

## **Postdoctoral Fellowships (2018-2020)**

### ***Guidelines and General Instructions for Application***

#### **KEY DATES**

Application Release Date:	May 24, 2017
Application Deadline:	September 6, 2017 at 5:00 PM EST
Peer Review Process:	September and October 2017
Applicant Notification Date:	December 2017
Earliest Project Start Date:	March 1, 2018

#### **Introduction**

##### **LYMPHOMA RESEARCH FOUNDATION OVERVIEW:**

The Lymphoma Research Foundation (LRF) remains dedicated to finding a cure for lymphoma through an aggressively-funded research program and by supporting the next generation of lymphoma researchers. LRF provides education for people with lymphoma, their loved ones and caregivers, including comprehensive disease guides and facts sheets, in-person conferences and online resources. The Foundation also provides continuing medical education programs designed to increase the knowledge, skills and performance of healthcare professionals. The Foundation's patient services, including the LRF Helpline, Clinical Trials Information Service, financial assistance programs and Lymphoma Support Network, provide direct support to people with lymphoma.

##### **POSTDOCTORAL FELLOWSHIP GRANT OVERVIEW:**

The Lymphoma Research Foundation (LRF) maintains a strong commitment to supporting young investigators and ensuring they can build a successful career in the field of lymphoma research. The LRF Postdoctoral Fellowship Grant is designed to support investigators at the level of advanced fellow or postdoctoral researcher in laboratory or clinic based research with 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. Historically, successful applications in this program have focused on basic, translational, and epidemiological research. The Fellow must spend 80 percent of their time in research during the award period.

The LRF Postdoctoral Fellowship provides a total of \$105,000 to grantees over two years. Salary support is provided in the amount of \$45,000 for the first year and \$50,000 for the second year. Incidental funds of \$5,000 per year may be budgeted for research supplies or professional development expenses such as tuition, registration fees, and travel for courses and meetings. This Grant does not provide for institutional overhead.

##### **RESEARCH OBJECTIVES AND 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
- Sponsor's qualifications and record of success in training researchers
- Letters of support provided by senior faculty
- Assessment of program and facilities available

#### **APPLICANT ELIGIBILITY:**

1. Applicants must hold an MD, PhD, or equivalent degree. MD Applicants must have completed at least two years (24 months) of their fellowship work at the start of the award period (March 1, 2018). All applicants should not have completed more than five years (60 months) of their fellowship or postdoctoral work at the start of their award period. Individuals holding faculty positions prior to March 1, 2018 are not eligible to apply; awarded applicants may move into faculty positions during the award period.
2. Applicants must be affiliated with a sponsoring institution in the U.S. or Canada for the duration of the LRF Grant and intend to pursue a career in lymphoma research. 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 to the Fellowship program per grant cycle.
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. During the award period, 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.
6. The LRF Fellow may not hold another competitively applied for fellowship and/or a grant that primarily supports Principal Investigator (PI) salary during the period of the LRF Grant, except if awarded as part of an NIH Institutional Training Grant (T32/K12 or equivalent). Supply and material costs for the clinical research project should be supported by another grant or from institutional funds. The percent of research time for the PI on all active grants should not add up to more than 100%. LRF must be informed as to the sources and the amounts of all extramural/non-institutional funding received by the Fellowship recipient during the term of the LRF Grant, and reserves the right to determine that the LRF Grant may not be held concurrent with other funding.
7. A previous LRF Fellow shall not be granted support other than in exceptional circumstances, which is decided on a case-by-case basis. However, applicants from previous years who did not receive an award are welcome to apply if they still meet eligibility requirements.
8. All LRF applications are self-initiated. LRF does not invite applications from selected individuals or laboratories.

#### **PUBLIC ACCESS POLICY – PubMed CENTRAL:**

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 on May 1, 2012.

## PHYSICIAN PAYMENTS SUNSHINE ACT:

Please be advised that a portion of LRF's funding for certain Postdoctoral Fellowship Grants is underwritten by manufacturers of pharmaceutical drugs and devices and/or other entities who are required to report payments or transfers of value made to U.S. physicians and teaching hospitals under the Physician Payments Sunshine Act. LRF's understanding is that payments made to the recipient of a Postdoctoral Fellowship Grant that has been supported by one of these entities are reportable as research grants under the Sunshine Act if the applicant is a licensed physician (MD or equivalent) in the United States. Applicants will be notified at the time of the award letter if their grant payments are considered reportable.

