

PRE-DOCTORAL FELLOWSHIP APPLICATION POLICY AND PROCEDURE FOR GRADUATE STUDENTS WITH OKLAHOMA MEDICAL RESEARCH FOUNDATION MENTORS

Policy

All graduate students with an Oklahoma Medical Research Foundation (OMRF) member serving as their mentor are encouraged to submit pre-doctoral fellowship applications. The OMRF member serving as the doctoral student's mentor will serve as the designated Mentor on 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 fellowship application must have an OUHSC faculty member as the designated Principal Investigator who will be responsible for all fiscal parts of the fellowship. The OMRF mentor and graduate student will be responsible for the scientific parts of the fellowship.

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

Therefore, any graduate student whose mentor is located at OMRF must obtain an OUHSC Principal Investigator *prior* to applying for the fellowship. The OMRF member will serve as the Mentor on the fellowship application.

Procedure

1. Graduate student notifies OMRF mentor of intent to submit fellowship application and the requirement to obtain OUHSC PI.
2. Graduate student notifies OUHSC department chair/program director of their graduate program of intent to submit fellowship application; department chair or designated representative agrees to serve as PI.
3. Graduate student completes OUHSC ORA form "Sponsored Activities Routing Form for Individual Fellowship Grants for Graduate Students with OMRF Mentors" and obtains OUHSC PI, OMRF mentor, and Graduate College Dean signatures. Graduate College requires a copy of all routing forms and budget pages for each grant submitted.
4. Graduate student submits completed form to ORA along with the fellowship proposal and other required documents.