

# The Charles A. King Trust Postdoctoral Research Fellowship Program

## Bank of America, N.A., Edward Dane, and Lucy West, Co-Trustees

### Application Guidelines

The deadline for online submission is **12:00 Noon on Thursday, December 15, 2011** and mailed submission is **5:00 p.m. on Tuesday, December 20, 2011**. Both online and mailed submissions must be completed. Funding begins on July 1, 2012. A later start date is allowed but all awards must be activated by October 1, 2012. Two-year grants ranging from \$43,500 to \$51,000 per year, inclusive of a \$2,000 expense allowance, will be awarded.

#### **Program Overview and Statement of Purpose**

Established in 1936, the Charles A. King Trust was created to “support and promote the investigation of human disease and the alleviation of human suffering through improved treatment.” In keeping with these principles, the King Trust today supports postdoctoral fellows in the basic sciences and clinical/health services research.

Bank of America, N.A., Edward Dane, and Lucy West serve as Co-Trustees of the Charles A. King Trust. Bank of America works with The Medical Foundation, a division of Health Resources in Action to select the most qualified applicants. HRiA is a nonprofit organization in Boston that advances public health and medical research.

The Charles A. King Trust Postdoctoral Fellowship Program supports clinical or health services research scientists in the early to mid stages of their research careers and basic scientists in the later stages of their postdoctoral research training. The primary goal of the Program is to prepare postdoctoral fellows for academic careers as successful independent investigators. Although the majority of funding comes from the Charles A. King Trust, other donors and private foundations also contribute to this Program.

Historical Statistics	2011		2010	
	Basic	Clinical	Basic	Clinical
# of Applications	178	21	131	22
# of Awards	14	2	13	2

#### **Eligibility Requirements**

1. Applicants must be working in an academic or medical research institution in the state of Massachusetts and have the required minimum/maximum years of experience.
2. Applicants must hold a fellowship position under the supervision of a faculty member.
3. Mentors must confirm that degrees obtained outside the United States are equivalent to the M.D., D.M.D., Ph.D. or other doctoral degree.
4. United States citizenship is not required; visa documentation is not required.
5. Only one applicant per Mentor may apply per application cycle; there are no institutional limitations on the number of applicants who may submit applications.

**Fellows must meet all eligibility requirements. The Mentor must state the number of years of full-time postdoctoral experience that the Fellow will have completed by July 1, 2012.**

Additional Eligibility Requirements, noted below, must be confirmed by the Mentor in his/her letter. If other than full-time experience is being considered in fulfillment of these requirements, this must also be documented in the Mentor’s letter of recommendation.

**Additional Eligibility Requirements –  
Clinical/Health Services Research Applicants**

Clinical/Health Services Research fellowships support such areas as physiological research, behavioral science and health education research, translational research (the application of bench research to patient care), epidemiological research, health policy, and outcomes research.

Research may take place in a broad range of settings including community sites. Synergy is encouraged between basic science and clinical research through projects that narrow the physical and intellectual distance between laboratory-based and clinical research efforts. The program also seeks to impact public health by supporting researchers with an interest in and commitment to population health issues.

Research projects involving animal models are not eligible in the Clinical/Health Services Research fellowship category but can be designated as Basic Science applications if other eligibility requirements are met. Gene expression and genetic association research projects would be most appropriate in the basic science category.

The Additional Eligibility Requirements for Clinical/Health Services Research Applicants are separated into two categories:

**1. Fellows with Clinical Responsibilities:**

By July 1, 2012, Clinical/Health Services Research fellowship applicants holding the M.D., D.M.D., M.D./Ph.D., Ph.D. or comparable degrees with clinical responsibilities must:

- have protected time of at least 70% to devote to research;
- have completed clinical training;
- be enrolled in a postdoctoral research fellowship program. Although no minimum previous fellowship experience is required, the maximum is five years of full-time postdoctoral experience. Physicians remaining in a fellowship capacity who have the title of “Instructor” are eligible.

**2. Fellows without Clinical Responsibilities:**

By July 1, 2012, Clinical/Health Services Research fellowship applicants holding the Ph.D. or other degrees without any clinical responsibilities must:

- commit at least 90% time to research;
- have completed at least three years and no more than five years of full-time postdoctoral research experience; eligible applicants will have begun their full-time work between July 1, 2007 and July 1, 2009.

