POSTDOCTORAL ENRICHMENT PROGRAM

Application Instructions
Deadline: January 12, 2027

KEY DATES

Full proposal due	January 12, 2027, 3:00 pm EST
Notice of Award	By June 30, 2027
Award Start Date	September 1, 2027
In-person Enrichment Workshop and New Awardee Meeting (required for Awardees and Mentors)	September 19-23, 2027
Award End Date	August 30, 2030

START EARLY AND PLAN AHEAD!

- Applications will not be accepted after 3:00 pm EST on January 12, 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, a confidential letter of support from your mentor, and approval from the degree granting institution's signing official.
- Applications **will require** a signature from the institutional signing official from the institution where the award will occur. This should be the institution where your postdoc mentor has an appointment. 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 should "sign off" well in advance and by the application deadline of January 12, 2027, at 3:00 pm.
- Recommenders should upload their confidential letters also **well in advance** of the deadline to allow ample time to troubleshoot any issues. Applicants are responsible for ensuring this happens and should liaise with recommenders accordingly.
- All attachments must be uploaded as Adobe Portable Document Format (PDF) files.
- **NO EXCEPTIONS OR EXTENSIONS WILL BE GRANTED.** After the deadline, applicants with incomplete full proposals and those not adhering to instructions will be disqualified. Only proposals and recommendation letters submitted through the BWF online application website will be accepted.

GETTING STARTED ON THE FULL PROPOSAL

Overview of Application Elements – all required ahead of deadline (no exceptions)

A. To be completed online:

1. Lay abstract (limit of 3000 characters)
2. Budget
3. Budget Justification

B. To upload to the application as a PDF:

1. Personal Statement (2-page limit)
2. NIH Biosketch (5-page limit)
3. Project Plan (3-page limit, including references)
3. US IRS Letter of Determination showing nonprofit status

C. Recommendation Letter from Mentor(s) – confidential (1 required – 2 allowed)

D. Institutional Signing Official Certification

In order to meet the January 12, 2027 (3:00 pm ET) deadline:

Request letters of recommendation early through the ProposalCentral system!

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 complete 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 an 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. Demographic data in the professional profile is for statistical use only.

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 likely 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 Welcome Fund
- Locate Postdoctoral Enrichment Program and click the "Apply Now" button
- Verify that an application is being created for the Postdoctoral Enrichment Program
- Enter the project title and hit "Save."
- Complete the application now or save and revisit later.

COMPLETING THE APPLICATION

All proposals must be submitted through the ProposalCentral site including a confidential recommendation letter to be uploaded by candidate's primary postdoctoral mentor.

Note that it is the responsibility of the candidate to ensure that the confidential letter is submitted by the deadline due date. Each element of the proposal must be completed before the application can be submitted, and an application will not be considered complete without this confidential recommendation letter.

The following pages and proposal elements must be completed prior to submission (all fields with a red asterisk 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, including providing a publication list.

Download Templates and Instructions:

Here candidates can download the PDEP RFP and other instructions for completing the application.

Candidate Profile/Professional Profile:

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 likely 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, Academic Rank, Primary Job Function, Department, Address, City, State, Zip, Country, Work, Mobile
- **Degree Information:** Highest Degree, Baccalaureate Degree, and Post Baccalaureate Degree
- **Demographic Data** (for statistical use only)

Candidates are not required to have an ORCID to submit a PDEP application; However, it is recommended that you create an ORCID account and link it to your 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. Visit orcid.org for additional details.

Institution:

Candidates MUST apply from a public or private nonprofit organization in the U.S. or Canada, including degree granting academic insitutions, medical school, graduate schools, and all affiliated hospitals or research institutes. With the exception of eligible postdoctoral fellows at the National Institutes of Health, applications will not be accepted from federal facilities. These policies are non-negotiable. If the candidate is selected to submit a full proposal, the institutional official will need to sign off on the proposal.

