



Lymphatic Research Foundation Postdoctoral Fellowship Awards Program

Two-year fellowships from \$82,000 - \$95,000

2012 Grant Cycle: Funding period: July 1, 2012 – June 30, 2014

Application Guidelines

The online submission deadline is **Tuesday, January 10, 2012 at 1:00 p.m. Eastern Time (ET) (GMT-5)** and the mailed submission deadline is on **Tuesday, January 17, 2012, 5:00 p.m. ET (GMT-5)**. Both online and mailed submissions must be completed. Funding begins on July 1, 2012. A later start date is allowed but the award must be activated by October 1, 2012. Up to three (3) two-year awards will be made.

Program Overview & Statement of Purpose

The Lymphatic Research Foundation is a 501(c)(3) not-for profit organization whose mission is to advance research of the lymphatic system and to find the cause of and cure for lymphatic diseases, lymphedema, and related disorders.

The lymphatic system is a central and vital functional component of the human body, yet historically in the medical research community there has been a serious neglect of this system. Without progress in understanding the lymphatic system through scientific investigation, patients will not have new treatments and cures for lymphatic disorders.

The goal of the Fellowship Program is to expand and strengthen the pool of outstanding junior investigators in the field of lymphatic research. The awards will support investigators who have recently received their doctorates, a critical point in career development when young scientists choose their lifelong research focus. Over time, the Program will seed the field of lymphatic research to assure future leadership, fostering discoveries that will lead to therapeutic advances.

LRF has retained The Medical Foundation, a division of Health Resources in Action (The Medical Foundation division) to manage the administrative aspects of the LRF Postdoctoral Fellowship Awards Program. Established in 1957 as a non-profit organization to support medical research, The Medical Foundation division creates and administers high quality research grant programs for private individuals, trusts and foundations. To date, The Medical Foundation's clients have supported over 1,900 scientists.

Research Focus

LRF is committed to promoting and supporting basic, translational and clinical research, and to fostering an interdisciplinary field of research that will result in improved understanding and/or advances in the prevention, diagnosis, and treatment of lymphatic diseases, lymphedema, and related disorders.

Examples of funding areas include but are not limited to basic, translational or clinical investigations into normal and aberrant lymphatic endothelial biology; mechanisms of normal and pathological lymphangiogenesis; imaging lymphatic function and structure; animal models of lymphatic system disorders; and the cross-talk between the lymphatic and the immune systems.

Projects in lymphocyte biology, leukemia, lymphoma and conditions secondary to lymphedema such as cutaneous infections are outside the scope of this program.

Eligibility Requirements

The Lymphatic Research Foundation is accepting applications worldwide from postdoctoral fellows who will meet the following eligibility requirements by **July 1, 2012**:

- Received a Ph.D. or equivalent and/or a M.D. or equivalent from an accredited institution;
- Commit at least 90% time for research or, at least 70% time for research if the applicant also has clinical responsibilities;
- Have completed no more than three years of full-time postdoctoral research experience;
- Be a postdoctoral fellow under the supervision of a faculty member;
- Conduct the proposed research project at a hospital, university or other research institution (there are no institutional limitations on the number of applicants who may submit); and,
- Submit a project relevant to the mission of the Lymphatic Research Foundation. Eligibility is **not** limited to those investigators with past experience in the field.

Applicants must apply for the fellowship 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. The Mentor is not required to have lymphatic research expertise. Only one fellow from a mentor's laboratory may apply to the LRF 2012 Grant Cycle.

Full-time postdoctoral research experience is defined as employment as a postdoctoral fellow in a research laboratory or similar professional experience (i.e. positions in biotechnology and pharmaceutical industries) 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.

The Mentor's letter must state the number of years of full-time postdoctoral research experience that the Fellow will have completed by July 1, 2012. The Mentor's signature on the Face Sheet also confirms that all eligibility requirements have been satisfied.

Selection Criteria

The Scientific Review Committee uses the following criteria to evaluate applications:

- Novelty of research and relevance to the mission of LRF;
- 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 fellow during the proposed research period;
- Letters of Recommendation; and,
- Research methodology, data collection and data analysis are feasible and appropriate to the research proposal's aims.

Notification to Candidates

Candidates will be notified by email upon receipt of their applications. Final notification to award recipients will be emailed by April 2012.

Terms of the Awards

Awards are made to non-profit academic, medical or research institutions on behalf of the Award Recipients. 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 institutions are responsible for administering the stipend and maintaining adequate supporting records for training-related expenses. Indirect costs may **not** be charged against the awards.

Award Duration, Stipend and Use of Funds:

The two-year Lymphatic Research Foundation Fellowship stipends are roughly equivalent to fellowships offered by the National Institutes of Health (NIH). The awards are issued in U.S. dollars. Although awards are made for two

consecutive years, funding of the second year is not automatic and is dependent upon a satisfactory review of first year progress by the Scientific Review Committee.

