

# GRADUATE DIVERSITY ENRICHMENT PROGRAM (GDEP)

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**Proposal deadline:**

July 2, 2019 (2:00 pm ET)

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## KEY DATES

<b>Grant application portal available</b>	April 15, 2019
<b>Application deadline</b>	July 2, 2019
<b>Notice of award</b>	September 15, 2019
<b>Award start date</b>	November 1, 2019
<b>Award end date</b>	August 30, 2021

## PROGRAM BACKGROUND

The Burroughs Wellcome Fund is committed to supporting the next generation of biomedical scientists and researchers. A significant portion of its grant programming includes the career development of young scientists. The existing Postdoctoral Enrichment Program Award (PDEP) was established to address the continuing lag in the advancement of underrepresented scientists and to position awardees to be more competitive in their pursuit of securing academic and research positions. Enrichment support for underrepresented postdocs has proven to be effective in their career progression. More than 80 awards have been made to early career scientists since the establishment of the Postdoctoral Enrichment Program Award in 2013.

Despite several decades of federally supported programs, racial and ethnic minority Americans continue to be underrepresented among Ph.D. recipients and in the science and engineering workforce. In biomedical sciences, graduate enrollment is 68% white, 12.9% Asian, 5.4% black, 5.9% Hispanic, 7% unknown and less than .5% American Indian.

Students with strong SAT scores, high grades and success in high school honors math and science courses often leave the undergraduate college STEM pipeline, and the loss is disproportionately among underrepresented students. BWF seeks to support those underrepresented students who go on to become graduate doctoral students in the biomedical sciences and thus increase the diversity of individuals completing degree requirements and entering postdoctoral programs.

### Graduate Diversity Enrichment Program (GDEP)

To address access to enrichment opportunities and supporting resources, the Burroughs Wellcome Fund is piloting a second cycle of the Graduate Diversity Enrichment Program in 2019. BWF is committed to funding the next generation of scientists and researchers and seeks to support Ph.D. students increasing the diversity in science. The primary goal of the Graduate Diversity Enrichment Program (GDEP) is to enhance the graduate student experience and provide early exposure to various professional environments and networks for which future research and/or professoriate opportunities might manifest.

Funds will support the following:

1. Activities for the graduate student to travel and participate in or present at conferences, workshops, courses and training.
2. Costs associated with the purchase of equipment, materials and supplies related to their research, presentation, short course enrollment, workshops and training.
3. Participation in peer network system of diversity and/or underrepresented graduate students.

# GRADUATE DIVERSITY ENRICHMENT AWARD

The Graduate Diversity Enrichment Program (GDEP) provides a total of \$5,000 over two years to provide underrepresented minority PhD students (enrolled in NC Institutions of Higher Education) with opportunities for greater science and research enrichment experiences. Up to ten awards will be granted for the 2019-2021 period. Continuation of the GDEP award will be based on the impact and success of the ten awards.

The GDEP award cannot be used to support indirect costs. (Refer to “Terms of Grant” for information on indirect costs and use of funds.)

## ELIGIBILITY REQUIREMENTS

Applicants for the Graduate Diversity Enrichment Program Award:

- Must be a graduate Ph.D. student enrolled at a North Carolina Institution of Higher Education (public or private) and within their 2nd to 5th year of studies at the time of application.
- Must be post preliminary/qualifying exams at the time of application
- Must be nominated by a graduate advisor at the nominating institution. Applications must be approved by an official responsible for sponsored programs (generally from the grants office, office of research, or office of sponsored programs) at the degree-granting institution.
- Must be underrepresented minority (i.e. American Indian or Alaska Native, Black or African American, Hispanic, or Native Hawaiian or other Pacific Islander)

- Must be citizen of the United States or Canada (at the time of application)
- Must be full time graduate student and actively conducting biomedical and medical research

Individual underrepresented minority graduate students conducting biomedical or related medical research are eligible to apply. The program targets Ph.D. candidates who are conducting biomedical or related medical science research.

