

## 2-Year (2009-11)

# POST-DOCTORAL FELLOWSHIPS

## Guidelines & General Instructions for Application

### PURPOSE OF FELLOWSHIP

Research may be laboratory or clinic based, but the results and conclusions must be clearly relevant to the treatment, diagnosis or prevention of Hodgkin and/or non-Hodgkin lymphoma. **Areas of research may include, but are not limited to, etiology, immunology, genetics, therapies, and transplantation.**

### ELIGIBILITY

1. Applicants must have completed two years of their fellowship, or not more than two years as a junior faculty instructor or assistant professor at the start of the award period and hold an M.D., Ph.D., or equivalent degree.
2. Applicants must be affiliated with a sponsoring institution in the U.S. or Canada for the duration of the LRF Grant. Citizenship is not required.
3. Applicant must secure a Sponsor who will supervise the proposed research project. The Sponsor's role is to assure (on behalf of the Institution) that the specific aims of the project are met and to present the Institution's role in the development of the Applicant's career. The Sponsor may support only one applicant.
4. Applications are encouraged from qualified individuals without regard to age, race, religion, sex, creed, national origin, or any other characteristics protected by law.
5. All LRF applications are self-initiated. LRF does not invite applications from selected individuals or laboratories.
6. The Fellow must spend a minimum of 80 percent of his/her time in research without major patient care, teaching, or administrative responsibilities except as such responsibilities relate directly to a pre-clinical or clinical lymphoma research project.

In our efforts to improve our grant process, Lymphoma Research Foundation will be using an electronic grants submission process. **All interested grant applicants must submit their applications online through proposalCENTRAL (<https://proposalcentral.com>).**

Our online applications for Lymphoma Research Foundation will be available for preparation and submission by June 2, 2008.

To avoid being rushed at deadline time, applicants are encouraged to register and complete a professional profile at proposalCENTRAL now. Applicants should make sure their grants and contracts office has registered their institution and signing officials with proposalCENTRAL.

7. The LRF Fellow may not hold another competitively applied for fellowship title during the period of the LRF Grant. However, LRF Grants may be supplemented by funds from other sources. LRF must be informed as to the sources and the amounts of all other funding received by the LRF Fellow during the term of the LRF Grant. Failure to comply may result in termination of the LRF Grant.
8. There is no restriction on the number of times an individual may apply for a LRF Grant.
9. A previous LRF Fellow shall not be granted support other than in exceptional circumstances, which is decided on a case-by-case basis.

### **EVALUATIVE FACTORS**

Applications will be reviewed by members of LRF's Scientific Advisory Board (SAB). Evaluation of Applications will be based on, but not be limited to the following factors:

- Overall Research Proposal and it's Relevance and Significance to Lymphoma
- Applicant's Prior Research Experience
- Applicant's Potential for Research Career in Lymphoma
- Recommendations
- Assessment of Program and Facilities Available

### **STIPEND**

The LRF Fellowship provides salary support only in the amount of \$45,000 for the first year and \$50,000 for the second year. Additionally, \$5,000 per year is allotted for the research project. The Grant does not provide for institutional overhead.

### **HOW TO APPLY -- PROCESS AND DEADLINES**

As noted on page 1 of these Guidelines, in our efforts to improve our grant process, Lymphoma Research Foundation will be using an electronic grants submission process. All interested grant applicants must submit their applications online through proposalCENTRAL (<https://proposalcentral.altum.com>).

Our online application process is expected to be available for preparation and submission by June 2, 2008.

### **Registration and Profile Submission – Applicant and Applicant Institution**

To avoid being rushed at deadline time, applicants are encouraged to register and complete a professional profile at proposalCENTRAL **now**. Applicants should make sure their grants and contracts office has registered their institution and signing officials with proposalCENTRAL.

## **Helpline**

A proposalCENTRAL helpline is available for questions from applicants during normal business hours (8:30 a.m. – 5:00 p.m.), Monday-Friday, EST.

Phone: 1-800-875-2562 (toll free) or 703-964-5840

E-mail: [pcsupport@altum.com](mailto:pcsupport@altum.com)

## **Benefits**

Grant applicants will find many benefits to this new e-grant application process, including:

- Easy-to-complete applications that can be developed, stored, revised, and submitted on-line;
- Paper copies of the application will no longer be required;
- Immediate confirmation of application submission and status updates throughout the process
- Toll-free (1-800-875-2562) and e-mail ([pcsupport@altum.com](mailto:pcsupport@altum.com)) technical and customer support;
- On-line tutorials available for preparing your proposal online.

