

Information for
Gilliam Fellows *and*
Fellowship Institutions

2017

Gilliam Fellowships for Advanced Study

hhmi | Howard Hughes
Medical Institute

Undergraduate and Graduate Programs
Department of Science Education

Howard Hughes Medical Institute

www.hhmi.org

The Howard Hughes Medical Institute (HHMI) plays a powerful role in advancing scientific research and education in the United States. HHMI's program in biomedical research rests on the conviction that scientists of exceptional talent, commitment, and imagination will make fundamental discoveries for the betterment of human health if they receive the resources, time, and freedom to pursue challenging questions. The Institute's science education programs support initiatives with the power to transform education in the life sciences for all students. Our objectives are to recruit and develop talented students who will be the future leaders of science and science education, and to promote scientific literacy among all students. Just as today's researchers solve complex questions by working across scientific disciplines and integrating tools from these disciplines, HHMI seeks to support science education by integrating a variety of tools and approaches that will engage students in science. Innovation in science depends on the continued development of a diverse population of scientists and students.

Gilliam Fellowships for Advanced Study

www.hhmi.org/gilliam

The goal of HHMI's Gilliam Fellowships for Advanced Study program is to ensure that a diverse and highly trained workforce is prepared to assume leadership roles in science, including college and university faculty who have the responsibility to develop the next generation of scientists.

The training of scientists and engineers has long been a cornerstone of public science policy. HHMI has invested and continues to invest substantially in graduate and medical research education through the direct support of fellowship and training programs. The Gilliam Fellowships for Advanced Study program promotes excellence in the life sciences and related fields by helping young scientists with exceptional promise engage in high-quality graduate education.

The Gilliam Fellowships for Advanced Study were created in 2004 in honor of the late James H. Gilliam, Jr., a charter Trustee of HHMI and chair of its Audit and Compensation Committee. Mr. Gilliam was a respected business and civic leader who spent his life nurturing excellence and diversity in science and education.

Eligibility

HHMI's Gilliam Fellowships for Advanced Study are open to PhD students who are (i) motivated toward careers as academic scientists, (ii) from racial, ethnic, and other underrepresented groups in the sciences, and (iii) committed to the advancement of diversity and inclusion in the sciences.

Applicants will come from two groups:

- Alumni of HHMI's Exceptional Research Opportunities Program (EXROP), regardless of institution, country of origin, or nationality; and
- Nominating institutions selected by HHMI; each nominated student must be NIGMS non-MSTP T32 training grant eligible, but does not need to have been on the nominator's training grant.

Table of Contents

TERMS AND CONDITIONS	3	FELLOW'S RESPONSIBILITIES	7
		Current Name and Address	
LOCATION OF STUDY AND FELLOWSHIP ADMINISTRATION	3-4	Fellow's Annual Progress Report	
Institutional Affiliation		Completion of Fellowship	
Terms and Conditions Document		Alumni Updates	
Fellowship Officer and Financial Administrator		Publications	
Transfer of Fellowship to Another Institution		Meeting Attendance	
SCHOLARLY ACTIVITIES	4	FELLOWSHIP INSTITUTION'S RESPONSIBILITIES	7-8
Area of Research		Confirmation of Eligibility	
Teaching		Annual Financial Reports	
Publications		Change in Nonprofit Status	
Intellectual Property Rights		Change of Fellowship Officer or Financial Administrator	
Responsible Conduct of Research			
Allegation of Scientific Misconduct		MENTOR'S RESPONSIBILITIES	8
FELLOWSHIP TERM	4	Meeting Attendance	
Duration of Fellowship Term		Mentor's Annual Progress Report	
Fellowship Activation			
Continuation of Fellowship		OTHER MATTERS	8
RESIGNATION OF FELLOWSHIP	4-5	Relationship with HHMI	
Termination of Studies at Fellowship Institution		Public Announcement and Attribution	
COMPLETION OF DEGREE	5	CONTACTING HHMI PROGRAM STAFF	8
TEMPORARY INTERRUPTION OF FELLOWSHIP	5		
Illness, Disability, or Long-Term Family Care			
Military Service or Jury Duty			
Other Leave			
Vacations			
DEFERMENT OF AWARD	5		
STIPEND AND ALLOWANCES	6		
Payment Mechanism			
Stipend			
Supplemental Income			
Fellow's Allowance			
Institutional Allowance			
Changes in Stipend and Allowances			
Funds Remaining at the End of Fellowship Year			
TAX AND OTHER LEGAL CONSIDERATIONS	7		
Income Tax			
Accounting and Audit			

