

Charles A. King Trust Postdoctoral Research Fellowship Program

*Bank of America, N.A.,
Melissa MacGillivray Dane, and Susan Monahan, Co-Trustees*

2023 Grant Cycle Application Guidelines

<p>SUBMISSION DEADLINE Wednesday, March 1st, 2023 12:00 PM, Eastern Time</p>	<p>Terms of the Award Application Instructions</p>
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AWARD SUMMARY	
Award Amount:	Ranging from \$194,100 to \$215,000 total, inclusive of a \$25,000 annual flexible expense allowance. See Funding Information for more details.
Award Dates:	October 1, 2023 – September 30, 2025
Eligibility:	<p>Who: Senior postdoctoral researchers and mentored clinician-scientists (MD, DO or equivalent).</p> <p>Where: Working in the state of Massachusetts. See Eligibility Criteria for more details</p>
Research Focus:	<p>Basic and Preclinical Science Program: Basic science research that seeks to increase understanding of the underlying biological processes relevant to human health and disease or move findings from basic research towards clinical application.</p> <p>Clinical and Implementation Research Program: Research involving <i>human</i> studies including physiological research, behavioral science and health education research, translational research (the application of bench research to patient care), epidemiological research, health services and policy research, outcomes research, and research about healthcare delivery and population health, regardless of specialty or discipline.</p>

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Program Overview and Statement of Purpose

The Charles A. King Trust was established in 1936, to “support and promote the investigation of human disease and the alleviation of human suffering through improved treatment.” The primary goal of the Charles A. King Trust Postdoctoral Fellowship Program is to support research that focuses on the causes of human disease with the mission of improving its treatment. The program provides funding to postdoctoral fellows and clinician scientists in the mid to late stages of their research training in basic and preclinical science, and clinical, health services, population health, and implementation research to help them achieve their goals of becoming independent investigators in biomedical research.

The Charles A. King Trust Postdoctoral Fellowship Program is administered by Health Resources in Action (the Administrator), on behalf of the Trustee, Bank of America, N.A. (the Funder). Health Resources in Action (HRIA) is a nonprofit public health organization dedicated to promoting individual and community health, and health equity through prevention, health promotion, policy, and support of medical research.

Sara Elizabeth O’Brien Trust, Bank of America, N.A., Trustee, and the Simeon J. Fortin Charitable Foundation, Bank of America, N.A., Trustee and private foundations also contribute to this Program. Please reference these funds below regarding their research focus and eligibility.

Research Focus

In keeping with the Foundation’s mission, the program is designed to support research across biomedical fields, that focuses on the causes of human disease with the mission of improving treatment. Additional funding from the O’Brien Trust and Fortin Charitable Foundation supports research focused on cancer or blindness (not visual impairment). Applicants in these research areas are highly encouraged due to the availability of these dedicated fellowships.

Applicants may apply under one of the two separate, but linked programs:

The **King Trust Basic and Preclinical Science Award Program** supports scientists in the mid to late stages of their postdoctoral research training. Proposals in the **basic sciences** seek to increase our understanding of the underlying biological processes relevant to human health and disease. **Preclinical sciences** seek to move findings from basic research towards clinical application. The King Trust aligns its definitions of basic sciences and preclinical sciences with the National Institutes of Health.

Basic Research¹ is defined as a systematic study directed toward greater knowledge or understanding of the fundamental aspects of phenomena and of observable facts without specific applications towards processes or products in mind.

Preclinical Research² connects the basic science of disease with human medicine. Scientists may develop model interventions to further understand the basis of a disease or disorder and find ways to treat it. Testing is carried out using cell or animal models of disease; samples of human or animal tissues; or computer-assisted simulations of drug, device, or diagnostic interactions within living systems.

The **King Trust Clinical and Implementation Research Award Program** supports scientists in the early to mid-stages of their research training. Clinical or implementation research funded by this program support *human* studies including physiological research, behavioral science and health education research, translational research (the application of bench research to patient care), epidemiological

¹ <https://grants.nih.gov/grants/glossary.htm#BasicResearch>

² <https://ncats.nih.gov/translation/spectrum>

research, health services and policy research, outcomes research, and research about healthcare delivery and population health, regardless of specialty or discipline. The King Trust has adopted similar, *but not identical*, definitions for clinical research and implementation research from the National Institutes of Health. Research projects involving animal, patient derived tissue or samples, or cell culture models seeking to understand basic science questions, should be directed to the King Trust Basic Sciences category.

Clinical Research³ includes research with human subjects that is:

1. Patient-oriented research. Research conducted with human subjects (or on material of human origin such as tissues, specimens, and cognitive phenomena) for which an investigator (or colleague) on the proposed study directly interacts with human subjects. It includes: (a) therapeutic interventions, (b) clinical trials, (c) development of new technologies, or (d) mechanisms of human disease that can be directly linked to detection, diagnosis, progression, or severity of disease. Excluded from this definition are *in vitro* studies that utilize human tissues that cannot be linked to a living individual.
2. Epidemiological and behavioral studies.
3. Outcomes research and health services research.

