

**COLLEGE OF BIOMEDICAL  
AND TRANSLATIONAL SCIENCES**

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**College of Biomedical and Translational Sciences Standard Operating Procedure**  
CBTS Graduate Student Research  
Fellowship Incentive Guidelines

**Purpose:** The CBTS Graduate Student Research Fellowship Incentive Program defines and determines eligibility to receive an incentive. By providing grant writing assistance (BMSC 6102) and incentivizing fellowship proposal submissions, we will increase the number of CBTS students applying for fellowship funding. Incentive payments are contingent on the availability of funds. If CBTS experiences a loss of budget within the fiscal year, the Dean can amend this guideline.

**Research Fellowship Application Incentive:** Full time CBTS graduate students who are in good academic standing and who have had their fellowship application reviewed by their faculty mentor and the Grant Writing (BMSC 6102) Course Director, prior to submission are eligible for this program. They must complete the Graduate Student Research Fellowship Incentive Program Application Form and submit it to the Dean's Office. This is a one-time \$500 incentive for submitting an extramural fellowship application.

**NOTE:** *Because the purpose of the incentive award is to encourage students to draw new external funding of their own to UNTHSC, only fellowships on which the student is the principal investigator will be eligible for an incentive award (so fellowships given to the student through a Training Grant are not eligible)*

**Funding for the Fellowship Application Incentive:** The funding to support student application incentives will be provided by the CBTS Dean's Office.

**Dean's Recognition Award Incentive Program:** Those applications that are successful and receive fellowship funding, are eligible for an additional Dean's Recognition Award incentive of \$1,000. This one-time award is funded through the CBTS Dean's Office. The student must provide a copy of the Notice of Award and complete a Request for Fellowship Supplement Funding Form. These funds are awarded at the annual CBTS Awards Banquet, where the student is recognized for their achievement.

**Funding for the Award Incentive Program:** The funding for these once a year awards comes from the CBTS Dean's Office.

**Administrative Responsibility:** The Director of Office of Postdoctoral Affairs is responsible for administering the application process for both the Application Incentive Program and the Award Incentive Program.