Program Policies for Fellowships and Fellowship Institutions

TERMS AND CONDITIONS

Fellows and their fellowship institutions agree to use grant funds provided under this program in a manner that conforms to

- the Terms and Conditions document that is signed by representatives of HHMI and the fellowship institution;
- the policies and procedures set forth in this information booklet and any further documents provided by HHMI; and
- all applicable HHMI policies and procedures.

Fellows and fellowship institutions are urged to review the information in this booklet carefully and to consult it before contacting HHMI with questions.

Fellowship institutions are responsible for complying with all relevant laws, including those relating to the receipt and disbursement of grant funds from HHMI. This includes responsibility for any reporting or withholding of funds as required by federal, state, or local laws and regulations.

HHMI reserves the right to terminate a fellowship if the requirements set forth in the Terms and Conditions document and this information booklet, as well as any other requirements that HHMI may determine to be necessary, are not met. If a fellowship is terminated, all required reports must be submitted, and HHMI may ask for unused funds to be promptly returned.

LOCATION OF STUDY AND FELLOWSHIP ADMINISTRATION

Institutional Affiliation. After accepting a Gilliam Fellowship each fellow must confirm his or her fellowship institution, department, and thesis advisor before the initial payment can be made. In most cases, HHMI designates the fellowship institution the university at which a fellow is enrolled rather than any constituent part, such as a medical school.

EXROP alumni will be enrolled in a PhD or equivalent program at any institution of higher education. Students who are nominated by NIGMS T32 programs or by NIH INBRE directors will conduct their research at the training grant institution.

Doctoral study must be in a biomedical or related scientific or engineering field. Predoctoral students pursuing a combined professional degree, such as an M.D.-Ph.D., (e.g. Medical Scientist Training Program), are not eligible for support under this fellowship.

Terms and Conditions Document. For each fellowship institution, a Terms and Conditions document is transmitted to the dean of graduate studies (or a comparable official). An official at the fellowship institution must sign the Terms and Conditions document, which incorporates by reference the policies and procedures detailed in this information booklet and any further documentation provided by HHMI. A grant identification number for each fellow will be transmitted with the first payment. New Gilliam Fellows at the fellowship institution in subsequent years will receive unique grant identification numbers and will be covered under the Terms and Conditions document then in effect.

Fellowship Officer and Financial Administrator. Fellowship institutions are required to designate a fellowship officer and a financial administrator for the Gilliam Fellowships for Advanced Study program (they may be the same person). Appendices to the Terms and Conditions document are used to designate the fellowship officer and financial administrator.

The **fellowship officer** is the principal point of contact for the fellow, the fellowship institution, and HHMI on most matters relating to the fellowship program. Responsibilities include administering the program consistently with the policies set forth in the Terms and Conditions document, this information booklet, and any additional documents provided by HHMI. The fellowship officer also fulfills the reporting requirements described in this booklet (except financial), including attesting annually to the fellow's eligibility for fellowship support.

The **financial administrator** is responsible for receipt and distribution of fellowship funds from HHMI and for completing the annual financial report for the fellowship institution. The financial administrator is the primary contact for HHMI, the fellowship officer, and fellows on all matters pertaining to the receipt and disbursement of fellowship funds.

HHMI will notify the fellow of the names of the fellowship officer and financial administrator.

Transfer of Fellowship to Another Institution. A fellowship may be transferred to another institution only with written approval from HHMI. The request (email is sufficient) must name the proposed new fellowship institution and department, specify the reason(s) for the change, and provide a transfer timetable. If relevant, the name of the new thesis adviser must be indicated and the new research plan described. Transfers will be considered on a case-by-case basis. A transfer will usually be approved if the fellow's thesis adviser moves to a new institution. The fellow is responsible for informing the fellowship officers and financial administrators at both institutions involved in the transfer. If HHMI approves the transfer of a fellowship to another institution, the original fellowship institution must refund to HHMI the cumulative remaining balance of the stipend and

allowances no later than one month after the effective date of the transfer. HHMI will then transfer the funds to the new fellowship institution.