Be certain the Lead Institution is the institution where the primary postdoc mentor has an appointment. If you need to change the institution, please click "Change Institution" and search for the appropriate organization. If this institution does not have a profile in ProposalCentral, contact ProposalCentral for technical assistance.

Institutions in the New York metro area may be eligible to receive a PDEP Revson Scholar award.

Nominating Institution and Contacts (including Signatory Official):

The institution is where the proposed work will be performed during the postdoc portion of the award and the degree-granting institution where the postdoc mentor holds an appointment. The institution for the proposal may not be changed once submitted.

- **Institutional Certification and Signature from Signing Official**

  Candidates MUST obtain approval from the institution that nominated them. 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). 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.

  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.

COMPLETING THE APPLICATION – CONTINUED

Lay Abstract:

Provide the following:

- **Lay Abstract:** Describe the proposed work, including specific aims, in an abstract that is understandable to a multidisciplinary group of scientific reviewers. It is important that your submitted lay abstract be written generally as evidence of good communication across various audiences. The lay abstract within the project plan can be provided with a general scientific audience in mind. This can be the same lay abstract you will also incorporate within the online application. Here are some examples of lay abstracts you may find useful.

Project Plan and Attachments:

The following are documents required to be uploaded to the application. There are no formatting requirements, though the documents must be legible.

- **Personal Statement** *(up to two pages)*
  Describes who you are, your long-term career goals, and how this award will support those goals. Include any mentoring or outreach activities you provide to others. Provide specific examples of your personal experience in navigating the STEM pipeline and include any contributions you've made to initiatives designed for increasing enrichment in STEM. Provide personal testimony of lived experiences and challenges faced. Please see the RFP for more details.
- **NIH biosketch** *(Up to five pages. In the personal statement portion of the biosketch, please do not duplicate the information contained in the personal statement above and instead focus on scientific background and accomplishments.)*
- **Project Plan** *(up to three pages including references)*
  There is no set template for the project plan. The plan should describe:
  1. Rationale, vision, and summary of proposed research
  2. Training plan and how this relates to career goals
  3. Organizational Capacity: experience, facilities, and administrative support available at proposed research institution
- **US IRS Letter of Determination showing nonprofit status**
- **NIH biosketch of mentor** *(up to seven pages)*
  Include graduate and post-graduate trainees from mentor's laboratory and their current position.

Requesting Confidential Recommendation Letters

The applicant is required to request a confidential letter of recommendation from the postdoc Mentor through the ProposalCentral system. The recommendation letter is REQUIRED to submit the application. No late applications will be accepted due to letters not being uploaded by the referee. It is recommended that the letters be uploaded before January 12, 2027, to allow ample time for the letter completion.

If there is a co-mentor, the letter should be joint.

It is recommended applicants contact the recommender(s) prior to requesting the recommendation letter through the system.

The applicant must request the recommendation letter through ProposalCentral. Once the applicant adds the recommender to the application, the recommender will be required to establish a BWF Grant Tracker account and upload the letter.

Applicant instructions to obtain confidential recommendation letter:

- From within the application, access the Request Recommendation Letter Section to send an email to the graduate advisor or additional referee requesting a letter. Enter the email address of the individual, confirm the email, and click the "+" button. A pop-up screen will appear. Verify the information and click the "Send Email" button.
- The email to the mentor will contain a link that the individual must use to upload the letter to the proposal. Letters are confidential and cannot be viewed by the candidate.
- Once the letter has been uploaded by the recommender, the letter will be listed in the Attached Documents section in the list of uploaded documents.

Note: Recommendation letters sent separately or after the application due date will not be accepted.

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

COMPLETING THE APPLICATION – CONTINUED

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 for missing institutional signatures.

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

- 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 12, 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 12, 2027 from the applicant. 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 grant for missing recommendation letters 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?

The following are available on the BWF website:

- Postdoctoral Enrichment Program
- FAQs

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

Alfred Mays, Senior Program Officer
amays@bwfund.org

Samantha Moore, Program Associate
smoore@bwfund.org

Darcy Lewandowski, Program Associate
dlewandowski@bwfund.org

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

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