

GSK Fellowship Application Guidelines

Applications will not be considered if they exceed any of the page limits or do not follow the requested format. A complete application includes: Research Description; Curriculum vitae; and Two letters of recommendation

Research Description

Briefly describe your dissertation research project and your progress toward completion. Address your research description to an audience of intelligent reviewers who may not be familiar with your field. Clearly explain the importance of your research to a lay audience. Do not use jargon or technical, field-specific terminology.

Your research description should include the three sections outlined below. Each section must be clearly identified and start on a new page. There are page limits for each section.

Format:

Double-spaced, 12-point font, 1-inch margins, numbered pages, your name on each page.

Abstract:

- Summary of your research
- No more than 1/2 page
- Double-spaced

Progression and Financial Support Summary (~1/2 page):

- Submit a short summary of your progression in the program (i.e. I am in my 4th year and met with my dissertation committee on December 10, 2016, any incomplete grades, etc.)
- List any current fellowships or financial awards you are currently receiving.

Background and Research Design:

- No more than 3 pages
- Double-spaced

Depending on your field of study, include:

- Background:
 - A summary of key literature
 - General concepts
 - Frame of reference for your study
 - Your research questions
- Methodology and Research Design:
 - Description of the data or other materials which will be/have been collected and analyzed
 - Methods of collection and analysis
 - Design considerations
 - Description of any necessary approvals, such as Human Subjects Review

Research Progress, Work Plan, and Timetable:

- Describe your research progress made to date and your planned sequence of tasks to be completed, with estimated timetable.
- No more than one page

Significance of your Research:

- Explain the significance of your research to your field of study
- No more than one page

Citations (optional):

- May be included for important references
- Can be either footnotes or endnotes
- Can be single-spaced
- Must be within the 6 page limit

Budget for Non-Stipend Expenses (Optional):

If an applicant is requesting a portion of the award for non-stipend expenditures (i.e. incidentals directly associated with dissertation research preparation such as computer software, books, and travel to scientific research meetings, etc.), the applicant should provide a proposed budget for the anticipated non-stipend expense (\$1,000 maximum) as part of their application package. A sub-account will be set up in the business office for processing non-stipend expenditures. The awardee will be responsible for maintaining an accounting of the use of these non- stipend funds which will be submitted, along with receipts for purposes of reimbursement.

Curriculum Vitae and other sources of funding:

Format:

No more than 2 pages, 12-point font, 1-inch margins, numbered pages, and your name on each page.

- Include recent professional activities, awards, honors, and courses you have taught
- For other sources of funding, list:
 - External funds for which you have applied
 - Funding source
 - If funding was received or is pending

Two Letters of Recommendation

- One from your dissertation advisor
- One from another faculty member who is familiar with your research. This letter of recommendation does not have to be from a UNC faculty member. It can be from a faculty member from any university.

Instructions for recommenders:

Each letter of recommendation should be no more than 4,000 characters (spaces included), which is approximately 600 words or one single-spaced page.

Recommendations should include:

- The quality of the student's research

- A rating of the student's overall ability and potential for a successful career based on the recommender's knowledge of other students in the same field
- The recommender's assessment of:
 - The likelihood that the student will complete the dissertation during the award period, or within 5 years.
 - Recommenders should submit letters directly to Aaron Todd, Assistant Director of Student Affairs aaron@unc.edu