Fellows may study or engage in research away from their fellowship institutions during part of the fellowship term if in the judgment of supervising faculty such an arrangement would further their education. This is not considered a change of fellowship institution.

SCHOLARLY ACTIVITIES

Area of Research. Fellows are required to be enrolled full time in programs leading to a Ph.D. or equivalent degree in a biomedical or related scientific or engineering field. HHMI must be notified of a change in the area of study. If the new area of study is not supported by the Gilliam Fellowships for Advanced Study program, the fellow must resign the fellowship.

Letters notifying HHMI of a change in area of study or department must include, as appropriate, the proposed new department, thesis adviser, research summary, as well as the reason(s) for the change and a timetable for the change.

Teaching. The fellow's program of study toward a Ph.D. or equivalent degree may include teaching or similar activities. Scholarly development of the fellow rather than service to the fellowship institution or desire for additional compensation should govern the assignment of such duties.

Publications. Fellows are wholly responsible for the conduct of research and the preparation of research results for publication within the guidelines established by their fellowship institutions. An acknowledgement of HHMI support must appear in any publication that results from research while the fellow was supported by HHMI funds. A suggested format for the acknowledgment follows:

Jane/John Doe is/was a Howard Hughes Medical Institute Gilliam Fellow.

Fellows should notify HHMI as soon as possible about submitted and accepted publications so that HHMI may use such information in its print or Web publications.

Intellectual Property Rights. HHMI claims no rights to any products, materials, inventions (or any associated patents), or writings that might result from research supported by its fellowship awards. Fellows should be aware, however, that the federal government or other parties may acquire such rights through other support for particular research.

Responsible Conduct of Research. Fellows are expected to conduct research according to the highest scientific and ethical standards. Fellows are also expected to conduct their research in compliance with all applicable laws, regulations, and policies regarding protection of human research subjects, humane care and use of laboratory animals, and laboratory safety.

Allegation of Scientific Misconduct. If an allegation of scientific misconduct is brought against a fellow or the fellow's thesis adviser, the person will be subject to the procedures in place at the fellowship institution. Should a complaint of alleged misconduct be made, the fellowship institution must immediately notify HHMI's vice president for science education of both the allegation and the procedures that the fellowship institution will follow to inquire into the allegation. HHMI's vice president for science education must also be notified of the outcome of these inquiries.

FELLOWSHIP TERM

Duration of Fellowship Term. The fellowship award is for no more than three years of full-time study toward a Ph.D. or equivalent degree. Applicants must have identified a thesis adviser and typically are in the second or third year of a Ph.D. program. They must have advanced to candidacy before appointment. Support must be used within a three-year period except in the case of an approved leave of absence (see "Temporary Interruption of Fellowship," page 5). In this case, the fellowship term will be extended for a period equal to the length of the leave. The fellowship term includes periods of full-time research and independent study, whether or not the fellowship institution is in session, and any short vacation periods normally scheduled at the institution.

Fellowship Activation. The fellowship term will begin no earlier than September 1 and no later than January 31, following notification of the award. To activate the fellowship, students and institutional officials must certify the year and department of the student. Typically, the fellowship is activated in the third or fourth year of the Ph.D. program. In special circumstances, upon request, HHMI may grant a deferral of the activation of the fellowship.

Continuation of Fellowship. Support after the first year of a fellowship award is contingent upon the fellowship institution's annual certification to HHMI that the fellow is pursuing full-time studies toward a Ph.D. or equivalent degree and is in good academic standing. An annual progress report by the fellow and thesis adviser are required (see "Fellow's Annual Progress Report," page 7, and "Confirmation of Eligibility for Continuation of Fellowship," page 7).

RESIGNATION OF FELLOWSHIP

Fellows must notify HHMI, the fellowship officer, and the financial administrator in writing of their intention to resign the fellowship and of the effective date of the resignation. HHMI would also appreciate an indication of the reason for the resignation.

With the exception of interruptions resulting from serious illness, disability, long-term family care, military service, jury duty, resumption of medical study, or other approved leave (see "Temporary Interruption of Fellowship"), failure to complete 12 months of any fellowship year will be considered

to constitute resignation of the fellowship and will result in forfeiture of the remaining portion of the fellowship.

