**
7. **Recommendation Letters:**
Contact two individuals to provide reference letters, one of which **MUST** be from your research advisor/Program Director.

CONFIDENTIAL letters of recommendation that provide an assessment of the applicant's overall qualifications and potential must be uploaded electronically. Enter the email address for each person providing a letter to ensure system notification.