**Additional Eligibility Requirements –  
Basic Science Applicants**

Basic Science Research fellowships support all research disciplines in the biomedical fields. By July 1, 2012, Basic Science fellowship applicants holding the Ph.D., M.D., D.M.D., M.D./Ph.D. or comparable degrees, must commit at least 90% time to research and have completed at least three years and no more than five years of full-time postdoctoral research experience. Eligible applicants will have begun their full-time work between July 1, 2007 and July 1, 2009.

**Definition of Terms:** Full-time postdoctoral research experience is defined as employment after your first doctoral degree and as a postdoctoral fellow in a research laboratory or similar professional experience (e.g. positions in biotechnology and pharmaceutical industries) five full days each week. All postdoctoral research experiences completed domestically and abroad are counted. 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 these eligibility requirements.

Applicants must apply for the fellowships under the guidance of a Mentor who is an established investigator with an active, productive research program. The Applicant’s Mentor should be involved in the planning, execution, and supervision of the proposed research. There are no

institutional limitations on the number of applicants who may submit applications.

**Selection Criteria:** There are two separate scientific review committees for the Basic Science and Clinical/Health Services Research categories. The Review Committees will use the following criteria to evaluate applications:

- Applicant’s demonstrated competency and potential for a career in research;
- Qualifications of the Mentor and the degree of commitment to supervise and train the Applicant during the proposed research period;
- Letters of Recommendation;
- Research hypothesis is novel and/or builds on current knowledge;
- Proposal reviews the relevant literature;
- Objectives are well conceived, realistic, and important;
- Research methodology, data collection, and data analysis are feasible and appropriate to the proposal’s aims;
- Project will contribute to the professional training and growth of the Applicant; and,
- Project will advance knowledge that may someday lead to improving the quality of human life.

**Notification to Applicants:** Applicants will be notified by email upon receipt of their applications. Final notification to award recipients will occur in June 2012 following the determination of available funds by the Charles A. King Trust and other funders. Critiques of the grant applications are not provided to successful and unsuccessful applicants. Applicant ranking in the review process will not be provided.

### Terms of the Award

Awards are made to nonprofit academic, medical or research institutions in the state of Massachusetts on behalf of the Award Recipients. The Institution is responsible for administering the stipend, which includes a \$2,000 expense allowance per year and maintaining adequate supporting records for training-related expenses. Indirect

costs may not be charged against the award. Fringe benefits are considered indirect costs. A later start date is permitted but the award must be activated on or before October 1, 2012.

**Award Duration and Use of Funds:** The two-year King Trust Fellowship stipends are roughly equivalent to fellowships offered by the National Institutes of Health (NIH).

The laws of the United States place certain restrictions on the manner in which funds awarded to organizations by charitable trusts and foundations may be expended. The Charles A. King Trust Postdoctoral Fellowship Award is for stipend only and is based on the number of years of completed full-time postdoctoral experience, as of July 1, 2012. The stipend does not increase in Year 2.

Full-Time Postdoctoral Experience (Years Completed)					
<u>Clinical/ Health Services</u>	<u>Basic Science</u>	Stipend per Year	Expense Allowance per Yr	Annual Total	Two- Year Total
Less than one year	N/A	\$41,500	\$2,000	\$43,500	\$87,000
1	N/A	42,500	2,000	44,500	89,000
2	N/A	43,500	2,000	45,500	91,000
3	3	45,500	2,000	47,500	95,000
4	4	47,000	2,000	49,000	98,000
5	5	49,000	2,000	51,000	102,000

At the discretion of the Award Recipient, up to \$2,000 of the annual award amount is designated as an Expense Allowance for research supplies, equipment, health insurance and travel to scientific meetings that is the sole financial obligation of the Fellow. The Fellow and Mentor may elect to use the \$2,000 or a portion of it to supplement the Fellow’s salary.

This Expense Allowance or any portion of it may **not** be used for institutional overhead. Institutions may not automatically deduct any fees from this allowance without the Fellow’s approval. A portion of the allowance will be incorporated into each award payment. Any

unused expense allowance in Year 1 may be carried over to Year 2 without a formal request.

**The Medical Foundation, a division of Health Resources in Action, administrator of this award, does not withhold any amount for income tax purposes.** It is the responsibility of the Fellow to contact the Internal Revenue Service or the Institution's fiscal office to determine the tax status of the award.

**Institutional Assurances:** The Fellow is expected to adhere to all federal, state and local regulations regarding the use of animals, radioactive or hazardous materials, and recombinant DNA in their research projects. If applicable, Award Recipients are expected to adhere to all national, state and local regulations regarding human studies, including informed consent. The appropriate national, state, and local guidelines with regard to scientific misconduct must also be in place and enforced at all institutions with which its award recipients are affiliated.

