SOP for BSGP Trainees Applying for Extramural Fellowship Awards

1. **Four weeks** before the proposal deadline, make the following offices aware of your trainee’s application and work with these offices to prepare the budget for the fellowship:
   a. Sponsored Programs Office
   b. Your Grants Manager
   c. College of Medicine Grants Management Office (Director, Dana Glenn: dana.glenn@osumc.edu)
   d. Biomedical Sciences Graduate Program Office, (Program Director: Amy Lahmers: amy.lahmers@osumc.edu)

2. The COM Biomedical Sciences Graduate Program (BSGP) will supplement the fellowship stipend of any BSGP student, who is awarded a fellowship up to the minimum COM stipend amount, relieving the COM mentor of this responsibility. The Program reserves funds annually for this purpose.

3. Ohio State’s Graduate School may provide matching tuition and fee support to graduate students who receive a competitive stipend from a grant or other funding agency that does not cover tuition and fees. **Pre-approval from the OSU Graduate School to match a grant or other external support is required.**

4. When graduate students are budgeted, the cost of the tuition and fees for that student must be budgeted as well, when the sponsor allows the cost. When a graduate student applies for a fellowship from a sponsor that will not cover the student's tuition, s/he should also apply for a Graduate School Matching Tuition and Fee Award from the Ohio State Graduate School. **Note that this application is due two weeks before the proposal is submitted.**

5. The COM Office of Research must submit a priority statement, award/grant announcement, and budget to the Graduate School with each request for a Matching Award.

6. Funding for specific students should be sought after the grant/external funding proposal has been pre-approved by the Graduate School and the proposal has been approved by the funding source. Student-specific requests are submitted online by August 1, December 1, and May 1 for autumn, spring, and summer, respectively. If a deadline does not fall on a business day, the deadline is the next business day. Student-specific requests must be submitted at the beginning of each academic year regardless of the number of support years approved.

7. For more information about the OSU Graduate School’s Matching Tuition and Fees program, visit: [http://www.gradsch.ohio-state.edu/graduate-school-matching-tuition-and-fee-award.html](http://www.gradsch.ohio-state.edu/graduate-school-matching-tuition-and-fee-award.html)

**Questions?**
Contact the BSGP Office at 614-292-0857 or via email: bsgp@osumc.edu