

CAREER GUIDANCE FOR TRAINEES (CGT)

Supports demonstration projects that model sustainable approaches to improving trainees' career readiness

Application deadline:

March 13, 2020 (2:00 PM Eastern time)

BURROUGHS
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FUND 

TABLE OF CONTENTS

| | |
|--|----------|
| Key Dates and Program Background | 3 |
| Eligibility Requirements | 4 |
| Important Notes | 4 |
| Restrictions | 4 |
| Selection Process | 5 |
| Terms of Grant / Use of Funds | 5 |
| Instructions on How to Prepare and Submit a Grant Application | 6 |
| Application Process | 6 |
| How to Submit an Online Application | 6 |
| Proposal Elements | 6 |
| Submission Process | 8 |

KEY DATES

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|-----------------------------|------------------------------|
| Application deadline | March 13, 2020 (2:00 pm EST) |
| Notice of award | End of May 2020 |
| Award start date | August 1, 2020 |
| Grant payment | August 15, 2020 |
| Award end date | July 31, 2021 |

PROGRAM BACKGROUND

Moving from training to satisfying employment, whether within academe or in other realms, can require skills not always learned at the bench. Helping trainees understand, acquire, and demonstrate skills that make them ready for complex careers should be the goal of submitted projects.

The Career Guidance for Trainees (CGT) program provides grants of \$30,000 – \$50,000 over a one-year period to support demonstration projects that will model affordable, transferable approaches to improving trainees’ readiness for stable, fulfilling careers.

Surveys show that what employers want from potential Ph.D. job applicants is what graduate education means to provide: deep knowledge, hands-on experience, ability to ask meaningful questions and find answers to them, experience managing projects, capacity to work independently, initiative, entrepreneurialism, and an advanced ability to communicate clearly about complex things.

The Burroughs Wellcome Fund will support pilot projects that demonstrate practical approaches to readying scientists for career transitions. Projects may be meant to enhance trainees’ understanding of jobs beyond the Academy, or of career trajectories within academe, or of the flexibility of scientists’ intellectual skill set.

We aim to advance good ideas that have the potential to be deployed at larger scales. FASEB’s Individual Development Plan, a tool that helps structure key conversations between trainee and advisor, and Preparing Future Faculty, a program that provides trainees opportunities to observe and experience faculty responsibilities, are two examples of high impact programs that started small and expanded. By citing them as examples, we mean to encourage potential applicants to think big. In these proposals, send us ideas that could change how an organization like yours thinks about readying trainees for successful, fulfilling, happy careers that reflect the value of a scientific education.

ELIGIBILITY REQUIREMENTS

Applicants must be in an accredited doctoral degree-granting institution or other professionally-focused non-profit in the United States or Canada. Applicant organizations may submit multiple proposals, but an individual may only serve as a principal investigator on one.

This call for proposals is open to both single institutions and institutions working in partnerships. Academic institutions, professional societies, and advocacy organizations are among the appropriate drivers of proposals. Only non-profit institutions may be supported by BWF's award, but non-profits may involve for profit organizations in their proposals.

This program does not support biomedical research projects proposed by individual investigators.

Eligible proposals will include rationale/vision for the project, including who it is intended to impact and how it will change their career readiness. Proposals will also describe, in detail, the project, how it will be delivered to trainees, strategies for evaluating its potential impact, and if successful, how the project could be expanded to reach more trainees.

Institutions and organizations that have received an earlier CGT award are eligible to apply again.

Individuals may serve as principal investigators on a funded award up to two times.

Proposal Deadline

Due date: March 13, 2020 (2:00 PM Eastern time)

TERMS OF GRANT/ USE OF FUNDS

Awards are made to degree-granting institutions in the U.S. or Canada. 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 BWF grants.

Salaries of support personnel and materials appropriate to administering the work should be included as direct costs. Reasonable and justified consultant costs may be included in the budget. Benefits are direct costs.

Institutions must provide an annual progress and financial report. Continued funding will depend on the favorable review of the first report by BWF.

Any unused funds (greater than \$500) held by institutions when awards expire or are terminated must be returned to BWF, unless BWF has granted prior permission to retain the remainder.

Scientific publications or presentations that result from these awards must acknowledge the institution's receipt of a Burroughs Wellcome Fund Career Guidance for Trainees Award. Copies of journal articles and other publications should be sent to BWF along with the annual progress report.

BWF will not retain any rights to published results or patents that result from the research. 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 BWF-supported institutions.