Implementation Science⁴ is the study of methods to promote the adoption and integration of evidence-based practices, interventions, and policies into routine health care and public health settings to improve our impact on population health.

For questions regarding basic versus clinical research, please refer to the [Frequently Asked Questions](#) document.

Diverse and Inclusive Research

According to the National Academy of Science and Medicine, the cultural diversity of a nation's workforce, including science, technology, engineering, and mathematics (STEM) is a key factor in its ability to innovate and compete in a global economy. To promote and enable diversity in biomedical research, the King Trust is committed to awarding researchers of all backgrounds, including racial/ethnic groups that are underrepresented in science. The National Science Foundation and the National Institutes of Health have shown that individuals from the following racial and ethnic groups are underrepresented in science: Blacks or African Americans, Hispanics or Latinos, American Indians or Alaskan Natives, Native Hawaiians and other Pacific Islanders. Applicants from these groups are encouraged to apply.

The King Trust seeks to support the next generation of scientific leaders who are dedicated to creating a diverse, equitable, and inclusive research environment, and who contribute to the wider research community and promote positive research culture. Such efforts will not only help to advance scientific discovery through diversity of thought but also maximize the impact of biomedical research funding. Applicants and mentors are encouraged to speak to their commitment to promoting diversity, equity, and inclusion, and positive research culture within the application.

Eligibility Criteria

All applicants must meet the following requirements by the funding start date.

³ grants.nih.gov/grants/glossary.htm#ClinicalResearch

⁴ <https://cancercontrol.cancer.gov/is/about>

Applicant Eligibility:

- By the funding start date (October 1, 2023), applicants must hold a doctoral degree (Ph.D., M.D., D.M.D., M.D./Ph.D., DO, DMD, PharmD, DPT or equivalent) and work in an academic or medical research institution in the state of Massachusetts. Degrees obtained outside the United States must be equivalent.
 - Must be engaged in mentored non-independent research (postdoctoral or equivalent).
- **Applicants without clinical training:**
 - Must have at least 90% protected time for research
 - Must have completed at least three (3) years and no more than six (6) years of full-time postdoctoral research experience*. Eligible applicants will have begun their full-time postdoctoral work between October 1, 2017 and September 30, 2020;
- **Applicants with clinical training:**
 - Must have at least 70% protected time for research.
 - Must have completed no more than six (6) years of cumulative full-time postdoctoral research experience* since completion of residency (or similar clinical training). Clinicians in fields without formal internship and residency requirements (e.g. PhD Psychologists and PharmD applicants) may have up to six (6) years of cumulative research experience after completion of all clinical education required for licensing. King Trust Award support may not overlap with fellowship support. Clinician-scientists are encouraged to apply for the King Award during the last year of their fellowship program.

***Postdoctoral research experience** is defined as full-time research experience after receiving one's doctoral degree, or completion of residency or equivalent for those with a MD, MD/PhD, PhD, DO, DPT, etc. Experience includes research in a laboratory or similar professional setting either domestically or abroad. Research conducted during research intensive years of clinical fellowship training where time spent on research was greater than 50% effort is counted. In some cases, postdoctoral research may occur after the first doctoral degree but prior to starting residency/fellowship clinical training. All research experience must be documented by the Mentor. For more information on determining completed years of research experience see our [FAQs document](#).

Pauses in Research Experience: For all applicants, if research was interrupted for family or medical leave, or for other extenuating circumstances (including COVID-19, military leave), these months are not considered part of the full-time research experience. Periods of research training in a degree-granting program (i.e., study for a Ph.D., MPH, MSc, or second degree) are excluded.

Publications: By the application deadline (March 1, 2023), the Applicant must have at least one peer reviewed research article (review articles are not allowed) from their postdoctoral work.

- The Applicant may be a co-author on the publication, however competitive Applicants typically have a first-author publication from the current postdoc lab.
- Articles in press or submitted for review, should be publicly available as a preprint (e.g. BioRxiv). For publications in press that are not and cannot be made publicly available, please contact program staff to confirm eligibility.

Mentor(s): By the funding start date, apply under the guidance of a Mentor who is an established investigator with an active research program where the Applicant will be conducting research. Mentors are expected to be involved in the planning, execution, and supervision of the proposed research.

- Only one applicant per Mentor may apply per application cycle; there are no institutional limitations on the number of applicants who may submit applications.

Citizenship: United States citizenship is not required; visa documentation is not required.

Concurrent Funding: Applicants **may not** hold a concurrent Career Development Award, including an NIH K, F, or KL2 Award, or equivalent, at the time of application or award. Applicants who have pending applications to the NIH and/or other funders are encouraged to submit proposals to the King Trust. Applicants should check concurrent funding restrictions for existing awards and are encouraged to contact program staff to confirm eligibility. **It is the responsibility of applicants/awardees** to contact program staff regarding the following:

- Applicants must withdraw their proposals if they receive a Career Development Award or equivalent before the funding start date of October 1, 2023;
- Awardees may be required to relinquish their award if they receive a Career Development Award or equivalent, and/or a faculty appointment, after the fellowship has been awarded. All outstanding Fellowship funds must also be returned.