## IMPORTANT NOTES

- The GDEP award can only be made to degree-granting institutions in North Carolina. Institutional Internal Revenue Service determination letter of non-profit status may be requested by BWF staff if said letter is not on file in our database.
- An advisor’s support letter is required for GDEP. Advisors of GDEP awardees may be requested to attend and/or participate in webinars and workshops related to diversity. The advisor must explicitly state how the grant award would support enrichment for the graduate student.

## SELECTION PROCESS

Selection of award recipients will be made by an administrative and scientific advisory committee with final approval by the Burroughs Wellcome Fund Board of Directors. Up to ten Graduate Diversity Enrichment Program (GDEP) awards will be made in 2019. Continued GDEP programming will be determined after the piloting. The committee will use the following criteria to select GDEP applications for funding:

- Applicant’s stated goals and ambitions through submission of a personal statement.
- Articulation of planned fund use that includes how the GDEP Award will support goals and ambitions shared in a personal statement.

# INSTRUCTIONS ON HOW TO PREPARE AND SUBMIT A COMPLETE PROPOSAL

## Application Process

Interested candidates who meet the eligibility criteria will need to submit one online proposal through BWF's Internet Grant Application Module (IGAM) by July 2, 2019 at 2:00 pm ET. The proposal submission site or grant application portal will be available by April 15, 2019.

**The Proposal includes:** (see *Proposal Elements for descriptions of each item below*)

- Applicant Information
- Personal statement and a CV from the applicant
- Project Plan
- Letter of nomination by a graduate advisor
- Budget (template provided)
- Signature Page (template provided)

All communications will be made through email.

BWF does not provide critiques or written comments of unfunded proposals.

## How to Submit a Proposal

First complete the eligibility quiz to determine if you are eligible to apply. If applicant meets the eligibility criteria, they will be allowed to access the application form.

To begin a proposal submission, use this link: [proposal](#)

To return to a proposal already in progress, you must use this link: [saved proposal](#)

It is recommended that applicants bookmark this page to return to a proposal in progress. Using the first link of the two immediately above will return you to the eligibility quiz.

## Proposal Elements

A complete proposal consists of fields submitted through the online IGAM application plus requested attachments uploaded as PDFs into the grant application system. In addition, a nomination letter is requested from the doctoral student's advisor. The detailed components of the complete proposal are shown below. Note that it is the responsibility of the applicant to ensure that the nomination letter is submitted by the deadline due date. An application will not be considered complete without the letter from the advisor.

### Online pre-proposal form – available through IGAM (see previous links):

- Applicant (doctoral student) information
- Applicant (doctoral student) demographics
- Nominating institution information
- Contact information for the advisor, department chair, and signing official
- Proposal information
- Project plan
- Letter from advisor

## PDF Attachments

Prepare in advance the following required documents. The following proposal elements are required and must be uploaded in a single PDF in the order indicated. (All documents must have a minimum of 11 point font with one-inch margins.) Templates are provided:

Download Forms and Templates

### Signature Page *(form provided)*

### Personal Statement *(one page):*

Describes who you are, your long-term career goals, and how this award will support those goals. Include any mentoring or outreach activities you provide to include other underrepresented populations.

### Curriculum Vitae of doctoral student *(up to five pages)*

### Project Plan *(up to three pages):*

There is no set template for the project plan. The plan should describe:

- Overview of planned expenditures related to conference attendance, short courses, preparation of presentation materials, workshop attendance and any other professional activities in support of stated goals.
- Any formal training activities related to career goals
- Leveraging Capacity: How the award grant might be leveraged with other activities and support provided by the degree-seeking institution.

### Budget and Budget Justification *(one page for the budget and one page for the budget justification):*

The budget should cover expenditures planned for each year of the two-year award. The justification should also include any purchases of materials and/or equipment.

## Nominating Letter from Advisor

*(no more than two pages)*

### Confidential Nomination Letter from Advisor

*(confidential blind letter, no more than two pages):*

The letter should describe the impact that the GDEP award would have on the student and the intended support to the applicant in determining appropriate enrichment activities and events. The advisor must include how the student's goals will be supported.

The letter is to remain confidential and should not be viewed by the applicant. From within the application system, applicants can send advisor's a link to upload the letter. Letters must be uploaded as a PDF file prior to 2 p.m., July 2, 2019 deadline (ET).

