



8737 Colesville Road, Suite 400 | Silver Spring, MD 20910
800-225-6872 | info@tscalliance.org | tscalliance.org

2026 AI Marshall AES Fellows Scholarship

Instructions

Required components

For all applicants:

1. Applicant's contact information
 - a. ORCiD (optional)
2. Applicant's race and ethnicity (optional)
3. A **Personal Statement** describing interest in attending AES, not to exceed 4000 characters, including spaces
4. Applicant's state(s) of licensure, if applicable
5. An [NIH-style](#) biosketch of the PI
6. A letter of support from the applicant's fellowship program director, postdoctoral mentor, or equivalent.

The components above must be submitted through [Proposal Central](#) no later than **11:59 pm Eastern Time (US and Canada) on Monday, August 24, 2026.**

Questions?

For questions about using the Proposal Central system, please utilize the online help or contact customer service. Links for [Help](#) and [Customer Service](#) are available in the top right corner of every Proposal Central page. The system is designed and hosted by Altum, so TSC Alliance personnel are unfamiliar with technical aspects of the system.

For questions about the content of the application, please contact Sam Metzger at the TSC Alliance. Altum customer service representatives are unable to answer questions about the information we request or require. Email smetzger@tscalliance.org or call (301) 562-9890.

Creating an Account on Proposal Central

If you already have a Proposal Central account, skip to the "Brief Overview of Using Proposal Central" section on the next page.

Hope no matter how complex

Three thick, curved, overlapping lines in blue, orange, and purple sweep across the bottom right of the page, creating a dynamic, abstract graphic element.

To create an account:

- Go to the website at <https://ProposalCentral.altum.com/login.asp>.
- Click on the button labeled "CREATE ONE NOW!" below the Application Login boxes.
- Enter a "Username" - This is a unique name that you make up to identify yourself.
- Next enter your "First Name", "Last Name" and "Email Address" - This is the primary email address for the account. This e-mail address will be used for all correspondence and notifications from Proposal Central and the participating grant-makers. This e-mail address can be used in place of the username to login.
- Enter your "New Password" that has between 6 and 12 characters. It must have at least one number in it. NOTE: The password is case sensitive.
- Enter the same password again to "Confirm Password."
- Select a "Challenge Question" - This is a security question for Customer Service can use if you forget your password.
- Enter the "Answer" to the challenge question.
- Tick the boxes for "Terms of Service" and "Acceptable Use Policy."
- Click on "Save."

The system will send you a confirmation email.

To add your primary institution:

- Return to <https://ProposalCentral.altum.com/login.asp> and login as a registered user.
- The next screen should say "You do not have any primary institution. Primary Institution is required, please click [here](#) to add one."
- Click on the "here" link to search for your institution and click the "Display Results" button. **Use a very simple search** using only a key portion of the institution's name to ensure that you find the correct entry. For example, a search for "Vanderbilt University" will not find "Vanderbilt Children's Hospital," but "Vanderbilt" will.
- Select the correct institution. If your institution does not appear, you can create a new one or contact Customer Service if you think your institution should exist in Proposal Central. Select one with a status of "Confirmed" if at all possible.
- You can then enter your professional contact information and professional profile or click on the "Create New Proposal" link to begin your application submission process. You can enter required contact information during the application process.

Brief Overview of Using Proposal Central

To begin a new Postdoctoral Fellowship or Research Grant application, log in at <https://ProposalCentral.altum.com/>, then:

- Choose the gray "Grant Opportunities" tab and scroll down to the TSC Alliance opportunities or select "TSC Alliance" from the blue button labeled "Filter by Grant Maker"
- Click on the "Apply Now" link at the right-hand side of the appropriate program
 - To apply for the **AI Marshall Scholarship**, choose the TSC Alliance AI Marshall Scholarship Program

To resume a saved proposal, log in at <https://ProposalCentral.altum.com/> and click "Edit" on the row corresponding to your application in progress. If your in-progress applications are not visible, click the "Proposals" tab and ensure the "Proposal Status" drop-down is set to All or In Progress.