For questions regarding eligibility, applicants are encouraged to contact Program staff at KingAwards@hria.org and confirm eligibility before preparing their applications.

Funding Information

The Charles A. King Trust Postdoctoral Fellowship Award is a two-year award that supports stipend, 10% fringe allowance, and flexible allowance funds based on the years of relevant experience since receiving one's doctoral degree, as of the funding start date of October 1, 2023. The funding period is October 1, 2023 – September 30, 2025. The stipend for Year 2 will increase to the next level of support.

Stipends based on Years of Relevant Postdoctoral Experience						
Years of Experience	Stipend per Year	10% Fringe Allowance	Flexible Allowance per Year	Year 1 Total	Year 2 Total	Two-Year Total
Less than 1	\$65,000	\$6,500	\$25,000	\$96,500	\$97,600	\$194,100
1	\$66,000	\$6,600	\$25,000	\$97,600	\$98,700	\$196,300
2	\$67,000	\$6,700	\$25,000	\$98,700	\$99,800	\$198,500
3	\$68,000	\$6,800	\$25,000	\$99,800	\$102,000	\$201,800
4	\$70,000	\$7,000	\$25,000	\$102,000	\$104,200	\$206,200
5	\$72,000	\$7,200	\$25,000	\$104,200	\$106,400	\$210,600
6	\$74,000	\$7,400	\$25,000	\$106,400	\$108,600	\$215,000
7	\$76,000	\$7,600	\$25,000	N/A	N/A	N/A

Selection Criteria

It is important to note that these are highly competitive awards. **Prior to applying, we recommend that applicants consult with former awardees and faculty advisors to determine if they are likely to be competitive for this award program.** Visit <https://hria.org/tmf/King> to view a list of past awardees.

The criteria used by the reviewers to evaluate applications include:

- **Research Proposal:**
 - Originality, impact and creativity
 - 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 analytical plan are feasible and appropriate to the proposal's aims
- **Applicant's** demonstrated competency and potential for an independent career in research that will contribute to the investigation of human disease
 - The proposed work builds upon the applicant's prior research and has the potential to meaningfully contribute to the applicant's professional training and growth towards becoming an independent researcher.
 - The quality of the applicant's publications and their demonstrated ability to complete the proposed research.
- The applicant's commitment to fostering a diverse, equitable, and inclusive environment, contributing to the wider research community, and promoting positive research culture
- **Mentor's** qualifications, the degree of commitment to supervise and train the Applicant during the research period, and strength of their Letter of Support
- Letters of recommendation attest to the importance of the proposed research, and that the proposed work will complement and build upon the applicant's background in achieving their goals of becoming an independent investigator

Notification Schedule

Final notification to Applicants will be made in August 2023. If available, critiques of the grant applications will be provided. Applicant ranking in the review process will not be provided.

Historical Success Rate

Historical Statistics		2017	2018	2019	2020	2021	2022
Basic Science	Submissions	67	78	42	52	77	57
	Award Recipients	13	16	7	14	10	19
Clinical Science	Submissions	17	11	15	10	22	7
	Award Recipients	3	3	2	2	3	2

Proposal Writing Tips

Applicants are strongly encouraged to practice and work towards enhancing their grant writing in drafting their applications to maximize their chances of being funded. Mentors should be actively engaged in the preparation of the proposal. *The writing of the proposal will not be directly assessed;* however, it is recognized that clarity of the writing enhances the ability of the reviewers to follow the logical progression of the proposal and assess the impact the work will have on human disease, the applicant's qualifications, ability to conduct the proposed work, and support from the mentor/mentorship team.

The Review Committee is composed of a multi-disciplinary group of researchers with the ability to assess a wide range of proposal topics.

Characteristics of a well-written proposal include the following:

- Funding via non-governmental agencies is different. Make sure the proposal is reflective of the program goals and review criteria.
- Tell the story and sell the proposed work; make sure the background outlines why the proposed questions are important to answer, and the proposed approach is promising.

- The language should be understandable to a general scientific audience. When jargon must be used, it is clearly explained, and complex technical points are put in context.
- The composition and oversight of the mentorship team should be reflective of an applicant's research and career goals.
- Don't fall victim to proposing to complete too much work. Reflect on the timeline of the work to ensure it can be feasibly completed.
- Provide enough time to obtain feedback and allow for proofing prior to submission.

Applicants are encouraged to seek feedback on their proposals within their institutions. Examples of successful proposals can be found in the grant-writing tip sheets for NIH research grants. Institutions and colleagues may also be willing to provide examples of well-written and successful grant applications.

