CAREER GUIDANCE FOR TRAINEES

Application Instructions
Deadline: January 13, 2027

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

START EARLY AND PLAN AHEAD!

- Applications for the upcoming deadline will not be accepted after 3:00 pm EST on January 13, 2027. **The online application system shuts down automatically at the deadline and the SUBMIT button will not process a submission.**
- A completed proposal consists of data entry fields submitted through the online module plus a series of PDF attachments and approval from the institution's signing official.
- Applications **will require** a signature from the institutional signing official from the institution where the award will occur. The signatory official will receive an email once their contact information is added to the proposal. The candidate should ideally follow-up with the signing official and provide instructions. The signing official must "sign off" by the application deadline of January 13, 2027, at 3:00 pm.
- All attachments must be uploaded as Adobe Portable Document Format (PDF) files.
- **NO EXCEPTIONS OR EXTENSIONS WILL BE GRANTED.** After the 3:00 pm deadline, applicants with incomplete proposals and those not adhering to instructions will be disqualified. Only full proposals submitted through the BWF online application website will be accepted.

GETTING STARTED ON THE FULL PROPOSAL

Overview of Application Elements

A. To be completed online:

1. Proposal Information
2. Applicant Information
3. Institution Information
4. Partner Information (if applicable)
5. Signing Official Information
6. Abstract (300-word limit)
7. Budget and Budget Justification

B. To upload to the application as a PDF:

1. Proposal Summary (5-page limit)
2. CV of Primary Applicant
3. CV of Partner/Collaborator(s) (if applicable)
4. Letters of Support
5. Timeline and Plan (2-page limit)
6. US IRS Letter of Determination showing non-profit status

Be certain to add the signing official to your online application early in the process. This will allow the signing official ample time to review the proposal and compete the approval process.

REGISTERING ON PROPOSALCENTRAL

If the applicant/candidate does not have an account, the candidate must register on ProposalCentral by clicking the "Need an account?" button and creating a professional profile, including a unique user ID and password. Remember the login and password to access the application at a later time. Applications do not need to be completed in one setting.

If a professional profile has already been created, the candidate must verify the information for accuracy before submitting a completed application.

When creating the professional profile, candidates will be asked to add a primary institution. This is the institution where the applicant currently holds a position. It is possible that the institution already has a profile on the system. To search for the institution:

- Input the institution name (partial) and click display results
- Information from the institutional profile will automatically populate, including the institutional officer

If your institution is not listed on ProposalCentral, please reach out to the ProposalCentral technical support staff to help with this process.

Candidates have the option of linking their ORCID to their ProposalCentral account. ORCID is a persistent digital identifier that is unique to individual researchers, where they can keep their CV information current and share with other systems. BWF does not require the use of ORCID at this time, but it is highly suggested. Visit orcid.org for additional details. To start a LOI from the professional profile, locate the red "Create New Proposal" button.

CREATING A NEW PROPOSAL

After creating the professional profile and linking it to the appropriate institution, the next step is to begin the application using the following steps:

- Locate the Home tab within ProposalCentral and click the red “Create New Proposal button”
- Use the “Filter by Grantmaker” button to select the Burroughs Wellcome Fund
- Locate Career Guidance for Trainees and click the “Apply Now” button
- Verify that an application is being created for the Career Guidance for Trainees Program
- Enter the project title and hit “Save”
- Complete the application now or save and revisit later

COMPLETING THE APPLICATION

All proposals must be completed through the ProposalCentral site. The following pages and proposal elements must be completed prior to submissions. All fields with a red asterisk in the system are required.

Title Page:

Enter the project title to begin the application (limited to 150 characters). Click save to be able to return to the proposal later. Answer additional questions on the page.

Download Templates and Instructions:

Here candidates can download the instructions for completing the application.

Applicant Information:

In this section, information is pre-populated with information from your professional profile. The following information must be completed in the professional profile (and it will populate in the Applicant/PI section):

- **Institution:** This is the institution where the candidate currently holds a position. It is possible that the institution already has a profile on the system. If the institution does not have a profile, contact technical support for assistance.
- **Contact Information:** Position Title, Department, Address, City, State, Zip, Country, Email, Work, Mobile
- **Degree Information:** Baccalaureate Degree, and Post Baccalaureate Degree (if applicable)
- **Upload a current CV**

Applicant Demographics:

On this page, please complete the demographic questions.