Termination of Studies at Fellowship Institution. Fellows who terminate studies at the fellowship institution before the expected end of the fellowship term are considered to have resigned. Stipend payments to a fellow should be made only for those months during which the fellow engaged in study under the fellowship. Any remaining stipend or institutional allowance must be refunded to HHMI. The fellow may have access to the cumulative remainder of the fellow's allowance.

COMPLETION OF DEGREE

Within one month of completing requirements for a Ph.D. degree, fellows must provide the following information to HHMI in writing:

- date of thesis defense and degree completion;
- plans for postdoctoral training or other next position; and
- current email address.

For fellows completing their degree requirements after the end of the fellowship term, HHMI must be notified—either by the fellow or by the fellowship officer—of the fellow's thesis defense date and the date of degree completion.

A fellow who completes their degree before the end of the fellowship term may terminate the fellowship or continue to engage in fellowship activities at the same institution for a brief period not to extend beyond the end of the period covered by the most recent fellowship payment.

On request, HHMI will consider making a partial final fellowship payment for completion of fellowship-related activities, such as preparation of a manuscript. Such support will neither extend to activities that involve the initiation of a new project nor be provided to fellows who have activated a postdoctoral fellowship or similar support. Activities must be conducted at the fellowship institution. Continued support upon early completion of degree requirements is not guaranteed; decisions will be made on a case-by-case basis.

In no case will additional payments be made for support beyond the full three-year fellowship term.

Fellows wanting to continue fellowship activities after their degree completion must submit the following information to HHMI:

- date of degree completion;
- requested date of fellowship termination;
- thesis title and defense date;
- plans for postdoctoral training or other next position;
- a list of projects accompanied by a timeline of expected completion dates

TEMPORARY INTERRUPTION OF FELLOWSHIP

Study under the fellowship is expected to be continuous. However, a leave of absence will normally be approved for serious illness, disability, longterm family care (e.g., birth or adoption of a child, serious illness or death of a family member), military service, and jury duty. Arrangements should be consistent with the policies of the fellowship institution. Other requests (such as leave undertaken to acquire teaching experience) will be considered on a case-by-case basis. Fellows on approved leave will not receive support from HHMI during that period. Fellows are responsible for requesting leave from HHMI as soon as they become aware of the need to take leave from their studies and for notifying the fellowship officer and the financial administrator. Leave requests must be made to HHMI in writing before the start of a period of leave or as soon thereafter as feasible. The letter requesting leave must indicate:

- the reason leave is requested;
- the expected period for which leave is requested; and
- the arrangements that have been made with the fellowship institution for this period.

The letter should be cosigned by the thesis adviser. Otherwise, a separate letter from the department chair or fellowship officer is required for HHMI approval of leave.

Vacations. Fellowships do not specifically provide for a vacation period during the fellowship term. However, fellows are entitled to short holidays observed by fellowship institutions, such as winter holidays, spring breaks, and short between term breaks. Holiday time may not be accumulated for later use. If a fellowship institution should close for a long time, fellows are expected to make arrangements for the use of the facilities necessary to carry out their research.

DEFERMENT OF AWARD

Deferment of the award may be granted for a period generally not to exceed one year, depending on the particular circumstances. Requests will be considered on a case-by-case basis and must be made to HHMI in writing. The following must be supplied to HHMI:

- the reason deferment is requested;
- projected timeline of activities during deferment;
- the expected length of deferment; and
- the arrangements that have been made with the fellowship institution for this period.

In addition, a letter from the mentor should indicate approval and the reason for deferment. A separate letter (or email) or approval from the program administrator or Fellowship Officer is also required.

If the student is approved for a deferment of the award, he/she is still expected to fulfill the "fellow's responsibilities,"

which include: meeting attendance and annual reporting obligations. Also, his/her mentor is still required to participate in HHMI-facilitated mentoring activities and submit an annual progress report.

STIPEND AND ALLOWANCES

The fellowship includes a stipend for the fellow, a fellow's allowance, and an institutional allowance on behalf of each fellow. There are no dependency allowances, and HHMI does not provide supplemental funding during the fellowship term.