Suggested resources:

Secrets to Writing a Winning Grant: <https://www.nature.com/articles/d41586-019-03914-5>

NIH grant writing tips:

<https://www.nlm.nih.gov/ep/Tutorial.html>

<https://www.nimh.nih.gov/funding/grant-writing-and-application-process/grant-writing-tips.shtml>

<https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/write-your-application.htm#Important%20Writing%20Tips>

Related Documents and Materials

Download and review the following items: www.hria.org/tmf/King

- **Frequently Asked Questions**
- **Application Forms**

Direct any Questions to Program Staff:

KingAwards@hria.org

Continue to the following page for Application Submission Instructions

Application Instructions

Deadline: Wednesday, March 1, 2023 at 12:00 PM, U.S. Eastern Time

Online Portal:

Please use the following links to access the Online Application:

- Begin a New Online Application:
https://www.grantrequest.com/SID_738?SA=SNA&FID=35057
- Return to a Saved Online Application:
https://www.GrantRequest.com/SID_738?SA=AM

Online Application Form:

The following sections are required within the Online Application:

- Institution's Tax ID Number**
- Eligibility Quiz:** Applicants must confirm that they meet the eligibility requirements as stated in the Guidelines.
- Applicant Data:** This includes Applicant Institution, Contact Information, Demographic and Educational background information, ORCID identification number (if available).
- Research Project:** Project Title, Keywords, Project Summary, Non-technical Summary, and Mentor information
- Institutional Contact Information**
- Statement of Mentor's Commitment to Diversity, Equity, and Inclusion:** Please ask the mentor to include a description of the mentor and institution's commitment to improving diversity, equity and inclusion. This section should be no longer than 250 words. The purpose of this collection is to learn of the current practices of institutions and mentors that support King Trust Fellows and will not be used as part of the review criteria.
 - Please see the University of California, Irvine site for helpful guidance on writing a diversity and inclusion statement: <https://ap.uci.edu/faculty/guidance/ieactivities/>.
- Letters of Recommendation:** Using the online request system, request three (3) confidential letters from 1) your Mentor (Letter of Support), 2) your Thesis Advisor, Residency Director, Fellowship Director, Division/Department Chair, or equivalent who can comment on your training, and 3) your choice. Only one Mentor's Letter is allowed. If applicable, any co-mentor letter must be one of the two additional recommendation letters. Collaboration letters will not be accepted. Updated letters submitted after the deadline will not be accepted. Please see the Instructions for Letters of Support and Recommendation below.

Please Note: It is the responsibility of the Applicant to obtain these three (3) letters prior to the Application Deadline. Members of the Review Committees give considerable weight to these letters. Please notify your Recommenders early in the application process to allow them sufficient time to prepare your letter. It is advisable that you begin an online application immediately, enter the names and emails of your Mentor and two recommenders and then send each the email request from the online system. Please confirm with your recommenders that they have received your request. For additional instructions regarding the monitoring and upload of letters, please see the troubleshooting steps below.
- Attachments:** A PDF document must be uploaded to the Online Application. Please see further instructions below.
 - Application document (PDF) – please name as “LastName, First Name.pdf”

- **Download the Application Forms and templates:** www.hria.org/tmf/King

Application Document (PDF)

Instructions: This document includes some of the same information that is submitted in the online form. However, the proposal sections listed below must be combined and converted into one PDF file and uploaded in the online application. This document does not include the three (3) required confidential letters of recommendation, which will be appended separately by HRiA staff upon receipt. Name this document “LastName, FirstName.pdf” (for example: Smith, Jane.pdf).

The required Application Forms containing templates for the following sections can be found in a separate MS Word document located at www.hria.org/tmf/King

Include all items listed below (#1-12) combined in the following order into ONE PDF document for online upload:

- 1. Application Cover Page (template provided):** The Cover Page must be completed and signed by the Applicant, Mentor, and the Office of Sponsored Programs or the Institutional Officer administratively responsible for oversight of the project.

The acknowledgement of the Applicant and Mentor/Chair/Division Chief on the Cover Page will confirm responsibility for obtaining any required human subjects (IRB), animal use (IACUC), and/or other institutional approvals. In addition, the Mentor’s/Chair/Division Chief’s and Institutional Officer’s acknowledgement will confirm that all eligibility requirements have been met. Endorsement by the Institutional Officer also confirms that the Institution will commit to appropriate oversight if the project is funded.

- 2. Table of Contents (template provided):** Follow the Table of Contents and number all pages.
- 3. Applicant Eligibility, Research Experience, and Career Trajectory (template provided):** Complete the form according to the instructions. The Career Trajectory section is optional.
- 4. Contributions to the Research Community and Promotion of Positive Research Culture (template provided):** Complete the form according to the instructions. Each section should be limited to 100 words or less.
- 5. Research Project Title and Summary (template provided):** Complete the form according to the instructions at the top of that page. This summary will be posted on our website if the project is funded (*maximum of 300 words*).
- 6. Non-Technical Summary (template provided):** Prepare a lay-language description of the proposed research that can be understood by the general public (*maximum of 150 words*).
- 7. Project Ownership Plan (template provided):** To support the career development and transition of the applicant into an independent research position, the Mentor and the Applicant should agree upon the ownership for the project and resources generated therein. Complete the form according to the instructions. (*maximum of 350 words*)

8. **Applicant Biosketch:** Use the current NIH Biographical Sketch form. We recommend using SciENcv software to generate the biosketch (<http://www.ncbi.nlm.nih.gov/sciencv/>). (*maximum 6 pages*)
9. **Research Proposal** (*maximum of six pages, not including References*).