In the unlikely event that an allegation of scientific misconduct is brought against the Award Recipient, he or she will be subject to the procedures in place at the Institution. The Institution must notify The Medical Foundation division of both the allegation and the procedures that the Institution will follow to inquire into the allegation. The Medical Foundation division must be notified of the outcome of these inquiries, which may affect the Fellow's continued eligibility for support under this program.

The Charles A. King Trust also expects that the appropriate federal, state, and local guidelines with regard to scientific misconduct are in place and enforced at all institutions where the Award Recipient is affiliated.

**It is the responsibility of the Institution to make sure that all approvals have been secured prior to releasing any award funds.** The signatures of the Authorized Institutional Representative on the

Application Face Sheet and the Institutional Officer on the "Institutional Officer Acceptance Agreement" confirm this oversight.

The Medical Foundation division and Charles A. King Trust does not assume any liability or responsibility for activities supported by this Award, including without limitation incidents or accidents involving the Fellow (whether on travel, in the laboratory or classroom, or otherwise). To the extent permitted by the law of the jurisdiction in which the Institution is located, the Institution bears all responsibility for activities supported by this award.

**Reporting Requirements:** Acceptance of a fellowship from the Charles A. King Trust Program includes a commitment to provide both Progress and Final Research Reports. The Mentor is required to complete a section of the Fellow's Progress Report that addresses the Fellow's research plans during the second year of funding. **Progress Reports are due on April 1, 2013.**

**Year 2 Funding:** Second-year funding will be approved upon the satisfactory completion of the Progress Report as determined by the Scientific Review Committee. The Mentor is also expected to summarize the Fellow's research accomplishments and plans for the future as part of the Fellow's Final Report. **Final Reports are due on September 1, 2014.** Fellows will receive an emailed reminder and an electronic Reporting Form from The Medical Foundation division one month prior to all Report deadlines.

**Supplementation of Fellowship:** Because the fellowship stipend may not cover total institutional compensation, supplementation by the Grantee Institution is permitted and also encouraged. 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 Institution. It is not acceptable

to hold concurrently a named fellowship from another source that supports a full salary.

A NIH K99/R00, R01 or equivalent grant, awarded to the Fellow, cannot supplement the fellowship. If such a grant is received during the fellowship period, the Charles A. King Trust Program reserves the right to terminate the fellowship. In all circumstances, The Medical Foundation division expects to be notified of the receipt of additional funding at least 30 days prior to that award's start date.

**Change of Status:** The Fellow and the Mentor must notify The Medical Foundation division of any change in the Fellow's academic status at least 30 days prior to such change. The Charles A. King Program reserves the right to terminate the Fellowship Award in the event of a significant change in the Fellow's academic status. Likewise, receipt of major additional funding must also be reported to The Medical Foundation division.

**Transfer or Termination of Fellowship:** Fellowships awarded by the Charles A. King Trust are made to the institution where the named Fellow is conducting research. In the event that the Fellow or Mentor leaves that institution, the award is not transferable without prior approval of The Medical Foundation division. In most cases, Fellows will need to relinquish the award if he or she transfers to an institution outside of Massachusetts. If the project is terminated for any reason, any unused funds must be returned to The Medical Foundation division within sixty (60) days of the termination of research activity.

**Family and Medical Leave:** The Fellow may receive stipends for up to 60 calendar days (equivalent to 8 work weeks) due to medical leave or parental leave if those in comparable training positions at the Institution have access to this level of paid leave for these purposes. Medical leave may be a serious health condition of the Fellow that makes the Fellow unable to perform the essential functions of his or her

positions. Parental Leave may be taken for the adoption or the birth of a child. Either parent is eligible for parental leave. The use of medical or parental leave must be approved by the Mentor. The medical leave can not be used in conjunction with the parental leave.

**Patents, Copyright and Intellectual Property:** The Award Recipient should follow their Institutions' patent, copyright, and intellectual property policies regarding discoveries that result from research conducted under this award. Bank of America, N.A., Co-Trustee of the Charles A. King Trust will not retain any rights to published results or patents that result from the research.

