

# **PRE-DOCTORAL FELLOWSHIP APPLICATION POLICY AND PROCEDURE FOR GRADUATE STUDENTS**

## **Policy**

All graduate students are encouraged to submit applications for pre-doctoral fellowships. The doctoral student's mentor will serve as the designated Principal Investigator on the fellowship application and be responsible for all fiscal parts of the fellowship application. The fellowship application must be submitted through the University of Oklahoma Health Sciences Center (OUHSC) and must be approved by the OUHSC Office of Research Administration (ORA). The mentor and graduate student will be responsible for the scientific parts of the fellowship.

The department of the Principal Investigator, who is responsible for all fiscal parts of the fellowship application, will be responsible for the administration of the fellowship award.

## **Procedure**

1. Graduate student notifies mentor of intent to submit fellowship application.
2. Graduate student completes OUHSC ORA forms  
"Sponsored Activities Routing Form Research/Training/Public Service" and  
"Individual Fellowship Grant-Sponsored Activities Routing Form"  
and obtains OUHSC PI and Graduate College Dean signatures. The Graduate College requires a copy of all routing forms and budget pages for each grant submitted.
3. Graduate student submits completed form to ORA along with the fellowship proposal and other required documents.