Research Proposal Format: Arial 11 font and size must be used in the text of the research proposal section. Use single spacing within paragraphs, double spacing between paragraphs, and one-inch margins on all four sides. Any figures, graphs, tables or images may use an 8 point-font size and must be included within the page limit. Supplementary material (e.g. reprints of publications, appendices, and additional data are not permitted. Include the Applicant's name at the top of each page.

Within the page limit, include these sections in the order listed below:

- a. **Background**
- b. **Specific Aims**
- c. **Preliminary data** (if available)
- d. **Research design, experimental methods and analytical plan**
- e. **Research limitations and/or potential pitfalls**
- f. **Human Subjects** (if applicable, maximum 3 pages, not included in page limit).
 - a. Research involving Human Subjects and/or requiring IRB approval must include the possible risks of the study as well as steps planned to protect patient safety. Justification for the sample size included in the research design must be provided. Consistent with current NIH policies, funded clinical research must include women and minority groups as well as a rationale that speaks to composition of the study population. Any exclusions within the study population need to be described and scientifically justified.
- g. **References** (not included in page limit)

10. **Mentor's Biosketch and List of Trainees:** Use the current NIH Biographical Sketch form. A maximum of 3 co-mentor biosketches will be allowed (maximum 6 pages each).
 - Include a listing of previous trainees with their current positions (included in page count)

11. Program Budget and Other Support Form (template provided):

Complete the form according to the instructions. The Applicant should provide current base salary, additional mentor support and justification for the proposed use of the \$25,000 flexible allowance for each year of funding. Both the Applicant and Mentor should provide Current and Pending support information.

- Other Support includes all financial resources, whether Federal, non-Federal, commercial, or institutional, available in direct support of an individual's research endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional awards. Prizes or gifts do not need to be included.
- Duplication of funding is not allowable. PI/Applicant and Mentor should list all active and pending support, addressing potential overlap (if any) associated with the current proposed specific aims. If the research project is supported by other funding sources, a plan must be provided outlining how duplication of funding will be avoided.
- Effort devoted to projects must be measured as a percentage and indicated for each project.
- If applicable, please also provide grant overlap for co-investigator's/key personnel.

12. Letters of Recommendation: (submitted confidentially online)

THREE (3) confidential letters are required and must be submitted through the online system.

They must be from 1) your Mentor; 2) your Thesis Advisor, Residency Director, Fellowship Director, Division/Department Chair, or equivalent who can comment on your training; and 3) your choice.

It is the responsibility of the Applicant to obtain these three (3) letters prior to the Online Application deadline. **Members of the Review Committees give considerable weight to these letters.** Please notify your Recommenders early on in the application process to allow them sufficient time to prepare your letter. It is advisable that you begin an online application immediately, enter the names and emails of your Mentor and two recommenders and then send each the email request from the online system. For additional instruction regarding the **monitoring and upload of letters**, please see the Requesting Letters of Recommendation page of this document.

Only one Mentor's Letter is allowed. If applicable, any co-mentor letter must be one of the two additional recommendation letters. Collaboration letters will not be accepted. Updated letters submitted after the deadline will not be accepted.

Mentor's Letter of Recommendation (*maximum of four (4) pages and submitted confidentially through the online application system*):

All mentors **must confirm** the following within their Letter of Support:

- **Eligibility:** Confirm the Applicant meets all eligibility requirements for the award as stated in the Guidelines; that they have completed the required amount of postdoctoral (or equivalent) research experience and/or completed clinical training by the award start date and can commit the expected time to research. Please explain if anything other than full-time experience is being considered in fulfillment of these requirements. If the Applicant has indicated any pauses to research experience, the mentor should comment and confirm, if applicable.
- **Applicant Qualifications:** Describe the Applicant's research background and/or prior training, research ability/potential, self-reliance/independence, and critical thinking skills. If applicable, Mentors must also confirm an applicant's degree(s) obtained outside the United States are equivalent to the Ph.D., M.D., D.M.D., or other doctoral degree.
- **Publication and publication history** will be used as criteria to judge the productivity of the Applicant. The Mentor must comment on the applicant's publication record.
- **Mentorship Plan:** Include clear plans for mentoring the applicant in support of the proposed project and the applicant's continued progress towards becoming an independent investigator. State why the mentor has taken on this role for the applicant and how the Mentor will be involved in the planning, execution, and supervision of the proposed research, and use their professional and scientific knowledge to support the Applicant to further develop their independence and promote their scientific career. The mentorship plan must also specify the Mentor's allocation of time and effort in training and support for the Applicant and the proposed research.
- **Mentorship Team:** If the applicant has a mentorship team overseeing their research project, roles of each member of the mentorship team should be described in this section. Provide assurance that appropriate time and support will be available for any proposed mentor(s) and/or other staff.