Selection Process

Selection will be based on the logic of the proposed activity, its potential impact on trainees' career preparation, and its potential for being affordably deployed at a larger scale.

BWF uses an advisory committee to review applications and make recommendations for approval by the Fund's Board of Directors. BWF does not provide critiques of unfunded proposals.

APPLICATION PROCESS OVERVIEW

Application Process

Application: A proposal consists of material submitted through the online grant portal – [BWF Grant Tracker](#).

Only registered users can apply for grants. Please register through the online grant portal using your institutional email.

Creating and Completing a Grant Application

The primary applicant must create the application, but it may be completed by the primary applicant and any co-applicants who are added to the application. Note: When co-applicants are added, they will receive an email to invite them to participate. Co-applicants may decide whether or not to accept their inclusion, and later to consent to the application being submitted jointly in their name(s).

During the application process, an institutional signing official must be identified.

Approval by the signing official is necessary to complete the application process.

When the applicant submits the application, the application goes into the pre-submission phase and an email is sent to the signing official notifying them of the need for their approval. Once approval by the signing official is granted, the application is considered complete and available to BWF for review.

Please allow enough time for the signing official to approve the application prior to the deadline.

Proposal Elements

- Declaration
- Validation Status
- Applicant Information
- Applicant Demographics
- Institutional Information (degree-granting only)

- Partner (if applicable)
- Signing Official Information (degree-granting only)
- Proposal Information
- Project Budget
- Supporting Documentation

Single PDF Attachments

Prepare in advance the following required documents. Order and combine the supporting materials and upload into one PDF file. Name the file using this format only: Last Name, First Name – CGT 2020

- **Abstract (template provided)**
Using the Abstract template provided, (300 word maximum) describe your proposed work and its intended impact.
- **Proposal (up to five pages)**
Eligible proposals must include rationale/vision for the project, including who it is intended to impact and how it will change their career readiness. Proposals should also describe the project in detail, including how it will be delivered to trainees, strategies for evaluating its potential impact, and how the project could be expanded to reach more trainees or adopted by other institutions.
- **CV of Director**
In applications involving a single institution, please attach CV of Director.
- **CV of Co-Director (if applicable)**
If you are proposing a partnership, the co-director has taken a lead in the physical preparation of the application.

If your background is one where resumes are more common, please prepare a CV that focuses on showing your career progression and how earlier roles developed the skills that you will use in successfully doing the work you propose. (Look up “functional resume” for illustrations.)

■ **CV of Co-Director(s) and key personnel (if applicable)**

If you are proposing a partnership, submit a copy of the CV of key personnel involved at other organizations or other academic units. We do not need CVs from everyone involved, only those who are truly driving the project.

For co-directors from fields where resumes are more common, please prepare a CV that focuses on showing your career progression and how earlier roles developed the skills that you will use in successfully doing the work you propose. (Look up “functional resume” for illustrations.)

■ **Letter(s) of Support**

Provide letters from the deans of involved academic institutions and/or the executive directors of other non-profits that may be submitting an application. The letter should spell out commitment to the project and outline resources that will be made available to the project’s leader. These letters should also detail how the proposed program fits into the institution’s or organizations overall plan for better serving trainees.

■ **Timeline and Plan (no more than two pages)**

Submit a clear timeline and plan for the proposed project’s development, launch, and preliminary evaluation.

Submission Process

- When the application form is complete it must be validated prior to submission. This will highlight any omissions in the form, and allow these omissions to be corrected.
- After successful validation the lead applicant may submit the application. It will then be routed to each of the signatories for their approval.
- If a signatory rejects the application the lead applicant will be notified, along with any feedback the signatory has supplied.
- The application can then be re-submitted; it will be returned to the signatory who made the rejection and continues through the approval process as before.
- On completion of the final approval a grant application number is assigned to the application.
- The application automatically enters the process of being considered for funding, which begins after the grant round closes.

NOTE to Applicants:

Proposals will not be accepted after 2:00 pm Eastern Time on March 13, 2020. Plan to submit your application well in advance of the grant deadline to allow adequate time for signatory official approval and to troubleshoot any issues.

Only grant proposals submitted through BWF’s online application website will be accepted.

Questions?

Questions and eligibility inquiries should be directed in advance to BWF program staff by contacting:

Victoria McGovern, PhD, Senior Program Officer
vmcgovern@bwfund.org, 919-991-5112

Muno Sekhon, Program Associate
msekhon@bwfund.org, 919-991-5122