**Acknowledgments:** Fellows are expected to share scientific findings in a timely manner through professional meetings and/or publications. Scientific publications or presentations resulting from research supported by the award must acknowledge the **Charles A. King Trust Postdoctoral Fellowship Program, Bank of America, N.A., Co-Trustee**. In some cases where a specific donor has supported the fellowship, the donor should also be acknowledged. If the fellowship is supported by a named donor, the Fellow is expected to send a brief note of appreciation to the donor at the beginning of the fellowship.

**Confidentiality and Third Party Release:** Application Materials, Scientific Progress and Final reports are considered confidential. At times, The Medical Foundation division may contact third parties who have the necessary expertise to review the submitted materials and evaluate the project. Although The Medical Foundation endeavors to protect the confidentiality of the reports by requiring reviewers to sign confidentiality agreements, confidentiality cannot be guaranteed. The Medical Foundation division will not be responsible for any damages resulting from the disclosure of the content of the reports to such third parties.

The Charles A. King Trust Postdoctoral Fellowship Program reserves the right to public acknowledgement (including HRIA website or in printed publications) of award information (e.g., recipient name, project title, award amount and project summary). On the online application form, it alerts the Fellow that the project summary will be posted on the HRIA website if the project is funded.

## **Application Instructions**

The complete application process requires an online submission as well as a mailed package containing the Face Sheet with original signatures, **FOUR** printed copies of the document uploaded online, and three confidential letters of recommendation.

Please note that there can only be FOUR letters of recommendation within this application. ONE Mentor's Letter of Recommendation that is not confidential and is included in the PDF document and THREE Confidential Letters of Recommendation in sealed envelopes that must be part of the Mail Submission. It is advisable that you contact your Recommenders early on in the application process and allow them sufficient time to prepare your letter.

### **Application Deadlines** (Sections I & II must be completed)

SECTION I: Online Submission Deadline:

**December 15, 2011 (12:00 Noon)**

SECTION II: Mail Submission Deadline:

**December 20, 2011 (5:00 p.m.)**

### **SECTION I: Online Submission Deadline:**

**December 15, 2011 (12:00 Noon)**

Please use the following links to access the appropriate stage of the online application:

Begin Online Application:

[https://www.GrantRequest.com/SID\\_738?SA=SNA&FID=35057](https://www.GrantRequest.com/SID_738?SA=SNA&FID=35057)

Continue Online Application:

[https://www.GrantRequest.com/SID\\_738?SA=AM](https://www.GrantRequest.com/SID_738?SA=AM)

The following sections must be completed for the online submission:

- A. Institution's Tax ID Number
- B. Eligibility Questionnaire
- C. Applicant Information: Applicant contact and educational background information
- D. Project Information: Mentor, Project Title, Keywords, Project Summary, Non-technical Summary and Institution information
- E. Attachment: Forms required for the uploaded attachment can be found in a separate MS Word document located on [www.tmfgrants.org/King](http://www.tmfgrants.org/King). Documents listed in items #1 – 8 (below) must be combined into **ONE PDF document for upload:**

1. **Application Face Sheet:** The Face Sheet must be completed and signed by the Applicant, Mentor, and the Office of Sponsored Programs or the Institutional Officer administratively responsible for the oversight of the project. Information on the Face Sheet must be typed.

The signatures of the Applicant and Mentor on the Face Sheet will confirm their responsibility for obtaining any required human subjects (IRB), animal use (IACUC), institutional and international equivalent approvals. In addition, the Mentor's and Institutional Officer's signatures will confirm that all eligibility requirements have been met. Endorsement by the Institutional Officer confirms that the Institution will commit to appropriate oversight if the project is funded.

The address for the Institutional Officer to receive grant funds should indicate the Lockbox or mailing address of where the award payment checks should be sent.

Once all signatures have been obtained, the Face Sheet should be scanned and used as page 1 of the uploaded document.

2. **Table of Contents:** Follow the Table of Contents and number pages sequentially.

3. **Project Summary Form:** Please include a 300-350 word summary stating the project's broad, long-term objectives and specific aims. Use the same project summary in both the online form and PDF document. Project Summary Form is available on [www.tmfgrants.org/king](http://www.tmfgrants.org/king). The non-technical summary is not included in the PDF.

4. **Applicant's Biosketch (maximum of three pages):** The NIH PHS 398/2590 (Rev. 06/09) Biographical Sketch form with the personal statement must be used. Please note that there is additional information requested for the Biosketch. In addition to following the PHS398 Form instructions, list publications in the following categories: a) peer-reviewed articles, b) non peer-reviewed articles such as reviews and book chapters, c) abstracts within the last two years and, d) manuscripts in submission. Citations should include all authors, year, title, journal, volume and inclusive pagination. The applicant's name should be in caps or bolded in the list of authors. In addition, please provide a brief description in the personal statement section on how this fellowship would assist in your future research career path. Applicants who received doctoral degrees before July 1, 2007 must explain the reason for the lapse in postdoctoral research experience in the personal statement.