- **Research Environment:** Provide a description of how the research environment (department and laboratory environment) is supporting diversity and inclusion, and a positive research culture to advance science.
- **Institutional Support:** Include a brief description of the institutional support available that confirms the candidate will have access to the appropriate office and laboratory space, equipment, and other resources and facilities (including access to clinical and/or other research populations) to carry out the proposed research plan.
- **Financial Support:** The King Trust funding may not cover all research-related costs. The mentor should provide a statement regarding funding available for research related supplies, equipment, personnel, and publication related fees. It is encouraged that the mentor support costs that may otherwise prohibit or limit the applicant’s ability to perform independent research.
- **Project Ownership:** Include a statement that describes what part of the proposed project belongs to the applicant, and state that the applicant will have overall responsibility for, and ownership of, this portion of the project and be able to take this portion of the project to an independent research position. The applicant may use this project to pursue additional grant funding, and that the mentor will not compete with the applicant on the project that is “owned” by the applicant.

Two Additional Letters of Recommendation (*maximum of four (4) pages per letter and submitted confidentially through the online application system*).

- 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.
- For Ph.D. applicants, a letter of recommendation is required from the thesis advisor or someone able to comment on the Applicant’s training during their doctoral studies.
- For M.D. applicants, instead of a thesis advisor letter, a letter of recommendation is required from the Residency Director, Fellowship Director, or Division/Department Chair who can comment on your training and how they perceive your future potential.

Bias in Recommendation Letters

We are all working to reduce bias, and letters are sometimes biased in ways that systematically disadvantage people based on race and/or gender. As letters are being prepared, we have provided a table that provides suggestions for letter writing to help avoid bias as modeled after the University of Arizona’s guidance on this topic.

Mention research & publications	Letters of reference for men are more likely to mention publications and to have multiple references to research. Put these critical accomplishments in every letter.
Don’t stop too soon	On average, letters for women are shorter and more likely to make a minimal assurance (‘she can do the job’) rather than a ringing endorsement (‘she is the best for the job’).
We all share bias	Unconscious gender bias isn’t exclusively a male problem. Research shows that women are as susceptible to these common pitfalls as men.
Keep it professional	Avoid gratuitous references to personal life and make sure you use formal titles and surnames for both men and women.

Stay away from stereotypes	Do not invoke negative stereotypes even indirectly ('she is not emotional'). Be careful evoking even positive gender stereotypes ('caring', 'compassionate', 'helpful'), as even these can potentially hurt a candidate.
Be careful raising doubt	Honest letters are crucial, but negative or irrelevant comments, such as 'challenging personality' or 'I have confidence that she will become better than average' are twice as common in letters for female applicants. Don't add doubt unless it is strictly necessary.

IMPORTANT: It is the Applicant's responsibility to monitor the status of the online recommendations prior to the application deadline. Applicants will not be able to complete the application process if the letters are not submitted. See the information below on how to request Letters of Recommendation and troubleshooting steps for using our online system.

We are available to ensure the timely submission of your application and can help with any questions or concerns. Late submissions will be rejected.

HRiA is committed to making our resources accessible to everyone. If you require an accommodation or service to access our resources, please contact Program Staff.

Direct any Questions to Program Staff:
KingAwards@hria.org

(12.2022)

THREE confidential letters

- 1) your Mentor,
 - 2) Thesis Advisor, Residency Director, Fellowship Director, Division/Department Chair, or equivalent,
 - 3) Your choice for one additional Recommender
- Applicant sends email via the online application system to each Recommender
 - The Recommenders must use the link provided in the email request to upload the confidential letters
 - Recommenders provide official letters recommendation
 - Application is ready of submission

Instructions for Sending an Email Request to each Recommender:

- On the “Recommenders” page of your application, input the Recommenders names and emails.
- Check the “Write and Send Email” box for the specific individual you are contacting. (**Note:** the form default is to have all the “Send Email” boxes checked so make sure you uncheck the others until you are ready to draft each individual message).
- Click on the “Send” button.
- This will bring you to the “Notify Selected Recommenders” page. Customize the subject line and draft your email message for each Recommender with your request.
- Click on the “Email and Send” button again. This will send the email to your selected Recommender. Included in the sent email is an automatically generated link that will allow him/her to upload their confidential letter.
- After sending your email, you will be redirected back to the “Recommenders” page.
- The Recommenders must use the link provided in the email request and [log in using the email address to which your request was sent.](#)
- Letters must be in PDF format on institutional letterhead and must not be password protected.
- When the Recommenders submit their letters, they will become part of your application. You may log into your My Account page (https://www.grantrequest.com/SID_738/?SA=AM) to view the status of these letters. The files will appear on this page, but you will not be able to open or read them.
- Notify your Recommenders to expect the email request. If you experience any issues or your Recommenders do not receive the email(s) from the online system within the same day as the request, or have difficulty uploading the letters, refer to the troubleshooting steps below as a first step before contacting Program Staff.

Troubleshooting steps:

- Remove and re-add Recommender email to generate new link. Recommender should check their Spam or Junk Folder for the email link.
- Safe list the system email - Mail@grantapplication.com - to prevent the email from looking like Spam or Junk mail. Helpful link regarding Safe listing: <http://email.about.com/od/outlooktips/qt/et092904.htm>
- Re-send the request utilizing a personal email (non-institutional) for the recommender.
- Return to your Account link to see that letters have been uploaded and you are ready to submit: https://www.grantrequest.com/SID_738?SA=AM

If the troubleshooting steps above do not work, please contact Program Staff at: KingAwards@hria.org

Terms of the Award

Charles A. King Trust
Postdoctoral Research Fellowship Program
Bank of America, N.A.,
Melissa MacGillivray Dane, and Susan Monahan, Co-Trustees

Terms of the Award – 2023 Grant Cycle

Overview: Two-year Awards are made to nonprofit academic, medical, or research institutions in the state of Massachusetts on behalf of the Award Recipients. Funds are provided by the Charles A. King Trust, Bank of America, N.A., Co-Trustees or other foundation donors. The Award Recipient Institution is responsible for the administrative and financial management of the Award and maintaining adequate supporting records and receipts of expenditures.

