



## **SUBMISSION GUIDELINES**

The application is to be submitted online through a portal located at: <http://grad-postdoc.med.ubc.ca/elizabeth-c-watters-research-fellowship/> .

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 uploaded into the online application. The form should be completed using a word processor, then saved and submitted as a PDF.

Please save this form with the following naming format:

*Student Number – Watters Application*

### **Transcripts**

Transcripts can be submitted in one of two ways (electronic copies are preferred):

1. Scanned and sent electronically as a PDF. If you are getting a copy of your transcript from your graduate program assistant, please have her or him initial the copy, or request that s/he send the transcript directly (via Workspace). If you are providing your own copy, please have your current supervisor initial the copy.
2. Officially sealed transcripts or initialed (by your supervisor) paper copies of transcripts can be sent to the following address:

Associate Dean, Graduate & Postdoctoral Education  
c/o Research Education Facilitator  
317-2194 Health Sciences Mall,  
Vancouver BC, V6T 1Z3

Your name will be redacted from your transcripts once received and prior to sending out for adjudication.

### **Sponsors' Letters**

Sponsors can send electronically as a PDF to [med.research@ubc.ca](mailto:med.research@ubc.ca) from the sponsor's institutional/professional email address. Electronic submission is preferred, and electronic signatures are accepted. Letters should be saved with the following naming format:

*Student Last Name, Student First Name – Watters 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](http://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 – Watters LOS – Sponsor Last Name*



## **FREQUENTLY ASKED QUESTIONS (FAQs)**

1. What should sponsors include in their letters of support?
  2. What counts as Research or Research-related experience?
  3. I ran out of space in the Publications section—can I add an extra page of publications to the end of my application?
  4. How does the 350 word summary differ from the 700-750 word summary?
  5. Does the “700-750 words” in the Research Project summary include references?
  6. How are the winners selected?
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### **1. 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, or similar identifying characteristics in their letters. They should refer to you as “The Trainee” as needed.**

### **2. 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.

### **3. 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.

### **4. How should the 350 word lay 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](https://doi.org/10.1007/s13187-013-0570-1)

### **5. Does the “700-750 words” in the Research Project summary include references?**

No. 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.

### **6. How are the winners selected?**

An adjudication committee comprised of faculty members from the Faculty of Medicine will be assembled. Adjudicators scores candidates based on their academic record, research experience (commensurate with the stage of study), and proposed research project.