CAREER GUIDANCE FOR TRAINEES (CGT)

Application deadline:
January 13, 2027 (3:00PM Eastern Time)

BURROUGHS WELLCOME FUND

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KEY DATES

Application deadline	January 13, 2027 (3:00PM EST)
Notice of award	End of May 2027
Award start date	August 1, 2027
Grant payment	August 15, 2027
Award end date	July 31, 2028

PROGRAM BACKGROUND

PLEASE NOTE: this year, CGT Requests should be between $15,000 - $25,000.

The Career Guidance for Trainees (CGT) program provides grants of $15,000 – $25,000 to support demonstration projects that will model affordable, transferable approaches to improving trainees' readiness for stable, fulfilling careers.

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.

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, research 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 nonprofits 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: January 13, 2027 (3:00PM EST)

TERMS OF GRANT/USE OF FUNDS

Awards are made to degree-granting institutions, research 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.

Any unused funds (greater than $500 if the award is under $10,000, and $1,000 if the award is equal to or greater than $10,000) 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: January 13, 2027 by 3:00 pm (EST).**

Full application instructions can be found here.

Online Proposal Elements

- Proposal Information
- Applicant Information
- Institutional Information
- Signing Official Information
- Partner Information (if applicable)
- Abstract
- Project Budget and Budget Justification

PDF Attachments

- **Proposal Summary (5-page limit)**
  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 Applicant**
  In applications involving a single institution, please attach CV of the applicant.

- **CV of Collaborator(s), if applicable (Maximum of 2)**
  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 collaborators 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 organization's overall plan for better serving trainees.

- **Timeline and Plan (2-page limit)**
  Submit a clear timeline and plan for the proposed project's development, launch, and preliminary evaluation.

- **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 **January 13, 2027**. 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?

We will host 8 zoom meetings to answer potential applicants' questions.

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