The Charles A. King Trust Postdoctoral Fellowship Award Program is administered by Health Resources in Action. Health Resources in Action (HRiA) is a nonprofit organization in Boston that advances public health and medical research.

In order for Bank of America, Private Bank, as Trustee of the Charles A. King Trust (the “Funder”), and Health Resources in Action (the “Administrator”) to carry out our legal responsibilities, we must ask the award recipient (the “Recipient”) and the Recipient’s institution (the “Institution”) to abide by the following:

Award Amount and Funding Period: The Charles A. King Trust Postdoctoral Fellowship Award is for stipend, 10% fringe allowance, and flexible allowance funds based on the number of years of relevant experience since receiving one’s doctoral degree, as of the funding start date of October 1, 2023. The stipend for Year 2 will increase to the next level of support. Funds are provided by the Funder or other foundation donors.

Stipends based on Years of Relevant Postdoctoral Experience						
Years of Experience	Stipend per Year	10% Fringe Allowance	Flexible Allowance per Year	Year 1 Total	Year 2 Total	Two-Year Total
Less than 1	\$65,000	\$6,500	\$25,000	\$96,500	\$97,600	\$194,100
1	\$66,000	\$6,600	\$25,000	\$97,600	\$98,700	\$196,300
2	\$67,000	\$6,700	\$25,000	\$98,700	\$99,800	\$198,500
3	\$68,000	\$6,800	\$25,000	\$99,800	\$102,000	\$201,800
4	\$70,000	\$7,000	\$25,000	\$102,000	\$104,200	\$206,200
5	\$72,000	\$7,200	\$25,000	\$104,200	\$106,400	\$210,600
6	\$74,000	\$7,400	\$25,000	\$106,400	\$108,600	\$215,000
7	\$76,000	\$7,600	\$25,000	N/A	N/A	N/A

The funding period is October 1, 2023 – September 30, 2025. The Recipient may postpone the start date for up to three months, but the award must be activated on or before January 1, 2024. Although approval

is not required, the revised start date must be noted on the Award Agreement signature page. Longer delays must be approved by the Administrator. A delayed start date will not reduce the total award period (e.g. project start date of December 1, 2023 will revise the project end date to November 30, 2025).

Institutional Assurances: Recipients must adhere to all federal, state, and local regulations regarding the use of human subjects, animals, radioactive or hazardous materials, and recombinant DNA in this Project. It is the responsibility of the Institution to ensure that all approvals (IRB, IACUC, other) are in place prior to releasing any award funds. The confirmation of the representative of the Institution on the application forms confirms this oversight.

Liability: Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, agents, or directors, to the extent allowed by law.

Research Misconduct: Institution certifies that it has established administrative policies as required by Public Health Service Policies on Research Misconduct, 42 CFR § 93, and will comply with the policies and requirements (collectively, the "Policy") set forth therein. In the unlikely event that a Recipient is involved in an investigation of research misconduct directly related to the Project, he or she will be subject to the procedures in place at the Institution as applicable. According to the Policy, research misconduct is defined as the, "fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. It does not include honest error or difference of opinion."

To the extent legally permissible, the Institution must notify the Administrator of a finding of research and/or financial misconduct related to the Project and may affect the Recipient's continued eligibility for support for the Project.

Other Funding: Neither the Institution nor the Recipient will accept funding from another source which will result in an overlap of funding for this Project, or result in greater than 100% effort of the Recipient or Key Personnel. The Institution and the Recipient are responsible for determining whether acceptance of this award will jeopardize support they may receive from other sources and ensuring that the Recipient has the capacity required to perform the Project within the proposed timeline. The Recipient will immediately report to the Administrator any additional funding available for activities related to this Project.

Use of the Award Funds: The laws of the United States place certain restrictions on the way funds awarded by charitable trusts and foundations may be expended. The Charles A. King Trust Award is for stipend, 10% fringe allowance, and flexible allowance funds. Indirect costs may not be charged against the Award. The Recipient Institution must exercise proper stewardship over award funds and ensure that costs charged to the award are allowable. The Institution shall be liable for reimbursement to the Funder of any award funds associated with any inappropriate or unauthorized expenditures or fraudulent or improper conduct involving the use of award funds. The grant monies which have been awarded, including any interest earned therein, may only be used for the purposes stated in this Agreement. Funds may not be expended for any other purpose without the prior written approval of the Administrator.