Payment Mechanism. HHMI provides funds to the fellowship institution, which then pays stipends directly to fellows according to a schedule established by the fellowship institution. Fellows should contact their financial administrators for information about the schedule and procedures for stipend payments and for drawing on the fellow's allowance.

Payments are made annually in August for all Gilliam Fellows at a given fellowship institution and are included in a single electronic funds transfer (EFT) transaction. An appendix to the Terms and Conditions document is used to designate the information necessary to process the EFTs. A confirmation letter and a list of fellows covered by the payment are sent by email to each financial administrator. No payment is made for fellows who resign or otherwise terminate the fellowship. Payments are suspended for fellows on approved leave.

Stipend. The annual 12-month stipend is \$33,000. Stipends are to be paid only for those months during which the fellow is engaged in study under the fellowship.

Supplemental Income. Fellows are not permitted to supplement the stipend through private employment or consulting work, nor may they receive funds from another external fellowship, scholarship, or similar award. An exception request can be submitted if the award is a one time award or an award made by the fellowship institution, and the funding does not constitute a significant increase over the amount provided to comparable graduate students. The fellowship institution may supplement the stipend in accordance with its usual policy for comparable graduate students. Mentors may also supplement the stipend from a research grant or similar award in accordance with the fellowship institution's policies for comparable graduate students. Pay received by a fellow for occasional attendance at military reserve or National Guard functions is exempt from these limitations on supplementation of the fellowship stipend.

Fellow's Allowance. HHMI provides an annual fellow's allowance of \$3,000, which can be used for health care expenses, books and supplies, journal subscriptions, a computer and computer-related expenses, travel to a scientific meeting, professional fees or dues, tuition for special summer courses, and other purposes relevant to a fellow's study and approved by the fellowship officer. Larger electronic purchases

must have HHMI staff approval. Purchases made with the fellow's allowance portion of the grant funds become the property of the fellow.

If the fellow's allowance is not sufficient to cover a purchase, the fellowship institution may subsequently reimburse a fellow (in the next payment period, after a further fellowship payment by HHMI). Alternatively, the fellowship institution may advance funds to a fellow with the understanding that such an advance does not obligate HHMI to make another fellowship payment if a fellow resigns or otherwise ceases fellowship activities. The fellowship institution is responsible for following HHMI's policies governing the appropriate uses for the fellow's allowance portion of the grant funds as well as for monitoring the balance available.

The fellow may elect to use the fellow's allowance to cover his or her health insurance if insurance coverage is optional at the fellowship institution. If health insurance is required at the institution, then the costs should come from the institutional allowance, which is part of this award.

Institutional Allowance. HHMI provides fellowship institutions with a \$10,000 annual allowance in lieu of all tuition and assessed fees for the fellow. If the cost of tuition and required fees exceed \$10,000, the Fellowship Institution will cover the difference. If the cost of tuition and required fees is less than \$10,000, any remaining funds must be used for education-related purposes to benefit the fellow, other fellows, or other graduate students in the same graduate program. For example, such funds may be added to the fellow's allowance or used to supplement a fellow's stipend or another fellow's tuition payment.

The fellowship institution is responsible for following HHMI's policies governing the appropriate uses for the institutional allowance portion of the grant funds as well as for monitoring the balance available.

If fellows engage in study or research away from the fellowship institution during part of the term of the fellowship, HHMI will not provide the visited institution with an institutional allowance.

Changes in Stipend and Allowances. HHMI will advise financial administrators, fellowship officers, and fellows of any changes in the amounts of stipends and allowances at the time of the August payment; that payment will reflect those changes. Continuing fellows must receive any announced increases on the anniversary of their fellowship start date.

Funds Remaining at the End of Fellowship Year or Term. Funds not expended in the year for which they were budgeted may be carried over to the next year without approval from HHMI. However, once a fellow resigns, any remaining stipend (prorated monthly) or institutional allowance must be refunded to HHMI. Fellows may have access to the remainder of the fellow's allowance. Refunds of the stipend and allowances must be made to HHMI within two months of the resignation.

TAX AND OTHER LEGAL CONSIDERATIONS

Fellowship institutions are responsible for complying with all relevant laws, including those relating to the receipt and disbursement of grant funds from HHMI. This includes responsibility for any reporting or withholding of funds that is required by federal, state, or local laws and regulations.

