

# CAREER GUIDANCE FOR TRAINEES (CGT)

**Provides a workshop for early career administrators whose work focuses on the career development of PhD scientists**

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**Application deadline:**

March 21, 2024 (3:00PM Eastern Time)

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## TABLE OF CONTENTS

<b>Key Dates and Program Background</b>	<b>3</b>
<b>Eligibility Requirements</b>	<b>4</b>
<b>Terms of Grant / Use of Funds</b>	<b>4</b>
<b>Selection Process</b>	<b>4</b>
<b>Instructions on How to Prepare and Submit a Grant Application</b>	<b>5</b>
Application Process	5
Proposal Elements	5
PDF Attachments	5

# CAREER GUIDANCE FOR TRAINEES

## Project Development and Evaluation Workshop

May 29-31, 2024

The Burroughs Wellcome Fund announces a workshop for early career administrators whose work focuses on the career development of PhD scientists.

The workshop will focus on developing participants' research evaluation skills while creating new career-focused interventions or activities for use at the participants' home institutions. In the year following the workshop, participants will each develop their research and evaluation networks, run their project with support from a \$15,000 grant from the Burroughs Wellcome Fund, submit their results for presentation at a national meeting, and produce a rigorously prepared manuscript for publication.

Eight seats are available.

**The application process uses the Burroughs Wellcome Fund's grant submission system and requires a signature from the applicant's institutional grants office indicating willingness to accept a grant to support a project developed at the workshop.**

### Who may apply?

Academic administrators whose work is at least 80% focused on career development activities focused on graduate students or postdoctoral fellows at a research-focused institution in the United States or Canada and who have been in this type of role for at least 3 years

(36 months) but not more than 7 years (84 months) may apply. Employees of both non-profit degree granting institutions and independent research institutes may apply.

Typically, successful applicants will be running substantial activities within graduate career centers, postdoctoral offices, or interdepartmental graduate programs. Some, but not most, faculty serve roles that are appropriate—the requirement for 80% effort is a good guide. This workshop is not targeted to education researchers or trainees in education research unless they meet all other requirements above (time in position, 80% effort focused on providing career development to grad students and/or postdocs).

### Selection criteria

Selection will be based on the creativity of the application, strength of the institutional commitment, and strength of accompanying letters. We expect that the workshop will reflect a diverse geographic range, a variety of institution types, and a diverse group of practitioners, just as our [Career Guidance for Trainees](#) program does.

### Application deadline

March 21, 2024



# 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 21, 2024 (3:00PM EST)**

# TERMS OF GRANT/USE OF FUNDS

Awards are made to degree-granting institutions or other professionally-focused non-profits in the United States 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

A proposal consists of data entry fields submitted through the online Grant System plus required PDF attachments. Application Deadline: March 21, 2024 by 3:00 pm (EST).

Full application instructions can be found [here](#).

## Online Proposal Elements

- Proposal Information
- Applicant Information
- Institutional Information
- Project Description
- Project Budget and Budget Justification

## PDF Attachments

- **CV of Applicant**  
Please attach CV of the primary applicant.
- **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 organization's overall plan for better serving trainees.
- **IRS Letter of Determination**  
Upload your institution's US IRS letter of determination showing non-profit status.

## NOTE to Applicants:

Proposals will not be accepted after 3:00 pm Eastern Time on March 21, 2024. 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.
- Out of fairness to all applicants, late submissions will not be accepted. 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 will be accepted.

## Questions?

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

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