On the **Title Page**:

- For "Project Title", input "Al Marhsall Scholarship" followed by applicant first & last name
- Input fellowship program specialty
- Indicate start and anticipated end dates of current fellowship/training
- Click Save and then click Next>>

On the **Download Templates & Instructions** page, the document you are reading now is the Instructions document that can be downloaded. You may also download the Program Guidelines if needed.

The page entitled **Enable Other Users to Access this Proposal** is optional. This is available if you need a collaborator or sponsor to be able to view or edit the proposal online.

On the **Applicant/PI** page, please ensure that the information from your professional profile, if you have created one, has populated the fields correctly. If not, please click the button labeled "Edit Professional Profile," enter the required information, and click the button labeled "Return to LOI/Proposal" to continue. For the purposes of the online application process, only one PI is allowed. Also indicate your state(s) of licensure if applicable. Click Next>>.

On the **PI Data Sheet** page, please enter the requested demographic information to help TSC Alliance understand the diversity of populations from which we receive applications. Data collected on this page will not be shared with reviewers. The information is pulled from the applicant's Professional Profile on Proposal Central. To change any information, please click the button labeled "Edit Professional Profile" and click Next>> three times to get to the page containing demographic information. Edit your information as desired, click Save, and scroll to the top of the page and click on the orange "Return to Proposal" button.

On the **Institution & Contacts** page, please ensure that the information from *your* primary institution has populated the fields correctly. If not, please click the button labeled "Change Institution" and select the correct institution. Click Next>>. Do not enter institutions for co-PIs or collaborators.

The **Reference Letter** page is required and used to collect letters of support from your program director, postdoctoral mentor, or equivalent. *This page can and should be completed well in advance of the due date. It is not necessary for all portions of the application to be completed before requesting Letters of Reference.* Applicants should use this page to request letters from three references whom they have contacted in advance and who are willing to upload a letter in support of the applicant's candidacy for a scholarship. Enter the reference's email address, and then enter it again in the second

box for confirmation. Click the “+” button. A pop-up window will appear. If the reference is in the Proposal Central system, their first and last names will automatically populate. Otherwise, please enter the reference’s first and last names. Click “Send Email” followed by “Close Window.” The reference will immediately receive an email with a request for a letter of reference for you from the TSC Alliance that includes a link they will use to upload a letter of reference. The email includes your name and your project’s title, but nothing else from your application. You may re-visit this page as often as necessary to check whether references have responded, to re-send emails, or to delete a reference and replace it with another. Click Next>>.

On the **Applicant Statement** page, please enter your personal statement. You may type directly into the text box or cut-and-paste from another document. Use plain text only. Formatting, superscripts, Greek symbols, etc., are not compatible. Text will be truncated after 4000 characters, including spaces. Do not include any proprietary or confidential information. The personal statement should give your reviewers an overall understanding of the rationale and impact of your receipt of this scholarship. If your text exceeds the length limits you will see an error message after clicking Save or Next>> that states, your “entry...was longer than permitted and has been truncated.”

Uploading Materials in PDF Format

On the **Attachments** page, the Program Guidelines can be downloaded if needed from the bottom section of the screen.

Upload files by clicking the “Attach Files” button. On the next screen, select the Attachment Type you are uploading, describe the attachment briefly (e.g., PI biosketch), and click on “click here to browse” text to locate the file on your computer or drag and drop the file into the upload box. Then click the “Upload And Continue” if you have additional attachments to upload, or click the “Upload And Return” button to complete the upload and return to editing the application. If you clicked “Upload And Continue” but are finished uploading, click the “Back” button at the bottom of the screen. Before clicking Next>> on the Attachments page, ensure all required attachments appear in the current list of uploaded attachments.

Completing the Process

Use the **Validate** page to ensure that all required information has been included, and then click the “Submit” button on the **Submit** page to complete the application process. Prior to submission, applications can be saved and resumed at any point.

For scholarship-related inquiries, please contact:

Sam Metzger, Senior Science Project Manager
smetzger@tscalliance.org

Steven L. Roberds, PhD, Chief Scientific Officer
sroberds@tscalliance.org