It is the responsibility of the candidate to ensure the letter is submitted on time.

### Applicant instructions to obtain confidential advisor letter:

1. Send an email to your advisor from within the online system (Recommender tab) requesting this letter. *Note that although this tab says recommender, the letter is from your advisor. No additional letters from other supporters are required.*
2. To send the email, click on the Recommenders tab and enter the advisor's name and email. Be certain the "send e-mail" check box is clicked next to the name. Click send.
3. An email will pop-up with standard language. It is recommended by BWF that you change the language to reflect that this is not a standard recommendation letter, but rather a letter of nomination from the advisor. Once the advisor logs into the system, they will see instructions on what to include in the letter.
4. The email will contain a link that the advisor must use to log into the system and upload his/her letter to your proposal.
5. The link is specific and unique to your application and the letter writer.
6. Once the letter has been uploaded by your advisor, it will be displayed as an uploaded file on the "Attachments" tab in the applicant's online application.

7. Letters are confidential and should not be viewed by the applicant. You will only be able to see that the letter has or has not been uploaded to your application.

*Note: Advisor letters sent separately or after the application due date will not be accepted.*

#### **Advisor instructions to submit confidential letter:**

Complete your letter offline using any standard word-processing software. The letter should describe the impact that the GDEP award would have on the student and the intended support to the applicant in determining appropriate enrichment activities and events. The advisor must include how the student's goals will be supported.

- The letter is limited to two pages. Please include the letter on official university letterhead, including a signature block.
- Convert the document to a PDF file. Save the letter as a .pdf on your system.
- Return to the applicant's email request and click on the web link which will take you to a log-in page on BWF's grant application system. Log in using the same email address at which you received the request from the applicant. Retain this log-in information in the event you wish to "reload" a revised letter at a later date.
- Select the Title: "Letters from Advisor" from the drop down list provided on the page.
- "Browse" to select the letter from your system which will populate the "File Name" field.
- Click the "Upload" button.
- Click the "Finished" button.
- View the acknowledgment thanking you for your submission.
- If you have problems with the email link, copy and paste the entire link into your web browser. Be certain you are entering the correct email address to log in to the site.
- Once your letter has been uploaded, the applicant will be able to see whether or not your letter has been submitted, but cannot view the content of the letter.
- An application CANNOT BE SUBMITTED until the advisor letter has been uploaded and attached to the application by the grant deadline.

## **Submission Process**

Submission Process Upload the requested files on the "Attachments" tab of the online application. Click the "Review Your Application" on the Attachments tab to see if any errors are identified in your application. All information must be provided before the "SUBMIT" button is available. Click the "SUBMIT" button to transmit the application. An automated message will confirm that the application was successfully submitted.

Proposals will not be accepted after 2 p.m. EDT on July 2, 2019. The online application system shuts down automatically at the deadline and the SUBMIT button will no longer be available. Plan to submit your application well in advance of the grant deadline to allow adequate time to troubleshoot any issues. **NO EXCEPTIONS OR EXTENSIONS WILL BE GRANTED.** After the deadline, applicants with incomplete proposals and those not adhering to instructions will be disqualified without prior notice. Only proposals submitted through BWF online application website IGAM will be accepted. It is the responsibility of the applicant to ensure that the confidential advisor letter has been uploaded to their application and submitted by the deadline. Late submissions will not be accepted.

### **Questions?**

Eligibility inquiries should be directed in advance to BWF program staff by contacting:

Alfred Mays, Program Officer  
[amays@bwfund.org](mailto:amays@bwfund.org), 919-991-5103

Tiffany Taylor, Program Associate  
[ttaylor@bwfund.org](mailto:ttaylor@bwfund.org), 919-991-5116

# TERMS OF THE GRANT/USE OF FUNDS

Awards are made to the degree-granting institutions on behalf of the award recipients. The Graduate Diversity Enrichment Program (GDEP) award provides a total of \$5,000 over two years as outlined below to support the development of a GDEP awardee at a North Carolina degree-granting institution. Individual GDEP awardees conducting biomedical or medical research are eligible to apply.

The institutions are responsible for disbursing the funds and for maintaining adequate supporting records and receipts of expenditures. Indirect costs may not be charged against the awards.