Postdoctoral Research Experience (Yrs Completed)	Year 1 Stipend	Year 2 Stipend	Expense Allowance each Year	Two-year Total
0	\$38,500	40,500	\$1,500	\$82,000
1	40,500	43,500	\$1,500	\$87,000
2	43,500	45,000	\$1,500	\$91,500
3	45,000	47,000	\$1,500	\$95,000

The stipend is for salary only (not subject to deductions for fringe benefits by the Sponsoring Institution) and is based on the number of years of completed full-time postdoctoral experience, as of the funding start date of July 1, 2012.

At the discretion of the Award Recipient, \$1,500 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. With the Mentor’s approval, the Fellow may use the \$1,500 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 division and LRF do not withhold any amount for income tax purposes. It is the responsibility of the Fellow to contact the Internal Revenue Service or the Grantee Institution’s fiscal office to determine the tax status of the award.

Institutional Assurances: The Fellow is expected to adhere to all national, 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.

It is the responsibility of the Fellow’s Institution to make sure that all approvals have been secured prior to releasing any funds. The signature of the Institutional Officer on the Face Sheet will confirm that these items have been reviewed and approved by the Institution. The Medical Foundation division and LRF 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 Lymphatic Research Foundation includes a commitment to provide both Progress and Final Research Reports. The

Mentor is required to complete a section of the Progress Report that addresses the Fellow's research plans during the second year of funding. 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. 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 LRF stipend can only be used as salary support and cannot change its usage of funds to accommodate the supplementation. 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.

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. LRF reserves the right to terminate the Award in the event that the Fellow is promoted to a faculty position or leaves the institution. Likewise, receipt of major additional funding must also be reported to The Medical Foundation division.

Transfer of Fellowship: Fellowships awarded by the LRF 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. 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 cannot be used in conjunction with the parental leave.

Patents, Copyright and Intellectual Property: The Fellow should follow their Institutions' patent, copyright, and intellectual property policies regarding discoveries that result from research conducted under this award. LRF 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. Award Recipients are also expected to submit abstracts to the Gordon Conference on *Molecular Mechanisms in Lymphatic Function and Disease*. Scientific publications or presentations resulting from research supported by the award must acknowledge the *Lymphatic Research Foundation* and 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 and correspond with the donor at least twice each year on an informal basis.

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 division 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.

LRF and The Medical Foundation division reserves the right to public acknowledgement (including on LRF and The Medical Foundation website or in printed publications) of award information (i.e. recipient name, project title, award amount, project summary).

Application Instructions

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

Please note that there can only be three letters of recommendation within this application. ONE Mentor's Letter of Recommendation that is not confidential and is included in the PDF document and TWO 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:
January 10, 2012 (1:00 P.M. ET, GMT-5)
SECTION II: Applicant's Mail Submission
Deadline: January 17, 2012 (5:00 P.M. ET, GMT-5)

SECTION I: Online Submission Deadline: **January 10, 2012 (1:00 P.M. ET GMT-5)**

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=35059

Continue Online Application:

https://www.GrantRequest.com/SID_738?SA=AM

The following sections must be completed for the online submission:

- A. Eligibility Questionnaire
- B. Applicant Information: Applicant contact and educational background information
- C. Project Information: Mentor, Project Title, Keywords, Project Summary, Non-technical Summary and Institution information
- D. Attachment: Forms required for the uploaded attachment can be found in a separate MS Word document located on www.tmfgrants.org/LRF. 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, animal use, 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.

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 beginning with the Application Face Sheet as page number one.

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/LRF.

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.

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

- Specific Aims;
- Background;
- Preliminary data (if available);

- Research design and experimental methods;
- Research limitations and/or potential pitfalls;
- How the project contributes to the field of lymphatic research. Describe how the project may advance research of the lymphatic system and to find the cause of and cure for lymphatic diseases, lymphedema, and related disorders.

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 (i.e. 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. Only one Mentor's Letter is allowed. This letter must be included in the PDF document as it is not confidential.

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. All materials must be in English.

SECTION II: Applicant's Mail Submission:
January 17, 2012 (5:00 P.M. ET, GMT-5)

On or before **Tuesday, January 17, 2012 at 5:00 P.M. ET, GMT-5**, (please note different date from online deadline), a mailed parcel must arrive at the office of The Medical Foundation division with the following items:

✓ **Three 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. Alterations to the printed version are not allowed.

✓ **Two Confidential Letters of Recommendation:** In addition to the Mentor's Letter of Recommendation that is uploaded online, two confidential Letters of Recommendation 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 two letters, each in a sealed envelope, and include the two envelopes with the mailed application materials. Members of the Scientific Review Committee 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 sent separately.

Submit Application to:

Linda Lam, Program Officer

The Medical Foundation, a division of HRiA
LRF Postdoctoral Fellowship Awards Program
95 Berkeley Street, Suite 208
Boston, MA 02116, U.S.A.

Email: LLam@hria.org

Tel: 1-617-279-2240, x710