5. **Research Proposal (maximum of six pages not including bibliography).** Within the six-page limit, include these sections (does not need to be in this exact order):

- Specific Aims;
- Background;
- Preliminary data (if available);
- Research design and experimental methods;
- Research limitations and/or potential pitfalls;
- Clinical/Health Services Research proposals involving Human Subjects must include the

possible risks of the study as well as steps planned to protect patient safety.

Research Proposal Format: 11-point font must be used in the text of the six-page research proposal section. This section must also be formatted with single spacing within paragraphs, double spacing between paragraphs and one-inch margins or larger margins on all four sides. Any figures, graphs, tables or pictures must be included within these six pages. For these visuals, the minimum is an 8 point-font size. Supplementary material (e.g. reprints of publications, appendices, and additional data) will not be reviewed.

6. **Mentor's Biosketch (not to exceed five pages):** The NIH PHS 398/2590 (Rev. 06/09) Biographical Sketch form must be used. The Mentor's NIH biosketch should include selected publications, a list of current and pending support for the laboratory, and a list of previous trainees with their current positions.
7. **Mentor's Letter of Recommendation:** The Mentor must state the number of years of full-time postdoctoral experience that the Fellow will have completed by July 1, 2012. The Letter should describe the Applicant's qualifications; how the fellowship will assist the Applicant in preparing for a future independent position; and a brief description of the research facilities and equipment available to the Applicant for the completion of the proposed project. Include a description of the mentorship plan and how the Mentor will support the Fellow to further develop his/her scientific career. Please refer to Additional Eligibility Requirements (page 2) for other remarks to be included in this letter. Only one Mentor's Letter is allowed. This letter must be included in the PDF document as it is not confidential. If applicable, any co-mentor letters should be part of the three additional recommendation letters.

8. **Thesis Advisor Explanation (if applicable):**

If the thesis advisor is unavailable to write a letter of recommendation, please include a brief explanation of his/her unavailability. Applicants with a recommendation letter from the Thesis Advisor are not required to provide an explanation.

**Important!** Out of fairness to applicants who adhere to the guidelines, applications that do not conform to the stated application procedures or that contain more than the specified number of pages or letters will be rejected. Applications that are not properly organized will be rejected. Collaboration letters are not accepted.

**SECTION II: Applicant's Mail Submission:**

**December 20, 2011 (5:00 p.m. ET)**

On or before Tuesday, December 20, 2011 at 5:00 P.M. ET, (please note different date from online deadline), a mailed parcel must arrive either by mail or hand delivery to the office of The Medical Foundation division with the following items:

- ✓ **FOUR securely stapled copies of the PDF document that was uploaded.** One copy must contain the original signatures on the Application Face Sheet and Letters of Recommendation. Scanned or faxed signatures will be accepted only if original signatures are not available. Changes and alterations to the uploaded document for the printed version are not allowed. Use paper or binder clips. Do not staple. Double-sided copies are acceptable.
  
- ✓ **THREE Confidential Letters of Recommendation:** In addition to the Mentor's Letter of Recommendation that is uploaded online, three confidential Letters of Recommendation (each envelope must be sealed) are also required, one of which must be from the thesis advisor for applicants who hold a Ph.D. If the thesis advisor is unable to furnish a letter, the Applicant must include a brief explanation in the application packet (please refer to Item #8).

It is the responsibility of the Applicant to obtain these three letters, each in a sealed envelope, and include the three envelopes with the application materials. Members of the Review Committees give considerable weight to these letters.

Recommenders should describe their association with the Applicant and comment on the following: the Applicant's scientific background; research ability and potential; self-reliance and independence; and critical thinking skills.

The Medical Foundation division will **not** accept letters that are mailed separately.

Do not package the hard copies in boxes – use only your own large envelopes or soft mailers supplied by the various delivery services.

**Submit Applications to:**

Linda Lam, Program Officer

The Medical Foundation, a division of HRiA

Charles A. King Trust Postdoctoral

Fellowship Program

95 Berkeley Street, Suite 208, Boston, MA 02116

Tel. 617-279-2240, x710, Email: [LLam@hria.org](mailto:LLam@hria.org)