APPLICATION INFORMATION

General Information
The application procedure for this program is a self-managed process. Applicants are responsible for collecting, preparing, and submitting all required documents by the published deadline. A key element of the application package is the Research Proposal, which must be developed in response to a specific research opportunity posted on this site. Your research proposal must be an original body of work that addresses a specific research area of your choice and complements one of the posted research opportunities. The research proposal is limited to 3,000 words or less; however, it should be adequately comprehensive for extramural scientific review purposes. You are strongly encouraged to contact the NASA Mentor listed on the Research Opportunity for guidance during development of your research proposal.

A complete BFSB Application Package must include the following:

- A complete and signed Application Form and signed Checklist cover page
- Research Proposal (3,000 word limit)
- Three Letters of Reference
- All Graduate and Undergraduate Transcripts
- If a permanent U.S. resident, attach a copy of your Permanent Resident Card ("Green Card").
- USRA Equal Employment Opportunity Data Form
  
  *This document is not required for your application to be considered. The information provided on this form is voluntary.*

The application package must be submitted in hard-copy form. The forms are available in Word format and may be completed electronically; however, they must be printed and signed for submittal. Application instructions and required forms may be found on this site: [http://www.dsls.usra.edu/bfsb/appforms.html](http://www.dsls.usra.edu/bfsb/appforms.html).

Application Deadline
The complete application package to include the above items must be received by USRA’s Division of Space Life Sciences no later than 5:00 p.m. Central Standard Time on February 2, 2004. We strongly encourage the use of priority delivery services.

Submittal Address
Please submit your complete application package to the following address:

**USRA Division of Space Life Sciences**  
**Attention: BFSB Program Administration**  
**3600 Bay Area Boulevard**  
**Houston, Texas 77058**  
**281-244-2011**

You will receive confirmation from a BFSB Program Administrator via e-mail verifying receipt of your application. Only complete applications will be considered.

Scientific Review and Selection Process
A scientific review of complete applications will be conducted by an Extramural Review Committee. The applications will be scored based on the scientific merit of the research proposal and the overall qualifications and accomplishments of the applicant. The results of this review will be forwarded to the Program Committee for final prioritization and ranking based upon the relevance of the proposed research to NASA’s objectives and available funding.

There will be only one review period this year that coincides with the February 2, 2004 application deadline.
Notification Process
USRA will notify the top eight candidates on March 1, 2004 via electronic mail. It is required that the selected candidates accept or decline the postdoctoral position within 72 hours of notification. If a response is not received before the 72-hour deadline or if any selected candidate declines an appointment, the next candidate(s) on the list will be contacted. Once a selected candidate accepts an appointment, a BFSB Program Administrator will begin the necessary processes for the initiation of each appointment.