

Davis Foundation Postdoctoral Fellowship in Eating Disorders Research

Frequently Asked Questions

The Hilda and Preston Davis Foundation provides funds to charitable organizations whose programs advance the development of all areas of the lives of children and young adults. For more information on general Davis Foundation funding opportunities please visit:

<http://www.hpddavis.org>

The Davis Foundation's Postdoctoral Fellowship Program in Eating Disorders Research is administered and managed by The Medical Foundation, a division of Health Resources in Action. For Fellowship Program Application Guidelines and Instructions please visit:

www.tmfgrants.org/Davis

Eligibility

Are all research projects involving clinical trials beyond the scope of this fellowship program?

Yes.

Is there a limit on how many applications are from one institution?

There are no institutional limitations on the number of applicants who may submit applications. The only limitation is that Mentors can only support one applicant per grant cycle.

Is there a limit on how many applications are from one applicant?

Yes, one application per grant cycle. If more than one application is submitted during a grant cycle, only the first will be considered.

How do my other sources of funding (i.e. K08) factor into the review of my application?

The total of all competitive fellowship awards plus any institutional supplementation cannot, however, exceed the annual salary or total compensation for the Fellow's position as determined by the Fellow's Institution. Supplementation of the stipend is permitted; however, it is not acceptable to hold concurrently a named fellowship from another source that supports a full salary.

Is United States citizenship required?

United States citizenship is not required; visa documentation is not required. However, the applicant must hold a postdoctoral position at a nonprofit academic, medical or research institution in the United States by the start of funding in order to qualify.

What is considered full-time experience?

Full-time postdoctoral research experience is defined as employment as a postdoctoral fellow in a research laboratory five full days each week. If research was interrupted for medical leave of absence, to complete clinical training or for other reasons, these months are not considered part of the full-time postdoctoral research experience. Part-time employment, as documented by the Mentor, may be cumulative towards postdoctoral research experience.

How do I calculate years of postdoctoral research experience if I am a physician?

Physicians usually complete their residency and then enter fellowship programs to obtain additional clinical training as well as research training. Physicians are no longer eligible if they have had more than three years of research fellowship training by July 1, 2012.

At times, physicians who are completing their clinical research fellowships may be given the faculty title of "Instructor," even though they are still completing their fellowship training. Physicians remaining in a fellowship capacity beyond July 1, 2012 who have not completed more than three years of research fellowship training, are eligible to apply.

What if my Fellowship Status Changes?

Applicants promoted to an independent faculty position on or before July 1, 2012 are not eligible to accept a Davis Fellowship. Following receipt of a fellowship, any change in academic status must be reported to The Medical Foundation division. It will then be determined on a case by case basis whether or not the fellowship can continue.

Application

How do I apply?

Read the Application Guidelines and Instructions posted on www.tmfgrants.org/Davis . Please download the Application Forms document to your computer. All of the application materials are included in these documents so please read them carefully. Complete the online form; obtain required signatures and supporting letters. All components of the application including the Letters of Recommendation must be completed by the deadline.

How do I access the online application?

Visit the site www.tmfgrants.org/Davis you will see two links for the online application:

- Begin Online Application: https://www.GrantRequest.com/SID_738?SA=SNA&FID=35030
- Continue Online Application: https://www.GrantRequest.com/SID_738?SA=AM

Click the appropriate link to begin or continue your online submission.

Online Troubleshooting

I am not able to open the links given on www.tmfgrants.org. How can I troubleshoot this problem?

All applicants must use one of the following certified browsers:

- Internet Explorer 6.0 (for PC) SP-1
- Netscape 7.2
- Opera 7.5.4
- Safari 1.2 (for Mac)
- Mozilla Firefox 1.0

The online submission also utilizes “cookies” on your computer. You may need to enable cookies in order for the online form to open correctly. For more information on enabling cookies, visit <http://www.google.com/cookies.html>.

I have already started an application and created an account, but I cannot log in again. How can I access my application?

Applicants must create an account before beginning the process, so your application is saved in your online account. Visit https://www.grantrequest.com/SID_738?SA=AM to login and revise your application. If you have forgotten your password, click the “forgot password” link and your password will be sent to you via email.

Directions for combining and converting multiple documents into ONE PDF document for upload:

Please name uploaded file: LastName, FirstName.pdf. For example, Jane Smith’s file would be named, Smith, Jane.pdf.

