General Timeline and Process for:
All Awards NOT involving the President or Developmental Leave
(deadlines vary)

This timeline applies to all awards that do not require the President's involvement or a development leave from Texas Tech University (see agency websites for details of award, eligibility, current deadlines, and application process):

American Council of Learned Societies-ACLS Fellowship (Sep 24): https://www.acls.org/programs/acls/
Online applications must include: application form, proposal, supporting material (e.g., images, musical scores), bibliography, publication list, 2 reference letters.

Beckman Young Investigators (Sep 30): http://www.beckman-foundation.com/BYI_GUIDES14.html
Online applications must include: *Letter of intent:* letter of intent form, description of proposed work, biosketch, research support form (listing current and pending support). *Application*: Institutional letter describing evidence for spuport (e.g., lab space, salary, etc); 3 reference letters submitted on line; timeline; proposal.

Borroughs Wellcome Fund Career Awards: Scientific Interface (Sep 1-preproposal; Jan 8 full proposal):
http://www.bwfund.org/grant-programs/interfaces-science/career-awards-scientific-interface/preproposal-elements
Online applications must include: *Preproposal*: preproposal form (including list of top 5 pubs and essay describing proposed work) signed by applicant and postdoctoral mentor; confidential letter from postdoctoral mentor. Full proposals will be by invitation.

Borroughs Wellcome Fund Career Awards: Medical Scientist (Oct 1; no preproposal):
http://www.bwfund.org/grant-programs/biomedical-sciences/career-awards-medical-scientists/proposal-elements
Online applications must include: application form, cover page, scientific abstract, biosketch, research plan; submitted manuscripts; bibliography, personal statement; faculty sponsor letter; chief of service letter, Ph.D. advisor letter, signature page (includes Dean/Chair, Assurance Official); 2 confidential letters of recommendation.

Cottrell College Science Awards (May 22 proposal; Aug 1 full proposal): REQUIRES 15K Match
http://www.rescorp.org/grants-and-awards/cottrell-college-science-awards/about-the-program/guidelines
Online applications must include: *Preproposal*: preproposal form (includes summary of proposed research, plan to sustain funding, list of 5 potential reviewers**.** *Full proposal:* full proposal form (includes, abstract, budget and rationale, statement of problem/significance, plan of method, references, list of 8 "outside" and 2 "inside" reviewers, endorsement page (requires financial officer).

Cottrell Scholar Awards (Aug 15): http://www.rescorp.org/grants-and-awards/cottrell-scholar-awards/about-the-program/guidelines
Online applications must include: proposal form (includes abstract, current financial support for project, research proposal, educational proposal, support letter from Chair, Dean, or Provost, references, list of 8 "outside" and 2 "inside" reviewers, endorsement page (requires financial officer), endorsement page (requires financial officer).

Guggenheim Fellows (Sep 19): http://www.gf.org/applicants/the-united-states-canadian-competition/
Online applications must include: applicant information, list of 4 possible references, positions, languages, organizations, education, narrative account of career and previous accomplishments, list of works (pubs, performances, etc); statement of research plan for fellowship period, and (if asked) examples of work.

Howard Hughes Medical Institute Investigator (June 3):
http://www.hhmi.org/sites/default/files/Programs/Investigator/hhmi2015-program-announcement.pdf
Online applications must include: CV, bibliography, list of current support; overview of most significant research achievements; summary of ongoing and planned research program; statement of how applicant's research would meet HHMI's expectations; PDF files of 5 publications reporting most important scientific contributions with paragraph for each describing the significance; 2 reference letters from semifinalists.

Albert Lasker Basic Medical Research Award (Feb 3): http://www.laskerfoundation.org/awards/
Self-nominations not accepted. Colleagues familiar with nominees work complete nomination form and solicit support letters.

Mellon Foundation Distinguished Achievement Awards: (discontinued)
http://www.mellon.org/about_foundation/mission

National Endowment for the Humanities (NEH) Fellows (May 1):
http://www.neh.gov/files/grants/fellowships-may-1-2014-edit.pdf
Applications must be submitted through grants.gov and must include: narrative justifying the project, bibliography, resume, appendix with visual materials if applicable, email addresses for 2 reference letters.

NSF Career Awards (including PECASE) (Jul 21): http://www.nsf.gov/pubs/2014/nsf14532/nsf14532.htm
Applications must be submitted through fastlane.gov or grants.gov and must include: cover sheet, project summary, project description, references cited, biosketch, supplementary material including department support letter, letter of collaboration if applicable, postdoctoral mentoring plan if applicable, data management plan, budget justification.

Pew Biomedical Scholars (TTU not eligible; July 15): http://www.pewhealth.org/biomedical-research/pew-biomedical-scholars-327805/program-details
Eligible institutions get invited to nominate candidates.

Pulitzer Prizes (deadlines vary widely): http://www.pulitzer.org/how_to_enter
Procedures and deadlines vary with category (e.g., for books: nominating jurors are appointed by the Pulitzer Prize Board, and submit 3 nominations each year).

Searle Scholars (TTU not eligible; Sep 26): http://www.searlescholars.net/apply
Permission is required to access online application materials.

Sloan Research Fellowships (Sep 15): http://www.sloan.org/sloan-research-fellowships/nomination-and-selection/?L=0%2525252525252F
Online application must include: nomination letter from department chair or other senior researcher, CV, two representative articles, description of significant work and research plans, 3 letters of support.

Woodrow Wilson National Fellowship Foundation Career Enhancement Fellowships for Junior Faculty (November 14): Overview of Foundation is here: http://woodrow.org/ Contact OVPR for application.

General Timeline:
All Awards NOT involving the President or Developmental Leave

September 8 and February 1: Provost sends Deans, Department Chairs, Center Directors, and faculty members a memo announcing awards (maybe along with other external awards) and deadlines.

Deadline minus 16 weeks: Applicant contacts possible letter writers to ask if they are willing to write strong supporting letters. Applicant includes CV and one-page summary of accomplishments. For those who agree, applicant sends links to awards program and criteria, instructions for submission of letter, and a request to notify applicant when letter is submitted. Applicant also asks writers to submit letters 1 week before the agency deadline. Applicant should track these letters until submitted, with reminders to the writers 2 weeks and 1 week before the agency deadline.

Deadline minus 14 weeks: Applicant prepares all application materials.

Deadline minus 6 weeks: If the agency requires institutional authorization, the application must be routed through Cayuse: http://www.ors.ttu.edu

Deadline minus 2 weeks: Applicant secures any necessary letters from TTU, and reminds letter writers to submit letters.

Deadline minus 1 week: All reference letters are due to online system. Applicant tracks submissions until complete. If needed, applicant sends letter writers reminders to submit letters by agency deadline.

Deadline minus 5 days: If the agency requires institutional authorization, the application materials are submitted to agency by ORS.

Agency Deadline: All materials have been submitted to the agency. If the application did not require institutional authorization and thus was not submitted through Cayuse, applicant sends an electronic or paper copy of the application to the Office of Research Services (ORS). ORS enters information into Cayuse to create a permanent institutional record of the nomination.