



## Lymphatic Education & Research Network Postdoctoral Fellowship Awards Program Frequently Asked Questions

**Many questions are answered in the 2016 LE&RN Postdoctoral Fellowship Guidelines, downloadable here: [www.tmfgrants.org/LERN](http://www.tmfgrants.org/LERN)**

### General Eligibility Questions

**Is there a limit on how many applications may be submitted from one institution?**

There are no institutional limitations on the number of candidates who may submit applications.

**Must the applicant be nominated by his/her institution?**

No.

**Is there a limit on how many applications in one cycle may be submitted from one applicant?**

Yes, one application per applicant.

**Must I be a United States Citizen to apply?**

No. This program is offered world-wide and there are no citizenship restrictions.

**Guidelines state that a Mentor may submit only one fellowship candidate per application cycle. One of the postdoctoral fellows in our group with the same Mentor is currently or has been funded by LE&RN. Would my Mentor still be able to sponsor me as a candidate?**

Yes, you are eligible – two NEW people cannot apply from the same lab for the same application deadline.

**I am just finishing up my PhD and would like to have one year of my LE&RN fellowship in the laboratory of my PhD advisor and then move to the laboratory of my Mentor to complete my LE&RN Fellowship in year 2. Is this allowed?**

No, during the two years of the LE&RN Fellowship, the Fellow must work directly with his/her Mentor in the Mentor's laboratory.

**I already have a fellowship and/or other funding sources that support my full salary and now looking for research support for my project. Am I still eligible to apply for the LE&RN Fellowship?**

No, the two-year LE&RN Fellowship stipend is for salary only and includes a \$1,500 research allowance. This stipend may **not** be used for institutional overhead or supplies.



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### **How do I calculate years of postdoctoral research experience for eligibility?**

Start counting from the time you started your first full-time research position after completing your Ph.D. Do not count any lapses in your full-time experience. All postdoctoral research experience is counted in your current and former lab.

### **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 the funding start date.

### **How do I determine completed years of experience on the Face Sheet?**

When you add up all the months of full-time experience, if the final figure is, for example, 2 years and 10 months, you would check off 2 years on the Face Sheet. This number will determine the appropriate stipend level. This is not used for the eligibility requirement.

### **Do you count the time spent on conducting research for a second doctoral degree as postdoctoral research experience?**

No, the time spent conducting research for a second doctoral degree does not count as postdoctoral research experience.

### **How do you count part-time research experience?**

Part-time research experience is pro-rated. If you were conducting one year of postdoctoral research experience at 25% effort, then that one year will be counted as three months (12 months x .25 percent effort = 3 months). State this clearly in your biosketch and have your Mentor confirm the total years of research experience completed at the beginning of the funding period.

## **Letters of Support and Recommendation**

### **Is the Mentor Letter of Support and the Letters of Recommendation confidential?**

Yes, all the required letters are confidential. The letter will be submitted on your behalf by your mentor & recommenders through the online application. Please see content and instructions in the Guidelines and the Letter of Support and Recommendation Instructions. It is advisable that you contact your Mentor/Recommenders early on in the application process and allow them sufficient time to prepare your letter.

### **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 Chief Resident or someone equivalent who can comment on your training and how they perceived your future potential.



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### **Application Guidelines state that one letter should be from a thesis advisor but what if my thesis advisor is no longer available?**

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.

### **Can the Letters of Recommendation be sent directly to The Medical Foundation?**

No, it is the Candidate's responsibility to obtain the two Letters of Recommendations ahead of time. The Letters of Recommendation can only be submitted through the online application system.

### **To whom are the letters of support and recommendation addressed?**

Letters may be addressed to the Scientific Review Committee.

### **Is it okay to submit a letter in a language other than English?**

No.

<b>Application Guidelines</b>
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### **Do you have templates to create the PDF upload?**

Yes! We have templates that you should use for the Face Sheet, Table of Contents, Project Summary, and Biosketch. All are downloadable at our website: [www.tmfgrants.org/LERN](http://www.tmfgrants.org/LERN)

### **What is the difference between the Authorized Institutional Representative and the Institutional Officer to Receive Funds?**

Depending on the institution, the Authorized Institutional Representative (oftentimes in the Office of Sponsored Programs) usually signs off on the application to insure that you and the Institution have met the eligibility requirements. The Institutional Officer to Receive Funds (oftentimes in the Post-Award Office) is usually the fiscal officer and 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.

### **Do I need to write a letter to the funder in advance of the deadline?**

No.



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### **Should the bibliography/references be placed after the research plan?**

Yes, please add the bibliography/references after the research proposal. The maximum number of pages for the research plan is 6, but the references are not counted as part of this total.

### **I am applying and have the old NIH biosketch. Can I submit that instead?**

No. Please use the new NIH biosketch, with four sections titled Personal Statement, Positions & Honors, Contributions to Science, and Scholastic Performance. To download a template (which includes detailed modified instruction), go to [www.tmfgrants.org/LERN](http://www.tmfgrants.org/LERN)

### **If Awarded:**

#### **What if my Fellowship Status changes during the Award Period?**

Applicants promoted to an independent faculty position on or before July 1<sup>st</sup> of the funding year are not eligible.

Following receipt of a fellowship, any change in academic status must be reported to The Medical Foundation division. LE&RN reserves the right to terminate the Fellowship Award in the event that the Fellow is promoted to a faculty position or leaves the institution.

#### **Will the funder sponsor my work visa?**

No, the Fellowship awards are made to your sponsoring institution on your behalf. The funder will not sponsor work visas.

### **Additional Questions**

**For any additional questions not covered in the program Guidelines or these FAQs, please contact:**

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