

## Guidelines for NEW Porter Fellowship Applications

Applicants and their advisor/PI must be APS members in good standing at the time of the application deadline.

1. **Applicant's Personal Information:** Complete and/or update all information in your APS Awards site profile.
2. **Applicant's Educational Background**
  - a. Obtain and upload all prior and current transcripts.
    - a. Unofficial electronic transcripts are acceptable.
    - b. Please upload transcripts, in PDF form, to your online application in chronological order (i.e., community college, undergraduate, graduate).
    - c. If any transcript is not in English, please provide a translation of courses, grades and grading system.
  - b. Month/Year began Graduate School
  - c. Upload a copy of the acceptance letter to the graduate training program **ONLY** if coursework has not yet begun.
  - d. Upload a list of coursework
  - e. Upload a complete list of all the undergraduate and postbaccalaureate institutions you have attended. For each institution provide: name of college/institution, city/state, year(s) attended, degree received (if any).
  - f. Upload a complete list of all graduate institutions 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 (5-page max)**

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

  - a. Brief biographical sketch (adhere to [NIH guidelines](#) for preparation).
  - b. In the personal statement section of the Biosketch, please discuss previous career development opportunities and research experiences. Also discuss your specific interest in studying the physiological sciences and career aspirations.
4. **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 during the duration of the award.

**Note:** Research plan should *not* be a compilation of sections "cut and pasted" from an Advisor/ PI grant proposal). Rather, the proposal should be written by the student applicant with only editorial assistance from the Advisor/PI.

Include the following sections:

- i. Specific Aims & Hypothesis (no longer than 1 page)

- ii. Background and Purpose (1/2 page)
- iii. Significance of the study (1/4 page)
- iv. Preliminary Data (if available, no more than 1 page including figures and tables)
- v. Research Design and Methods (1-2 page)
- vi. Expected Outcomes & Limitations (1/4 page)

b. **Applicant's Background and Goals for Training** (two-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. What are the unique challenges that experienced? What activities are planned during the fellowship? Font should be 11 points or larger.

c. **Abstract:**

- i. Communicates the basic science or health relevance of the project in lay terms.
- ii. No more than 30 lines of text.
- iii. Plain language that is understandable to a general audience.
- iv. Describe how research contributes to the fundamental knowledge of physiology or how it can enhance health, and reduce the illness and disability.

**5. Advisor/Program Director Contact Information**

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

**6. Advisor's/Program Director's Research Training Proposal:** This section is to be completed by Advisor/Program Advisory/PI . (Two-page limit)

a. **Advisor's/Program Director's NIH biographical sketch**

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. 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; and
- 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.
  - f. **Institutional Support Letter:** Please provide a letter from your department chair stating that they are aware of this proposal.
7. **Recommendation Letters (2):** These confidential letters of recommendation provide an assessment of the applicant's overall qualifications and potential must be uploaded electronically.

Contact two individuals to provide recommendation letters, one of which **MUST** be from your research advisor/Program Director. Enter the email address for each person providing a letter to ensure system notification.