Award recipients must provide BWF with an annual progress report detailing their progress. Institutions must provide an annual financial report. Both reports must be submitted (on forms that will be provided) by November of each award year. Continued funding will depend on both the timely submission of these reports and their favorable review by BWF and its program advisory committee.

Award recipients may obtain funds from other sources for research in the same or similar areas as conducted under these grants, so long as there is not conflict with meeting the terms of BWF's award.

The award is under the control of the award recipient and may be used flexibly for development activities as outlined below.

- **Year one:** \$2,500 will be granted to support enrichment activities of the doctoral student.
- **Year two:** \$2,500 will be granted to support enrichment activities of the doctoral student.

The primary goal of the Graduate Diversity Enrichment Program (GDEP) is to enhance the graduate student experience and provide early exposure to various professional environments and networks for which future research and/or professorate opportunities might manifest.

Funds will support the following:

1. Activities for the graduate student to travel and participate in or present at conferences, workshops, courses and training.
2. Costs associated with the purchase of equipment, materials and supplies related to their research, presentation, short course enrollment, workshops and training.
3. Participation in peer network system of diversity and/or underrepresented graduate students.

In the event an awardee discontinues his/her doctoral studies or has a change in the status of enrollment, notification must be made to BWF immediately. BWF will determine continued eligibility and provide guidance and instructions to the institution on reporting and final disposition of any remaining funds.

Presentations that may result from these awards must acknowledge the awardee's receipt of a Burroughs Wellcome Fund Graduate Diversity Enrichment Program.

Awardees should follow their institutions' patent, copyright, and intellectual property policies regarding discoveries that result from research conducted under these awards. BWF expects the appropriate federal, state and local guidelines with regard to scientific misconduct are in place and enforced at all institutions with which BWF awardees are affiliated.

Awardees should share scientific findings in a timely manner via the standard means of scientific communication, including publications and/or presentations in scientific forums. BWF will not retain any rights to published results or patents that result from the research.

The awards will begin on November 1, 2019.

The awards will end on August 30, 2021.



# FREQUENTLY ASKED QUESTIONS

## **How do I determine if I am eligible to submit an application; what is the first step?**

An Eligibility Quiz has been created to assist you in determining whether or not you are eligible to apply for this award. Successful completion of the quiz will take you directly to the application. You will be notified upon conclusion of the quiz if you are eligible to continue the application and apply for the grant.

## **Do I need to be nominated by my institution?**

You must be nominated by an advisor at a degree-granting institution in North Carolina where you are enrolled full-time as a doctoral student.

## **Can I apply if I am in my first year as a doctoral student?**

No. At a minimum, applicants should be within the last semester of their 2nd year as a doctoral student at the time of the application and should not be within any more than their 4th year of study.

## **Are permanent residents of the United States eligible to apply?**

Applicants must be citizens of the United States or Canada at the time of the application deadline.

## **What role does the advisor play in my application?**

The advisor provides a nomination for the applicant and shares how the award would be instrumental for the applicant's enrichment experiences. The advisor and applicant may be requested to participate in a diversity workshop.

## **Is the BWF application deadline firm?**

Yes. An application can be started and remain active up to the date and time of the stated deadline.

## **Can I submit a paper application?**

No. BWF requires that all applications for this program be submitted electronically by the application deadline. Paper applications will not be accepted.

## **Can I change my application once submitted?**

No. Once your application has been submitted, it cannot be changed.

## **To whom should my advisor letter be addressed?**

The letter from the advisor should be addressed to the GDEP Review and Selection Committee. The letter must be submitted by the mentor prior to the application deadline. Faxed letters will not be accepted.

## **Are there format requirements for the project plan?**

Yes. Use standard 11- or 12- point type for the text. Text must be single-spaced with one-inch or larger margins on all sides. The font-size requirement is strictly enforced.

## **What is the Signature Page Form? How do I submit it?**

The Signature Page Form provides signature lines for the applicant, the advisor, and the institution's signing official at the degree-granting institution. An application is not considered complete without the Signature Page form. You must upload the completed Signature Page form with signatures by the application deadline date.