2024 Gilliam Fellows Program Application
Guide to Application Submission via Pathway

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Thesis Adviser Application Materials Submission

Note: The Thesis Adviser must initiate the application and then add the student within the application.

All email accounts added to/included in Pathway must be the unique institutional email address for the person, not a shared or personal email account.

1) Go to https://pathway.hhmi.org. If you already have an account log in. If you are a new user, click “register” as shown below (highlighted in yellow).

2) Click on “here” to apply to the competition.

3) On the line for the “2024 Gilliam Application”, click “Apply” on the far-right side.
4) Proceed through each page by clicking “Next”:

5) Complete the Eligibility form and click “Save”

6) At the bottom of the page, click “Determine Eligibility”
7) If eligible, the application form will open on the “Introduction” page.

8) After reviewing the Contact Information page, proceed to the Add Student Information page and click “Add Student”.

9) Enter the student’s email address and click “Search” to determine if they have an existing Pathway account:
10) If the student’s email address is found in the system, click “Select”:

11) Check to include the student and then click “Send the Invitation” to add the student to the application. *Note: if you do not click “Send the Invitation”, the student will not have access to the application.*

12) If the student is not in the Pathway system, click “Add Person”, complete the steps to add the student, then click “Send the Invitation” so they can access the application.
13) Complete all thesis adviser components then click “Validation Summary” on the left navigation bar to determine verify if all application components have been completed. If the student and external referee have not completed their components, missing items will be listed. *Note: you will not be able to submit the entire application until the student and external referee submit their components. You will receive email notification from the Pathway system after the student and external referee have done so.*

14) If all application components have been submitted, including by the student and external referee, you will see the “Submit” button. Before clicking the “Submit” button, download a PDF of the application by clicking the “Download Form PDF” button. Then click the “Submit” button to submit the application to HHMI. *Note: after clicking the “Submit” button, you will no longer be able to edit the application.*

If you have any questions, email: gilliam@hhmi.org.
Student Application Materials Submission

Note: all email accounts added to/included in Pathway must be the unique institutional email address for the person, not a shared or personal email account.

(Click where highlighted in yellow)

1) From the Home page, select “Click here” under “You Have... 1 unsubmitted competition co-application”

2) Select the small magnifying glass on the right-hand side of the page to access the 2024 Gilliam Application for you and your thesis-adviser

3) Select the “Edit” button to access and edit the form
4) Use the “Next” button at the top of the page to navigate from page-to-page of the form.

5) To add your Reference (former research mentor, member of your dissertation committee, or a person familiar with other aspects of your professional experiences and activities), from the Student: Add Reference Information page, select the “Add Reference” button.

6) Enter the institutional email address of your Reference and select “Search”
7) If the name of your Reference is found in Pathway, click on the “Select” button. If the name is not found, select the “Add Person” button.

8) To add a person, enter the first and last name and institutional email address and select the “Add Contact” button.

9) To proceed in adding the Reference, click on the checkbox and select the “Send The Invitation” button. This will send an email notification to your Reference with instructions on how to include a reference letter for your application in Pathway.
10) After entering all required fields on the rest of the application, proceed to the Validation Summary page.

The Validation Summary page will alert you to any missing or incomplete required sections for submission. If you receive a validation error, please correct, and “Save” the form. If the form has no errors, the “Notify These Adviser” button will appear. Select this button to complete your submission; an email notification will be sent to the thesis adviser that the student portion of the application is complete.

Validation Summary

Your sections of the application are now complete and have been validated.

When all sections of your application have been validated and you receive the following message, “Your sections of the application below to send the lead applicant an email to let them know that you have submitted your part of the application.

NOTE: The Lead Applicant (Thesis Adviser) will finalize the submission when all parts of the application have been completed.

Notify Thesis Adviser

For questions or issues, email gilliam@hhmi.org.
Referee Application Materials Submission

*(Click where highlighted in yellow)*

1) From the Home screen, select “Click Here” under “You have... 1 unsubmitted competition co-application”.

2) Select the small magnifying glass on the right-hand side of the page.

3) Select the “Edit” button on the right-hand side of the page to access the form.
4) Use the “Next” button to navigate from page to page. Be sure to “Save” your entries frequently.

5) When done entering the required fields, submit the application materials via the “Validation Summary” page. If there are no errors in the form, the “Notify Thesis Adviser” button will appear and allow you to fully submit your form. If the form will not validate, first correct any errors shown and select the “Save” button to refresh. Once all errors are corrected, the “Notify Thesis Adviser” button will appear at the bottom of the page. Selecting this button sends an email confirmation to the Thesis Adviser that the reference letter is complete.

For questions or issues, email gilliam@hhmi.org.