

Guidance for Designing Fellow Selection Criteria and Processes for Training Grants

1. Develop a Recruitment Plan that will seek to obtain a diverse group of candidates from a wide variety of institutions and backgrounds who have the potential to succeed in the proposed training program.
2. Develop a candidate review process which includes criteria beyond undergraduate institution, GPA and standardized test scores to assist with obtaining a diverse pool of applicants. For example, require essays or CVs that demonstrate interest in research and commitment to furthering the research enterprise in the field supported by the Training Grant.
3. Develop Application Announcement with Required Application Components
 - a. Provide clear eligibility criteria for applicants
 - b. Provide clear direction for how eligible applicants can submit their applications
 - c. Provide clear deadline for application submission
 - d. Provide clear list of required application components
 - i. Some example components:
 1. Statement of Purpose – Applicant introduction to reviewers, addresses career plans and how this program is a good fit for those short and long-term goals, lab/research experience and goals, and transferrable skills (time management, teamwork/collaboration, critical thinking, leadership), and what the applicant will bring to the program and research community.
 2. Resume/CV
 3. Transcripts
 4. Recommendation Letters
 5. Supplementary Questions – These can be a way to ask specific questions and get brief responses.