Income Tax. Fellows are responsible for establishing the amount of their taxable income and for making any required payments of estimated tax. To assist fellows in understanding their tax liabilities, fellowship institutions are expected to provide each fellow with a statement of amounts paid to or on behalf of the fellow. The statement should include detail that is sufficient to enable fellows to report any taxable income properly. The financial administrator must ensure that required information relevant to income taxes is sent to fellows. Fellows should consult their fellowship institutions with any questions they may have about income tax matters, including federal, state, or local income taxes for which they may be liable. Fellows may be affected by federal income tax withholding requirements imposed on the fellowship institutions or by income tax treaties.

Accounting and Audit. The fellowship institution must record the receipt of fellowship funds, together with expenditures related to the fellowship, in a manner (e.g., in a separate ledger account) that enables HHMI to verify that the funds received have been expended for the purposes for which the fellowship was awarded. Records pertaining to each fellowship

award, along with copies of relevant financial reports submitted to HHMI, must be retained in the fellowship institution's files for three years after completion of the fellowship. HHMI reserves the right to audit these records during and after the term of the fellowship or to have an audit made by independent auditors.

FELLOW'S RESPONSIBILITIES

Current Name and Address. New fellows must provide current mailing and email addresses and a reliable telephone number (home and school); the name, phone number, and email address of a permanent contact person (someone who is likely at any time to know the fellow's current contact information); and an office address. Once the fellowship term begins, the fellow must notify HHMI promptly of any change in name or contact information as well as any change in the permanent contact information.

Fellow's Annual Progress Report. Each fellow must submit an annual progress report to HHMI via GrantsCentral (www.hhmi.org/grantscentral) by October 1. HHMI will send fellows the Web address for GrantsCentral and their user IDs and passwords to log into the system. Each progress report covers the period from September 1 through August 31.

Completion of Fellowship. At the end of the fellowship term, fellows must provide a final progress report via GrantsCentral.

It is especially important for HHMI to know about a fellow's new position and affiliation and any new contact information (professional address, telephone number, and email address).

Alumni Updates. In accepting the award, fellows agree to update HHMI after the fellowship term about any new position, affiliation, or contact information. This reporting is done through the Alumni Update section of GrantsCentral. The information helps HHMI assess the effectiveness of the fellowship program and inform alumni about relevant HHMI activities. Fellows can expect to receive periodic emails from the HHMI Alumni Network (alumni@hhmi.org).

Publications. A copy (electronic copies or links to articles are acceptable) of all publications derived from research carried out during the term of the fellowship must be provided to HHMI. An acknowledgment of HHMI support must appear in any publication that is based on the fellowship research (see "Publications," page 4).

Annual Meeting. Fellows are expected to attend annual fellowship meetings throughout the duration of their award. HHMI will cover all costs associated with attendance (e.g. train/plane fares, meals, housing).

Scientific Meetings. Fellows are invited to attend one HHMI Science Meeting per year of the fellowship at headquarters (Chevy Chase, MD) or Janelia Research Campus (Ashburn, VA). The meetings provide fellows with the opportunity to meet HHMI Investigators and other researchers in similar scientific fields. HHMI will cover all costs associated with attendance.

FELLOWSHIP INSTITUTION'S RESPONSIBILITIES

Confirmation of Eligibility for Continuation of Fellowship. Before each payment, HHMI sends eligibility confirmation reports to the fellowship officer. The fellowship officer must complete a form that verifies the eligibility of each Gilliam fellow for continuation of the award. On this form, the fellowship officer must also confirm the fellow's year in the Ph.D. program, the activation date for new fellows, and dates for fellowship completions or resignations that have occurred since the previous eligibility confirmation. For fellows who are on leave, the fellowship office must indicate the anticipated return to studies for the student.

Confirmation of Eligibility for Continuation of Fellowship. Before each payment, HHMI sends eligibility confirmation reports to the fellowship officer. The fellowship officer must complete a form that verifies the eligibility of each Gilliam fellow for continuation of the award. On this form, the fellowship officer must also confirm the fellow's year in the Ph.D. program, the activation date for new fellows, and dates for fellowship completions or resignations that have occurred since the previous eligibility confirmation. For fellows who are on leave, the fellowship office must indicate the anticipated return to studies for the student.

