

**Patterson Trust Mentored Research Award
Clinical, Health Services and Policy Research
Frequently Asked Questions, October 2017 Grant Cycle**

Eligibility

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

No. There are no institutional limitations on the number of candidates who may apply.

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

Yes, one application per applicant during each funding cycle.

My faculty appointment is at an out-of-state institution, but I am in a temporary position at my current institution in Connecticut. May I apply for this grant?

No. The Applicant's faculty appointment must be at a Rhode Island, Connecticut or New Jersey institution which will administer the Award.

Should I count my postdoctoral research experience in my former lab or outside the United States?

Yes. All previous research experience in former labs as well as outside the United States is counted towards eligibility.

Are leaves of absence counted in the experience maximum?

No. If you were not working during a specific period, you would not include that time when determining your eligibility. The Mentor/Division Chief's letter must confirm both the duration of the leave of absence and the Applicant's eligibility for this Program.

How do you count part-time research experience?

Part-time research experience is pro-rated. If you were conducting one year of postdoctoral research 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/Division Chief confirm the total years of research experience completed by the beginning of the funding period.

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

No, the time spent conducting research during any doctoral degree program does not count as postdoctoral research experience.

May I still apply if I am currently funded on a K23 or K08? What about other awards?

Applicants may concurrently hold a Career Development Award or be in the R00 phase of a K99/R00. Applicants are ineligible if they are currently or have previously been designated as Principal Investigator or Co-PI on an R01, P01, Pioneer Award, New Innovator Award, Early Independence Award, or similar large awards from other federal agencies or national

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foundations. Successful funding of pending applications, as of 6.9.17, must be reported to the Program Officer.

If I have been designated as a “short-term” PI on an R01 that was originally awarded to someone else who has left the institution, would I be eligible?

As long as you did not write or compete for the award, you are eligible.

May I list collaborators or a Co-PI on this submission?

Collaborators may be included on your application but the Patterson Awards Program does not recognize a Co-PI.

Shall I include the C.V. of a collaborator?

Do not append a C.V. for a collaborator; that person should forward a brief letter of collaboration to you which also describes the particular expertise that s/he is bringing to the project.

If I am offered the Award but cannot accept it, may it be transferred to another individual significantly involved in the project?

No. The Patterson Award can only be awarded to the Applicant who originally submitted the grant.

Application Guidelines and Online Submission

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

The Authorized Institutional Representative is responsible for research oversight and is often in the Office of Sponsored Programs. This person signs off on the application to insure that you and the Institution have met the eligibility requirements. The Institutional Officer to Receive Funds is typically the Fiscal Officer and receives award payments, prepares fiscal reports and oversees other financial requirements of your grant.

Will the Patterson Trust sponsor my work visa?

No, the Patterson Trust Awards are made to your sponsoring institution on your behalf. The Trust does not sponsor work visas.

Do I need to write a letter to the Trust in advance of the deadline?

No. A letter to the Trust is not necessary prior to the submission of the application.

Is there a Biosketch format that I should use?

Applicants and Mentors/Division Chiefs must use the latest NIH Biographical Sketch form, http://grants.nih.gov/grants/funding/424/SF424R-R_biosketchsample_VerC.docx

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Where do I find my Institution's Tax ID?

Contact your Office of Sponsored Programs for this information.

I entered the wrong tax identification number in the online application form. How do I correct this?

The tax ID number that you entered on the very first page of the online application cannot be changed. Please go to hria.org/tmf/Patterson and start a new application.

I have started and saved an application but when I try to log in, I cannot find my previous application and need to start a new one.

There is a separate log-in for "returning users." Instead of using the link for "Start a New Application," click the link that states "Continue a Saved Application." After logging in, you will see the name of the application that you started. Click on that link and then continue the submission process.

How should I proceed with the application if I have two Mentors?

