

**Guidelines for RENEWAL Porter Fellowship Applications
(Second year of funding)**

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

Contact Information

Ethnicity/race

Citizenship

Entry Date Graduate School (Month/Year)

2. Fellow's Report (To be completed by the applicant)

a. Obtain and upload your current transcripts.

- Official electronic transcripts are now acceptable. Please upload your transcript in PDF form to your online application.
- Non-electronic official transcripts must be mailed directly to the APS Education Office in a sealed envelope. Staff will upload your transcript to your online application. Please verify that the APS Education Office has received the transcript prior to the deadline. You will be able to see when your transcript is uploaded.
- If any transcript is not in English, please provide an English translation of courses, grades, and grading system.

If you have not taken any courses since your original application, please note this in a PDF document and upload it under "Transcript."

b. 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.

c. Progress Report (4 page limit)

The progress report is to be written by the Porter Fellow who is seeking a renewal award. Editorial assistance with the document is to be provided by the preceptor. The report must address any changes to the original training and research plan. However, do not cut and paste information directly from the applicant's original proposal. The progress report should conform to a four page limit with one inch margins, 12 point font (Arial or Time New Roman) and single spacing. Page limitations do not include references.

1. Progress in Training: List activities completed since your original application was submitted. Provide information on the following items listed below:
 - Courses
 - Publications
 - Presentations
 - Awards
 - Other Activities
2. Progress and Changes in Research Plan: (address all sections)
 - Describe how the work completed addressed the original specific aims and hypothesis (no longer than 1 pg).

- Present data results from year 1 funding (figures and tables will count towards page limit)
- Compare year 1 data to the expected outcomes section described in your original proposal (1/2 pg)
- Describe any changes to the original research design and methods and delineate how these changes modify your specific aims and hypotheses. Significant changes must be approved by the Porter Physiology Development and Minority Affairs Committee Chairperson (*see below)
- Describe any new limitations or alternative approaches (1/2 pg)

d. Training Potential (1 page limit)

The applicant must describe how the fellowship experience and research training program have accommodated their needs in preparation for a career as an independent researcher.

3. Advisor/Program Director's Report (To be completed by advisor)

a. Updated NIH biographical sketch (adhere to NIH guidelines for preparation)

b. Advisor's Letter: Evidence of adequate progress in the fellow's training and research plan is crucial to the review of a renewal application. The advisor's letter should provide an assessment of the fellow's progress and evidence that the fellow will successfully complete the program of study (i.e. anticipated graduation date).

c. Changes affecting the applicant's research training environment or program: Describe any minor changes in the training/research environment of the fellow. Note that changes are considered minor if they meet the following criteria:

- 1) addition of a new secondary mentor
- 2) addition/deletion of a specific aim and/or hypothesis that does not impact the overall scope and objective of the original research project.
- 3) change in department within a university in which the original mentor has some affiliation, but in which the change will benefit the applicant by providing continued access affiliation.

NOTE: Modifications beyond this scope are considered significant and require the prior approval of the Porter Fellowship Committee (*see below).

d. List of applicant's other support (pending and current funding): Include Source/Agency and Award Amount for each (if none, specify "none")

***SIGNIFICANT** changes to a research proposal must be approved by the Porter Development Committee **PRIOR TO SUBMISSION** of a renewal application. Any changes that the committee deems "significant" will require the applicant to submit a NEW application and NOT a RENEWAL application to be considered for a second year of funding. Such applications must adhere to the guidelines provided for new applications. Regardless of stage or status, fellows funded through the Porter Fellowship are only eligible for 2 years of total funding. A renewal with significant modifications that is submitted as a new application will be eligible to receive only one year of additional funding. Significant changes include, but are not limited to the following: 1) change in research mentor, 2) change in the scope of the proposed research (e.g. change in animal model, cell-lines, across models, specific aims & hypothesis, and/or overall project objectives, and/or 3) change in research environment (i.e. change in mentor associated

with a change in department within a school or university or a change in university altogether). If further clarification is required, please contact the chair of the Porter Development Committee.

- 4. Letter from Sponsored Research Office:** Ask your Sponsored Research Office to prepare a document stating that they are aware that you are applying for this fellowship.