## Application Process

### SUBMISSION INFORMATION:

All interested grant applicants must submit their applications online through proposalCENTRAL (<https://proposalcentral.altum.com>) by **5:00 PM EST on September 6, 2017**. Applicants are encouraged to contact LRF at [researchgrants@lymphoma.org](mailto:researchgrants@lymphoma.org) for questions or concerns relating to issues of eligibility for or responsiveness to this RFP.

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.

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

### PROPOSAL FORMAT:

A **complete** application includes the following:

1. **Application Signature Page:** proposalCENTRAL will prompt you to generate a printable version of this page when you have completed your application. Original signatures from the applicant, sponsor, and institutional official are required. A scan of the signed page must be uploaded as a PDF. Proxy and/or electronic signatures are not permissible. Please note LRF no longer requires the original signed document be mailed to the LRF office.
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. A scan of the signed page should be uploaded as a PDF.
3. **Non-Technical Abstract:** 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:** 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. **Keywords:** Please select any applicable keywords in each of the four Areas of Study categories. A thorough, accurate selection of keywords will enable LRF to match your application with appropriate reviewers.
6. **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.
7. **Current and Pending Research Support:** List all active and pending research support for the applicant. 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. *Note: proposalCENTRAL now records other support in your personal profile. Follow the instructions in the application system to enter or import information from your profile to this section.*

Support for the sponsor should be indicated using the Sponsor Support template and uploaded as an attachment; list all active support with support in lymphoma/CLL highlighted, and indicate if the support will apply to the project proposed in the application.

8. **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.
9. **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, to ensure adequate time to submit a letter. Letters must be submitted by the deadline of September 6, 2017 or you will not be able to submit your application.**
10. **Applicant's Biographical Sketch:** Limit to 5 pages; use the template supplied by PC and upload as a PDF.
11. **Sponsor's Biographical Sketch:** Limit to 5 pages; use the template supplied by PC and upload as PDF.
12. **Description of the Proposed Research Project:** Use the template supplied by PC and upload as PDF. Limit Sections 1-6 of your Research Plan to 10 pages, as per instructions on the template. Sections 7-8 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:
  1. SCIENTIFIC ABSTRACT
  2. SPECIFIC AIMS
  3. BACKGROUND
  4. PRELIMINARY STUDIES
  5. EXPERIMENTAL DESIGN AND METHODS
  6. MILESTONES
  7. RELEVANCE TO THE UNDERSTANDING AND TREATMENT OF LYMPHOMA
  8. REFERENCES

Provide evidence of appropriate facility resources for the proposed research. Support letters from pharmaceutical partners/other collaborating entities referenced in the proposal must be included as an Appendix.

13. **Budget:** Enter a budget in the proposalCENTRAL template outlining the planned expenses for the grant. For salary, fill in \$45,000 for year one and \$50,000 for year two (fringe may be included in this amount). In the non-personnel section, outline the planned expenses for the \$5,000 incidental expenses each year. The start date for Year 1 should be no earlier than March 1, 2018. **Institutional overhead or salary for non-PI personnel is not allowable.**

#### APPENDICES:

The following additional documents **should be uploaded in PDF format:**

1. **Other Research Support for Mentor:** See "Current and Pending Research Support" on pg. 4 of the RFP.

2. **Support Letters from Pharmaceutical Partners or Other Collaborators:** See “Description of the Proposed Research” on pg. 4 of the RFP.
3. **Vertebrate Animals Certification or Statement of Exemption:** See LRF Terms and Conditions, Section 12.
4. **Human Subjects Certification or Statement of Exemption:** See LRF Terms and Conditions, Section 12.
5. **Biohazards Certification or Statement of Exemption:** See LRF Terms and Conditions, Section 12.
6. **Publication Reprints:** Each application is limited to 5 (five) publications.

**PLEASE NOTE--About attachments/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.

**FOUNDATION CONTACTS:**

Whitney Steen  
Manager, Research Grants and Communications

Phone: 212-349-2910  
Email: [researchgrants@lymphoma.org](mailto:researchgrants@lymphoma.org)

**TECHNICAL HELPLINE:**

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 pm EST), Monday-Friday.

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

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

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## APPLICATION DEADLINES AND TIMETABLE :

- **Application**

**Submission Deadline: September 6, 2017 at 5:00PM EST.**

**EXTENSIONS WILL NOT BE GIVEN.**

- **Review**

**September-October 2017**

All applications will be reviewed by the LRF Scientific Advisory Board (SAB).