## **IMPORTANT: PLEASE READ!**

### **Portable Document Format - .pdf**

Lymphoma Research Foundation will require that applicants submit portions of their proposal (e.g., research plan, biosketches) in portable document format (.pdf). Unlike MS Word or other word processors, the PDF format preserves the formatting of your document: what you see/submit is what reviewers see.

In order to save your documents as PDFs, you will need to use PDF generator software. There are a number of software products available for both PCs and Macs that will convert your documents to PDFs. There are also websites that will do the conversion for you.

Below is a sampling of some of the PDF generators on the market (list provided from the website of the National Endowment for Humanities <http://www.neh.gov/grants/grantsgov/pdf.html>).

Please consult vendor websites for additional information. Lymphoma Research Foundation and proposalCENTRAL do not endorse any particular software.

### **PDF Generators:**

The vendor websites are listed in alphabetical order:

- Adobe: <http://www.adobe.com/products/acrobatstd/main.html>  
Print driver that will work with any application. For PC or Mac.

- BLC Technologies: <http://www.gohtm.com/>  
Web-based converter. Can be used by PC or Mac. Vendor e-mails PDF back to you.
- Blue Squirrel: <http://www.bluesquirrel.com/products/Click2PDF/>  
Print driver that will work with any application. For PC.
- Create Adobe PDF Online: <http://createpdf.adobe.com/>  
Web-based converter. Can be used by PC or Mac. Vendor e-mails PDF back to you.
- CutePDF: <http://www.cutepdf.com>  
Print driver that will work with any application. For PC.
- Go2PDF: <http://www.go2pdf.com>  
Print driver that will work with any application. For PC.
- PdfF995: <http://site4.pdf995.com/>  
Print driver that will work with any application. For PC.
- Win2PDF: <http://www.win2pdf.com/>  
Print driver that will work with any application. For PC.
- Zeon Corporation: <http://www.pdfwizard.com/>  
Print driver that will work with any application. For PC.

#### APPLICATION DEADLINES AND TIMETABLE:

##### ❖ Application

##### ➔ **Submission Deadline: 5:00PM, September 10, 2008.**

- ✓ All interested grant applicants must submit their applications online through proposalCENTRAL (<https://proposalcnetral.com>). Questions concerning use of the proposalCENTRAL electronic submission system should be directed to the proposalCENTRAL helpline, which is available for questions from applicants during normal business hours (8:30 a.m. – 5:00 p.m.), Monday-Friday, EST. Phone: 1-800-875-2562 (toll free) or 703-964-5840 E-mail: pcsupport@altum.com
- ✓ Questions concerning issues such as eligibility should be directed to E-mail: researchgrants@lymphoma.org

##### ❖ Review:

##### ➔ **Deadline: December 31, 2008**

- ➔ All applications will be reviewed by the LRF Scientific Advisory Board (SAB) by the end of December 2008.

##### ❖ Notification:

##### ➔ **Deadline: March 2009**

- ✓ Applicants will receive notification of funding decision no later than March 2009

❖ Individuals selected as LRF Grantees will receive with their notification an LRF Fellowship Agreement and Policy, Terms and Conditions for signature by the LRF Grantee, the Sponsor, and the Sponsoring Institution.

❖ **Funding:**

➔ Deadline: July 1, 2009

- ✓ Funding will commence no later than July 1, 2009. Payments will be made semi-annually to the comptroller or other financial officer of the Institution as indicated on cover sheet of the application form. The Institution will be responsible for disbursing funds to the LRF Grantee.

***General Instructions for Completing the Application***

Please follow the instructions on the proposalCENTRAL(PC) website. You do not need to complete the application all at once; your application will be saved on the PC server until completed. Incomplete applications cannot be submitted. A complete application must include all of the items listed in the checklist below. All applications must be submitted in English.

PC will enable the Applicant to print out all or part of the application. The cover page and the LRF Waiver page must be printed out, and must be signed in ink by the Applicant, the Sponsor(s), and the Sponsoring Institution's authorized official. Proxy signatures are not acceptable. The signed original of the cover and waiver pages ***must be mailed to LRF at the following address:***

Lymphoma Research Foundation  
115 Broadway, 13<sup>th</sup> floor  
New York, NY 10006  
Attn: Research Department/FEL

The other important document to download or request is the "Clinical Investigator Career Development Grant Policy Statement and Terms and Conditions ("Terms and Conditions")". All Applicants and LRF Clinical Investigators must adhere to all requirements as stated in the "Terms and Conditions."

