THE UNIVERSITY OF BRITISH COLUMBIA
Faculty of Medicine

Roman M. Babicki Fellowship in Medical Research
Elizabeth C. Watters & Laurel L. Watters Research Fellowships
Guidelines and FAQ

SUBMISSION GUIDELINES

The application is to be submitted online through a portal located at any of the webpages:
Roman M. Babicki Fellowship in Medical Research | Graduate & Postdoctoral Education (ubc.ca)
Elizabeth C. Watters Research Fellowship | Graduate & Postdoctoral Education (ubc.ca)
Laurel L. Watters Research Fellowship | Graduate & Postdoctoral Education (ubc.ca)

Please note that there is single application form and a portal to apply any or all of the three awards. A large portion of the application is to be entered into an Application Form (templates of which are also located at the above URL) that is to be signed and dated by the applicant and the applicant's supervisor, and then submitted through online portal (located at the above URL).

The form should be submitted as a PDF following the naming format:
Last name, First name_Student number

Transcripts
1. Electronic copies of transcripts must be shared with the GPE Office via OneDrive or through email at med.gradpostdoc@ubc.ca by your graduate program coordinator.
2. In case, the applicant is submitting transcripts by themselves, each page has to be initialed by the candidate's supervisor. Please copy your supervisor in the mail when submitting transcripts to med.gradpostdoc@ubc.ca.

Sponsors' Letters
Sponsors can send their letters as a PDF to med.gradpostdoc@ubc.ca from the sponsor's institutional/ professional email address. Electronic signatures are accepted. Letters should be saved with the following naming format:
Student Last Name, Student First Name – LOS – Sponsor Last Name, Sponsor First Name

To facilitate a blind review process, please ask your sponsors to not use your name, gender specific pronouns, or similar identifying characteristics in their letters. They should refer to you as "The Trainee" as needed.

FORMATTING GUIDELINES

All sections of the application form should be filled out using font size 12 Times New Roman. Please do not exceed or alter the allotted space. The page margins have been set to 0.5" on all sides.

Journal publications
Please follow the guidelines from *The Journal of Biological Chemistry* references section:
http://www.jbc.org/site/misc/ifora.xhtml#references

The Trainee, Labworker, B. B., and Scientist, P. I. (YYYY) Article Title. *Abbreviated. Journal. Title.* Volume #, Page #-Page#.

Examples (adopted from www.jbc.org):

1. MacDonald, G. M., **The Trainee**, and Barry, B. A. (1995) A difference Fourier transform infrared spectroscopic study of chlorophyll oxidation in hydroxylamine-treated photosystem II. *J. Biol.Chem.*270, 8420–8428.

2. Sambrook, J., Fritsch, E. F., and **The Trainee**. (1989) *Molecular Cloning: A Laboratory Manual*, 2nd Ed., Cold Spring Harbor Laboratory, Cold Spring Harbor, NY.

Abstracts and/or conference posters and presentations
The Trainee, Writer, B. B., and Scientist, P. I. (YYYY) Poster or Presentation Title. [Poster or Oral Presentation] at [Meeting or Conference name]. Location.

Example:
Ramos, S.E, **The Trainee**, and Gardhouse, C.E. (2013) Examining the effects of increased hours in the laboratory on social and emotional intelligence. Poster presentation at the Annual Meeting for the Society of Concerned Graduate Students. Boston, USA.

Sponsors' Letters
Letters of support from sponsors cannot exceed two pages in length with 1.0 spacing, size 12 Times New Roman font (or equivalent), and 0.5" margins, minimum. Other than those restrictions, there are no formatting requirements for the letters of support.

Letters submitted electronically should be named using the following format:
Student Last Name, Student First Name – LOS – Sponsor Last Name, Sponsor First Name

FREQUENTLY ASKED QUESTIONS (FAQs)

1. I won a Babicki Fellowship in a previous year. How do I re-apply for funds?
2. What should sponsors include in their letters of support?
3. What counts as Research or Research-related experience?
4. I ran out of space in the Publications section–can I add an extra page of publications to the end of my application?
5. How does the 350-word summary differ from the 700-750 word summary?
6. Does the "700-750 words" in the Research Project summary include references?
7. How are the winners selected?

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1. I won a Babicki Fellowship in a previous year. How do I re-apply for funds?
Renewal of a Babicki Fellowships is not automatic. To be awarded the Fellowship a second time, you must re-apply and again be judged the most deserving candidate.

2. What should sponsors include in their letters of support?
Sponsors should be asked to comment on the candidate's research potential and achievements, interpersonal skills, academic abilities, and greatest strengths and weaknesses. As this fellowship is to support cancer research, the sponsor can also comment on the candidate's proposed research project, if appropriate. **To facilitate a blind review process, please ask your sponsors to not use your name, gender specific pronouns,**

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or similar identifying characteristics in their letters. They should refer to you as "The Trainee" as needed.

3. What counts as Research or Research-related experience?

This may include positions as a graduate student, laboratory volunteer, directed-studies student, co-op student, research assistant, associate or technician, teaching assistant, or any research-related volunteer positions that you feel are relevant to this application.

4. I ran out of space in the Publications section–can I add an extra page of publications to the end of my application?

No. Extra pages will be discarded from the application and will not be sent to adjudicators. This section is limited to one page. Please prioritize your most significant publications, posters and/or presentations and list a count of your total number of publications, posters and/or presentations instead.

5. How does the 350-word summary differ from the 700-750-word summary?

The 350-word summary should be written for a general audience—it is a lay summary. The 700-750-word summary is the same project but written for a scientific audience—it is a scientific summary. For a good article on writing lay abstracts and summaries, read C. Dubé and K. Lapane's article in the Journal of Cancer Education, DOI: 10.1007/s13187-013-0570-1

6. Does the "700-750 words" in the Research Project summary include references?

No. The "700-750 words" is intended to provide an approximate guideline as to how many words can fit within the one-page limit. While we expect some references to appear in this section, it does not need to be as heavily referenced as a formal journal article. This section should not simply be cut and paste from your supervisor's grant application–the aim is to have you, not your supervisor, describe your research project.

7. How are the winners selected?

An adjudication committee comprised of faculty members from the Faculty of Medicine will be assembled. Adjudicators will score candidates based on their academic record, research experience (commensurate with the stage of study), proposed research project, and strength and substance of supporting letters. The amount of funding currently held by the candidate will also be taken into consideration.