Annual Financial Reports. The financial administrator at the fellowship institution must submit annual financial reports

(via GrantsCentral at www.hhmi.org/grantscentral) by October 31 to cover all Gilliam fellows who have received any HHMI support during the reporting period (September 1 through August 31). For new fellowship institutions, the first report will be due October 31 of the year following notification of the fellowship award. The financial administrator is to collaborate with the appropriate office at the fellowship institution and ensure the timely completion and return of the reports to HHMI. New financial administrators will be notified by HHMI of the Web address and their user IDs and passwords for accessing GrantsCentral.

Financial administrators are expected to keep a record of their user IDs and passwords in order to complete their financial reports each year.

Change in Nonprofit Status. The financial administrator must notify HHMI immediately of any change or expected change in the fellowship institution's status as a nonprofit organization exempt from federal income tax.

Change of Fellowship Officer or Financial Administrator. A written notice to HHMI must provide the name and title of a new fellowship officer or financial administrator, the effective date of the change, mail and express delivery addresses, telephone and fax numbers, and an email address. The person submitting the notice must also provide his or her name, title, and telephone number.

THESIS ADVISER RESPONSIBILITIES

Meeting Attendance. HHMI understands that the mentoring environment plays an important role in the ultimate success of the Gilliam Fellow. During the selection process, the review panel pays close attention to the letters from the nominator and the thesis adviser. After the selection of the Fellows, HHMI will provide resources to support the mentoring skills development of the thesis advisers. Every thesis adviser is expected to participate in these activities, including two in-person workshops—for the Gilliam class of 2017, the first will be in early April, 2018, and the second will be in conjunction with the annual Gilliam Fellows meeting in the autumn of 2018. Advisers will also be asked to attend virtual trainings in fall 2017. During the processing of the 2017 awards, the thesis adviser will be asked to confirm her/his commitment to participate in the mentor development activities. HHMI will cover all costs associated with attendance at these meetings (e.g. train/plane fares, meals, housing).

Adviser's Annual Progress Report. Advisers must submit an annual progress report to HHMI via GrantsCentral (www.hhmi.org/grantscentral) by October 1. The first report will be due on October 1, 2018. HHMI will send advisers the Web address for GrantsCentral and their user IDs and passwords to log into the system. Each report covers the period from September 1 through August 31.

OTHER MATTERS

Relationship with HHMI. HHMI's relationship with the fellow and the fellowship institution is solely one of financial support of the fellow. No employer-employee or principal-agent relationship is created through participation in the fellowship program. HHMI assumes no responsibility for the research activities supported by the fellowship program or for research findings or their interpretation.

In addition, HHMI assumes no liability or responsibility in connection with any fellowship, other than the responsibility for making fellowship payments in accordance with HHMI's policies and procedures. For example, HHMI assumes no liability or responsibility to any fellow or the fellow's dependents for any compensation for injury, disability, or death of the fellow during the term of the fellowship or during travel to or from the fellowship institution; and HHMI assumes no liability or responsibility for the payment of compensation for a fellow's involvement in any accident or incident that causes injury to other persons or damage to property. The offer and acceptance of a fellowship do not obligate either the fellow or HHMI in any way with regard to employment or service of any kind in the future.

Public Announcement and Attribution. The fellowship institution may make a public announcement of a fellowship award. A copy of any press release or public announcement should be provided to HHMI. In any reports, articles, or documents regarding HHMI's Gilliam Fellowships for Advanced Study program, the full name "Howard Hughes Medical

Institute" must be used. HHMI is a medical research organization, not a foundation, and must not be referred to as a foundation in any context.

CONTACTING HHMI PROGRAM STAFF

Requests, notifications, inquiries, and other correspondence regarding HHMI's Gilliam Fellowships for Advanced Study program should be directed to:

Megan Lassig
Program and Special Projects Coordinator
Undergraduate and Graduate Programs
Department of Science Education
Howard Hughes Medical Institute
4000 Jones Bridge Road
Chevy Chase, MD 20815-6789
(301) 215-8511 or (800) 448-4882, ext. 8511
Fax: (301) 215-8888
Email: gilliam@hhmi.org