Please designate one Primary Mentor to be responsible for research progress and administrative oversight. The Face Sheet should contain only the Primary Mentor's information. It will be acceptable to include bio-sketches for both Mentors. There can only be a total of three letters of recommendation; therefore, the Co-Mentor's letter will be counted as one of the three confidential letters of recommendation.

After filling it out, the Application Face Sheet is longer than one page. Is it acceptable for the signatures to be on page 2 of this form?

Yes, this is acceptable but if you can change the top and bottom margins to make the signatures fit, that is preferable.

Do I need to number all the pages of the application and note these numbers in the "Table of Contents?"

Yes, please number all pages of the upload and update the Table of Contents with the appropriate page numbers. As the confidential letters of recommendation are submitted separately, these pages will not be numbered.

Do the budget pages reflect the actual cost of the project or only what is requested from the Patterson Trust?

Forms A-1 and A-2 are the yearly costs requested from the Patterson Trust. Form B is a summary of these expenses plus any additional support from other sources.

Are subcontracts allowable costs and where do we note these expenses on the budget page?

The PI is allowed to pay subcontractors and these subcontracts can be listed as a line item under "Other Expenses." The Patterson Trust does not separately pay other personnel on someone's grant.

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Is graduate student tuition an allowable budget expense?

If the graduate student has a significant role on the proposed project, tuition may be charged as a personnel expense.

Does the text on Form C need to fit onto that one page?

If necessary, you may use an additional page.

Must we commit a certain percentage of time to the Patterson project?

The Program does not require that a specific percentage of time be allocated to the project; however, applicants with clinical responsibilities must commit at least 70% time in total to research whereas applicants without clinical responsibilities must devote at least 90% time to research.

Recommendation Letters

Is the Mentor/Division Chief's Letter of Recommendation confidential?

Yes, all letters of recommendation are confidential. The letters will be submitted on your behalf by your Mentor or Division Chief as well as by additional Recommenders through the online application system. Please review the guidelines for what needs to be included in these letters. It is advisable that you contact these Recommenders early on in the application process to make sure they submit their letters prior to the deadline.

My Mentor/Division Chief will not be able to submit his letter by the online deadline. Can this letter be sent later on?

No. All materials must be submitted through the online system and by the application deadline. Unless all recommendation letters have been received by the system, you will not be able to submit your application. Please make sure that you follow-up with all Recommenders to confirm that they have uploaded their letters in advance of the deadline.

Can any letter be mailed separately?

No. The three letters of recommendation must be submitted online by the application deadline. Otherwise, the system will not allow the Applicant's materials to go through. Collaboration letters are forwarded directly to the Applicant for inclusion in the document upload.

My current Mentor was also my Thesis Advisor. Does this person need to submit two letters?

Only one letter from this person is necessary and s/he should note the dual role. This letter will be counted as one of the three required letters of recommendation.

**Patterson Trust Mentored Research Award
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The Application Guidelines state that one letter should be from a thesis advisor but my thesis advisor is no longer available; what should I do?

Please find someone who worked with you during your PhD training who can comment on your work during this time. Also, as noted in the Guidelines, include an explanation as to why you are unable to obtain the reference letter from your thesis advisor.

I am an MD and do not have a thesis advisor to write a letter of recommendation; what should I do?

The thesis advisor's letter of recommendation only pertains to candidates holding the PhD degree. For MD applicants, please ask for a letter of recommendation from your Residency or Fellowship Director to comment on your training and how s/he perceives your future potential.

To whom are the letters of support/recommendation addressed?

Reference letters may be addressed to the Scientific Review Committee.

Are the headings mentioned in the Research Proposal section required or may other section titles be included?

These sections are required but other subheadings may be added if you wish.

Who are the successful applicants from the previous grant cycle?

Please see the listing of "January 2017 Award Recipients" at hria.org/tmf/Patterson.

Additional Questions

For any questions not covered in the program guidelines or the FAQs, please contact:

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