- **Notification**

**December 2017**

Applicants will receive notification of funding decision no later than December 22, 2017. Individuals selected as LRF Grantees will receive with their notification an LRF Research Grant Agreement and Policy, Terms and Conditions for signature by the LRF Grantee, the Sponsor, and the Sponsoring Institution.

- **Funding**

**Earliest March 2018**

Funding will commence at the earliest on March 1, 2018. 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 signature page and the LRF Waiver page must each be printed out and signed in ink by the Applicant, the Sponsor and the Sponsoring Institution's authorized official. Proxy and/or electronic signatures are not acceptable. The signed documents must be uploaded to the application as PDFs prior to submission.

You may also wish to review the Research Grants Policy, Terms and Conditions, and Young Investigator Grants FAQ, which are available on the LRF website at [lymphoma.org/grants](http://lymphoma.org/grants). All chosen awardees must adhere to all requirements as stated in the Policy, Terms, and Conditions. Please contact [researchgrants@lymphoma.org](mailto:researchgrants@lymphoma.org) if you or your institution has concerns or questions about the requirements.

After successful submission of an application, applicants will receive a confirmation email from proposalCENTRAL.

If selected for 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. Applications discussed during the final round of review may receive some feedback from the

committee with their response letter, however, full critiques of applications, scores, and rankings are not made available to Applicants. Although LRF and PC endeavor to protect the confidentiality of proposal and evaluation materials, confidentiality cannot be guaranteed.

## Postdoctoral Fellowship Award Eligibility Checklist

**Use this checklist to help verify your eligibility.** If you remain uncertain about eligibility after completing this form, please email [researchgrants@lymphoma.org](mailto:researchgrants@lymphoma.org).

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

<b>ELIGIBILITY CRITERIA</b>		
<b>1</b>	Applicants must hold an MD, PhD, or equivalent degree. MD Applicants must have completed at least two years (24 months) of their fellowship work at the start of the award period. All applicants should not have completed more than five years (60 months) of their fellowship or postdoctoral work at the start of their award period. Individuals holding faculty positions prior to the start of the award period are not eligible to apply.	<input type="checkbox"/>
<b>2</b>	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"/>
<b>3</b>	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"/>
<b>4</b>	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"/>
<b>5</b>	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 extramural 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"/>

## Checklist for Applicants

### 2018 Postdoctoral Fellowship

Use this checklist as a tool to help in preparing your submission. Ensure that you allow **enough time** to complete the application process to meet the deadline of **5:00 pm (EST) September 6, 2017**, as late applications **will not be accepted**.

#### Application and Submission Checklist

- Register and complete a professional profile at proposalCENTRAL (<https://proposalcentral.altum.com>).
- Ensure that your grants and contracts office has registered your institution and signing officials with proposalCENTRAL.
- Three (3) letters of support **in addition to** your Sponsor's letter, are required. Please request **early** in the process. Make sure your letters of support writers know and can comply with the deadline.
- Begin the application process on the proposalCENTRAL system. You do not need to complete the application all at once; your application will be saved on the server until completed. **Remember, incomplete applications cannot be submitted.** See more on required Application parts below.
- Download and review the "[Research Grants Program Policy, Terms and Conditions.](#)" **All** Applicants must adhere to all requirements as stated in the "Terms and Conditions."
- Print the Waiver & Signature pages and provide signatures (in ink) by the Applicant, Sponsor, and the Sponsoring Institution's authorized official. Upload a scanned version of each signed page as a PDF. Proxy and/or electronic signatures are not permissible.

In addition, note the following required application components:

- Applicant Biosketch
- Mentor Biosketch(s)
- Statement of Level of Effort
- Mentor Letter(s) of Support
- Three (blinded) general letters of Support
- Non-Technical Abstract
- Technical Abstract

- Areas of Study/Keywords – fill out through proposalCENTRAL.
- Research Plan – See RFP page 4 for detailed page limits.
- Current and Pending Research Support
- Budget—Fill out through proposalCENTRAL.
- Appendix – other attachments needed to support the application (limit 30 pages):
  - Regulatory Documentation (IRB, etc.)
  - Sponsor’s Research Support
  - Support letters from collaborators/pharmaceutical partners (if essential to proposal)