Enable Other Users to Access this Proposal:

This section allows applicants to grant access to others that would like to have access to the proposal such as the collaborators/partners. An applicant may grant three levels of access: View only, Edit (cannot submit), and Administrator (edit and submit). Only registered ProposalCentral users can be given access to the system.

Signing officials will automatically be given administrator access to the proposal.

Nominating Institution and Contacts (including Signatory Official):

The institution is where the proposed work will be performed during the award and the institution where the Principal Investigator holds an appointment. The institution for the proposal may not be changed.

Applications will need to be approved by an official responsible for sponsored programs, generally from the institution’s grants and contract’s office, office of research, or sponsored program’s office at a degree-granting institution; at other non-profits in the US and Canada, this is typically the executive director. The institutional or signing official should be added in this section. An email will be generated to the institutional officer/signing official notifying that an application is in progress. The institutional/signing official will need to certify your eligibility for the award, that the institution approves the application submission, and that the institution is eligible to receive the award.

COMPLETING THE APPLICATION – CONTINUED

It is the responsibility of the applicant to follow-up with the Signing Official with instructions. The proposal may NOT be submitted without the signature of the Signing Official. By adding the official to the application, you are granting access to the application.

Partners:

Up to two collaborators may be added to the proposal. Add the collaborator's contact information with the role of "Collaborator." Demographic information and a CV must be added for each collaborator.

Abstract:

Describe your proposed work and its intended impact. 300-word limit.

Budget Period Detail:

Enter budget for your project. Indirect expenses may not be charged against BWF grants.

Budget Summary:

At the bottom of the Budget Summary page, provide justification for each expense and category.

Proposal Summary and Attachments:

Applicants should provide:

- 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.

- Letter 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.

- US IRS Letter of Determination showing non-profit status

Sign and Print:

The applicant and signing official are required to certify that the application is complete and true. The following is **required prior to submission** and the application deadline.

- Applicant Signature *(required)*
- Institutional Signing Official Signature *(required)*

  The institutional signing official should be added to the application in the "Nominating Institution and Contacts" section. This individual will automatically be given edit privileges to the proposal. The person is required to login to ProposalCentral, edit the proposal, visit the Sign and Print section, and add their signature prior to the application deadline.

Applications cannot be submitted without both signatures. Signatures must be obtained prior to the application deadline. Extensions will not be given.

Validate:

Applicants must click the "Validate" link to check for any missing required information or files. All missing required information will be listed on the screen. Please correct any missing information before proceeding to the next step.

SUBMISSION PROCESS

Once the application is complete, proceed with the following steps:

- Click "Validate" on the sidebar to see if any errors are identified. All information must be provided prior to application submission.
- If there are no missing items in the application, click on the SUBMIT link on the sidebar. Click the blue SUBMIT button. The application is NOT submitted until you complete this step.
- Applications submissions must occur prior to January 13, 2027 at 3:00 pm (EST). The submit button will disappear after that time. Applicants should receive a confirmation email once your application is submitted. If you do not receive this email, please reach out to BWF.

Proposals will not be accepted after 3:00 pm Eastern Time on January 13, 2027. 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. No exceptions will be granted for missing documents or signatures. Only grant proposals submitted through ProposalCentral will be accepted.

After the deadline, applicants with incomplete proposals and those not adhering to instructions will be disqualified without prior notice. Do not include a cover letter or supplemental materials. If extra materials are included, the application will be rejected out of fairness to all applicants.

Questions?

You can find additional information on the Career Guidance for Trainees grants here.

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

Victoria McGovern, Ph.D., Senior Program Officer
vmcgovern@bwfund.org

Alma Chanelo, Program Associate
achanelo@bwfund.org

Technical questions regarding use of the ProposalCentral system should be directed to:

ProposalCentral Support
1-800-875-2562
(8:30 am to 5:00 pm ET M-F, except holidays)
pcsupport@altum.com