Receipt of each application will be confirmed via e-mail sent to the Applicant.

If selected for an award, payments will be made quarterly to the comptroller or other financial officer of the Institution as indicated on the cover page of the application form. The Institution will be responsible for disbursing funds to the LRF Clinical Investigator in accordance with the budget submitted with the application.

All LRF applications, application evaluations, and priority scores are considered confidential and are made available only to the SAB, the Board of Directors (BOD), LRF and PC administrative staff and other LRF representatives involved in the application process. Written critiques of applications and priority scores are not made available to Applicants. Although LRF and PC endeavor to protect the confidentiality of proposal and evaluation materials, confidentiality cannot be guaranteed.

Applications that do not meet requirements, or that exceed page limitations, will not be reviewed.

A **complete** application includes the following:

- 1) **Application Cover Sheet:** The original of the cover sheet must be signed by the applicant, the Sponsor, and the authorized official of the Sponsoring Institution. Original signatures in ink are required.
- 2) **LRF Waiver:** the original of the Waiver must be signed by the applicant, the primary Sponsor, and the authorized official of the sponsoring institution. Original signatures in ink are required.
- 3) **Non-Technical Abstract** (limit to 100 words or less): This is a brief description (100 words or less) of the proposed project presented in terminology for the general public. It should be understandable to the average reader of a daily newspaper.
- 4) **Technical Abstract** (limit to 100 words or less): In addition to describing the project using technical language, the Technical Abstract should explain (in 100 words or less) the significance of the proposed work to the field of lymphoma.
- 5) **Statement of Level of Effort:** Provide the approximate percentage of time that the Applicant will devote to each work activity (e.g., research, clinical, teaching, administration, other). At least 80 percent of the Applicant's time must be devoted to research. The total of these items must not exceed 100 percent.
- 6) **Current and Pending Research Support:** List all active and pending research support for the Applicant and Sponsor. Include all individual and institutional support available for the proposed work during its duration. For each item, provide a source of support, identifying number, project title, name of Principal Investigator/Program Director, annual direct costs, and total period of support. Failure to provide evidence of sufficient supporting funds for the proposed research can invalidate the application.
- 7) **Sponsor's Letter of Support:** This letter should demonstrate the Sponsor's support of your project and commitment to provide the necessary training and supervision. Upload in PDF format.
- 8) **List of Three Individuals Providing Letters of Support:** In addition to providing a letter of support and commitment from the Applicant's Sponsor, list three (3) additional individuals who are familiar with your past work and/or training and who are providing letters of recommendation. The PC application manager will notify these individuals, and their letters of support will automatically be included with your submission.
- 9) **Applicant's Biographical Sketch:** Limit to 2 pages; use the template supplied by PC and upload as a PDF.
- 10) **Sponsor's Biographical Sketch:** Limit to 2 pages; use the template supplied by PC and upload as PDF.
- 11) **Description of the Proposed Research Project:** Limit to 10 pages, including tables, figures, etc. but not including bibliography. Use the template supplied by

PC and upload as PDF. The Research Plan description should discuss the nature of the proposed research plan and should cover the following points:

- SPECIFIC AIMS
- BACKGROUND
- PRELIMINARY STUDIES
- EXPERIMENTAL DESIGN AND METHODS
- MILESTONES
- SIGNIFICANCE
- RELEVANCE TO THE UNDERSTANDING AND TREATMENT OF LYMPHOMA
- LITERATURE CITED

**APPENDICES:**

The following should be uploaded in PDF format:

- 12) **Vertebrate Animals Certification or Statement of Exemption:** See *LRF Fellowship Terms and Conditions*, #11 for direction.
- 13) **Human Subjects Certification or Statement of Exemption:** See *LRF Fellowship Terms and Conditions*, #11 for direction.
- 14) **Biohazards Certification or Statement of Exemption:** See *LRF Fellowship Terms and Conditions*, #11 for direction.
- 15) **Publication Reprints:** Each application is LIMITED TO FIVE (5) PUBLICATIONS, which may be uploaded as PDF files.

**FURTHER INFORMATION:**

Questions concerning use of the proposalCENTRAL electronic submission system should be directed to the proposalCENTRAL helpline, which is available for questions from applicants during normal business hours (8:30 a.m. – 5:00 p.m.), Monday-Friday, EST. Phone: 1-800-875-2562 (toll free) or 703-964-5840, E-mail: pcsupport@altum.com.

Questions concerning issues such as eligibility should be directed to E-mail: researchgrants@lymphoma.org.