How do I combine and convert multiple documents into one PDF file?

The following instructions apply to ADOBE Acrobat Version 9. For instructions on combining files in Adobe Acrobat versions 5, 6, 7 or 8, visit the following website:

<http://etd.byu.edu/creation/PDFs/Adobe%20Acrobat%20PDFs/UsingAdobeAcrobat.pdf>

If you have Word documents to include, you must first convert everything to PDF.

1. Open the PDF that serves as the basis of the combined file.
2. Choose Document > Insert Pages.
3. Select the file to insert.
4. In the Insert Pages dialog box, specify where to insert the document (before or after the first or last page, or a designated page). Click OK.
5. When you have added all the files to be converted and have the files in the desired sequence, choose Save As, and type a new name for the merged PDF. This file must be named, LastName, FirstName.pdf. For example, Jane Smith’s file would be named, Smith, Jane.pdf.

Signatures and Supporting Documents

What is the difference between the Sponsored Programs Officer and the Institutional Officer to Receive Funds?

Depending on the institution, the Office of Sponsored Programs usually signs off on the application to ensure that the applicant and the Institution have met the eligibility requirements. The Institutional Officer to Receive Funds is usually the fiscal officer that receives award payments, prepares fiscal reports and oversees other financial requirements of your grant. Please check with your institution to determine who should sign these sections of the Face Sheet.

My Mentor’s biosketch is in the NIH biosketch format, but an older version. Is this ok?

Please download and complete the updated version of PHS 398/2590 (Rev. 06/09).

Should I include the Biosketch of Co-Mentors or Collaborators?

There may only be one primary Mentor for each application. This is the Mentor who will take responsibility for the oversight of the Fellowship. However, the Biosketch of Mentors or collaborators with significant roles on the project may be included (4-page maximum for each). The Co-Mentors biosketch should be placed after the Mentor’s in the application. Please include a brief description of these investigators’ roles as part of the document upload.

Letters of Recommendation

Is the Mentor Letter confidential?

No, the Mentor Letter is not confidential. It must be written on letterhead and signed by the Mentor, then scanned and attached as a PDF document to the applicant’s online submission by the applicant.

Can the recommenders send his/her letter directly to The Medical Foundation division?

NO, it is the applicant’s responsibility to request the two Letters of Recommendation using an online web link within the application. Any Letters of Recommendation that arrive separately will not be accepted.

To whom are the letters of recommendation addressed?

Recommendation letters may be addressed to the Scientific Review Committee.

What if I am an M.D. and do not have a thesis advisor to write a letter of recommendation?

The thesis advisor’s letter of recommendation only pertains to candidates holding the Ph.D. degree. For M.D. applicants, please ask for a letter of recommendation from your Residency Director or someone equivalent who can comment on your training and how they perceived your future potential.

My thesis advisor is not able to furnish a Letter of Recommendation for me. What should I do?

Please find someone who worked with you during your Ph.D. training who can comment on your work during this time. Also, please have your current mentor explain in his/her letter why you are unable to get the reference letter from your thesis advisor or you may provide a short letter with a brief explanation.

What if I need more details regarding the Letters of Recommendation?

A link to the “Letters of Recommendation Instructions” can be found on the website www.tmfgrants.org/Davis and within the online Application.

Funding Decisions

When does funding begin?

Funding begins on July 1, 2012.

(A later start date is permitted but all awards must be activated by October 1, 2012)

How many awards are available?

Up to 5 three-year awards will be made.

When will I receive receipt confirmation about my grant application?

You will receive the following correspondence:

- Online submission confirmation email—immediately after you submit the application. This is generated by the online system.
- Application completion confirmation email—By January 26, 2012. This is generated by The Medical Foundation division.
- Declination or Approval notification—by April 29, 2012

Will I receive critiques for my proposal?

Applicants will not receive written critiques of their research proposals.

Post-Award

What happens if I receive other funding sources or have a change in academic status during the fellowship period?

Receipt of major additional funding must be reported to The Medical Foundation division. Following receipt of a fellowship, any change in academic status must be reported to The Medical Foundation division. It will then be determined on a case by case basis whether or not the fellowship can continue.

Who do I contact if I need further information?

Please download and read the Application Guidelines and Application Instructions. If you still have further questions, please email Jeanne Brown at jbrown@hria.org or 617-279-2240 ext. 709.