

2-year (2014-2016)

POSTDOCTORAL FELLOWSHIPS

Guidelines & General Instructions for Application

KEY DATES

Application Release Date:	June 3, 2013
Application Receipt Date:	September 5, 2013
Peer Review Process:	September 2013–November 2013
Applicant Notification Date:	December 2013
Earliest Project Start Date:	March 2014

PURPOSE OF FELLOWSHIP

To support research, which may be laboratory or clinic based, with the results and conclusions that 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.

In our efforts to improve our grant process, the 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 applications for Lymphoma Research Foundation will be available for preparation and submission by June 3, 2013.

*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.

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.
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 an 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 its 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. This makes for a total of \$105,000 over two years. **This Grant does not provide for institutional overhead.**

PUBLIC ACCESS POLICY

LRF funded researchers are required to submit, or have submitted for them, to the National Institutes of Health's PubMed Central database an electronic version of the author's final manuscript including all modifications from the publishing and peer review process (the "postprint") upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication. This requirement applies to all grants awarded after May 1, 2012, whether LRF funds the research in whole or in part.

All scientific progress reports must include the PMC ID number (PMCnnnnn) to publications in Pub Med Central supported by the Lymphoma Research Foundation starting with May 1, 2012.

HOW TO APPLY

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 3, 2013.

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

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) technical and customer support;
 - On-line tutorials available for preparing your proposal online.
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APPLICATION DEADLINES AND TIMETABLE

- **Application**

Submission Deadline: 5:00PM EST, September 5, 2013.

EXTENSIONS WILL NOT BE GIVEN.

- ✓ All interested grant applicants must submit their applications online through proposalCENTRAL (<https://proposalcentral.altum.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**

November 1, 2013

- ✓ All applications will be reviewed by the LRF Scientific Advisory Board (SAB) on November 1, 2013.

- **Notification**

December 2013

- ✓ Applicants will receive notification of funding decision no later than December 15, 2013.
- ✓ Individuals selected as LRF Grantees will receive with their notification an LRF Clinical Grant Agreement and Policy, Terms and Conditions for signature by the LRF Grantee, the Mentor(s), and the Sponsoring Institution.

- **Funding**

Earliest – March 2014

- ✓ Funding will commence at the earliest in March 2014. 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, Suite 1301
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.
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- 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 (blinded) letters of support will automatically be included with your submission.**

Please be sure to list the names of your letter writers early enough so that they have adequate time to submit a letter. Letters must be submitted by the deadline of September 5, 2013 or you will not be able to submit your application.

- 9) **Applicant's Biographical Sketch:** Limit to 4 pages; use the template supplied by PC and upload as a PDF.
- 10) **Sponsor's Biographical Sketch:** Limit to 4 pages; use the template supplied by PC and upload as PDF.
- 11) **Description of the Proposed Research Project:** Use the template supplied by PC and upload as PDF. Limit Sections 1-4 of your Research Plan to 10 pages, as per instructions on the template. Sections 5-8 are not included in the page limit. 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

- 12) **Vertebrate Animals Certification or Statement of Exemption** (*See LRF Terms and Conditions, #11 for direction*)
- 13) **Human Subjects Certification or Statement of Exemption** (*See LRF Terms and Conditions, #11 for direction*).
- 14) **Biohazards Certification or Statement of Exemption** (*See LRF Terms and Conditions, #11 for direction*)
- 15) **Publication Reprints:** Each application is limited to 5 (five) publications.

PLEASE NOTE--About the appendices:

When uploading documents to proposalCENTRAL in the appendices, please be sure to follow the guidelines below in order to ensure that your attachments will be viewed by the reviewers as you intended.

Ensure that all electronic signatures in your PDF attachment have been validated.

Review the permissions and security settings in the PDF attachment and be sure that the file is not password protected or locked for editing so that it can merge properly with the rest of the application when downloaded.

Check all merged documents created in Adobe PDF to make sure that each page is merged properly.

It is important to view the application as a whole as well as each individual attachment before it is submitted. Some unresolved issues above can create problems with the download for reviewers and the application may be missing pages. To check that the whole application is correct and in the proper order, please select the blue hyperlink "Signature Page(s)" in the left menu tab. Then, click the red button "Print Signature Pages and Attached PDF Files." This will create a merged PDF of your application, which includes the attachments that you uploaded. If any pages are missing, please contact PC customer support for further assistance.

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.

AGENCY CONTACTS:

LRF Leadership:

Kathy Brown
Director of Research
kbrown@lymphoma.org, Telephone: 212-349-2910

Whitney Steen
Research Communications and Projects Coordinator
wsteen@lymphoma.org, Telephone: 646-465-9120

EXTENSIONS WILL NOT BE GIVEN.

Postdoctoral Fellowship Award

Eligibility Checklist

Purpose of Award

To support research, which may be laboratory or clinic based, with the results and conclusions that 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.

Persons with non-traditional career paths are encouraged to apply. If you remain uncertain about eligibility after completing this form, please contact Kathleen Brown, Director of Research, Lymphoma Research Foundation, 212-349-2910 or kbrown@lymphoma.org.

Applications must meet all of the following eligibility criteria in order to be reviewed.

	ELIGIBILITY CRITERIA	YES
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
4	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.	<input type="checkbox"/>
5	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.	<input type="checkbox"/>
6	I am not a previously funded LRF fellow. [A previous LRF Fellow shall not be granted support other than in exceptional circumstances, which is decided on a case-by-case basis.]	<input type="checkbox"/>