At the discretion of the Award Recipient, up to \$25,000 of the annual award amount is designated as an Expense Allowance for research supplies, and certain ancillary costs such as equipment, health insurance and travel to scientific meetings that is the sole financial obligation of the Award Recipient. The Award

Recipient and Mentor may elect to use the \$25,000 or a portion of it to supplement the Award Recipient's salary. The grant monies which have been awarded, including any interest earned thereon, may only be used for the purposes stated in the Terms of the Award. The Institution is responsible for administering the stipend, which includes a \$25,000 expense allowance per year, and maintaining adequate supporting records for training-related expenses.

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 Award Recipients' approval. The allowance will be incorporated equally across the award payments. Any unused expense allowance in Year 1 may be carried over to Year 2 without a formal request.

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.

The Administrator does not withhold any amount for income tax purposes. It is the responsibility of the Recipient to contact the Internal Revenue Service or the Institution's fiscal office to determine the tax status of the Award.

Funds may not be used for new construction, the renovation of existing facilities, fundraising projects or endowments. Funds may not be used for any political activity, accumulated deficits, or for any other purpose prohibited by the Internal Revenue Service Code. Funds awarded for the direct costs of the project may not be used for general operating costs. Research-related expenses not directly related to the Project, general office supplies, individual institutional administrative charges in addition to indirect costs (e.g. telephone, other electronic communication, IT network), professional membership dues, and pre-award charges are **not** allowable expenses.

Supplementation of Fellowship: Because the fellowship stipend may not cover total institutional compensation, supplementation by the Institution is permitted and encouraged. The total of all competitive fellowship awards plus any institutional supplementation cannot, however, exceed the annual salary or total compensation for the Recipient's position as determined by the Institution. The Award is for stipend only and will not change the use of funds to accommodate any supplementation. It is not acceptable to concurrently hold a named fellowship from another source that supports a full salary.

Career Development Awards, an NIH K Award (i.e. K08, K23, K99/R00), F, KL2, R01 or equivalent grant, awarded to the Recipient, cannot supplement the fellowship. In all circumstances, the Administrator must be notified of the receipt of additional funding at least 30 days prior to that Award's start date. If such a grant is received prior to the start of funding, the application must be withdrawn and if the grant is awarded during the fellowship period, the Funder reserves the right to terminate the fellowship on a case by case basis. In the case of fellowship termination, any unexpended funds remaining from the Award must be returned to the Administrator or the Funder.

Change of Status: The Recipient and the Mentor must notify the Administrator of any change in the Recipient's academic status at least 30 days prior to such change. The Funder reserves the right to terminate the Award in the event of a significant change in the Recipient's academic status, including promotions conferring independent faculty status or its equivalent. The receipt of additional funding through other awards or promotion must also be reported to the Administrator and the return of

unexpended funds will be assessed on a case-by-case basis. In the case of fellowship termination, any unexpended funds remaining from the Award must be returned to the Administrator or the Funder.

Any changes in the Project's research design including changes to/omission of specific aims described in the Recipient's accepted Project proposal require a formal written request and prior approval before implementation. Changing of Project plans without prior approval may result in the suspension of payments, early termination of the award, and/or reimbursement to the Funder of any expended or unexpended funds. Requests should include the reason for the change and a description of how the change will affect the scope of work, implementation, and timeline of the Project. All requests for changes to the Project design or aims must be received by the Administrator at least thirty (30) days prior to the desired effective date of the change.

Financial Responsibilities of Award Recipient Institution: The Institution will keep systematic records of all expenditures relating to the Project. Vouchers consisting of bills, invoices, cancelled checks, receipts, etc. will be retained by the Institution for three (3) years after the close of the award period and will be available for inspection by representatives of Funder during normal business hours and upon reasonable notice throughout this period. The Funder may, at their expense, examine, audit, or have audited the records of the Institution insofar as they relate to Project activities supported by this award.

Transfer or Termination of Fellowship: Awards are made to the Institution where the named Recipient is conducting research. If the Recipient or Mentor plans on moving to another non-profit academic, medical, non-governmental or research institution during the award period, the Recipient will notify and seek approval from the Administrator to continue the Project at the Recipient's new institution. If approved, the Institution will return unexpended Project funds, subject to allowable costs and non-cancelable obligations, to the Administrator to coordinate the transfer of unexpended funds to the new institution.

In the event of early termination of the Award Agreement, for any reason, Institution will be reimbursed for allowable costs and non-cancellable obligations incurred prior to the date of termination.

If the Recipient is not continuing the Project in another nonprofit research setting, the award will be canceled, and unused funds must be returned within sixty (60) days. Transfer of the award to another PI, if applicable, is not permitted. Disposition of and title to any equipment purchased by the Recipient with award funds will be evaluated on a case by case basis. If the Project is terminated for any reason, any unused funds, subject to allowable costs and non-cancelable commitments incurred in the performance of the Project but not yet paid for, must be made payable to the Funder, in care of the Administrator within sixty (60) days. Performance under this Agreement may be terminated by either party upon thirty (30) days written notice to the other.

No-Cost Extension: A no-cost extension for up to nine (9) months may be granted upon receipt and approval of a no-cost extension request. The request must be made in a timely manner before the end of the award period. The request will contain a section for justifying the extension, the unexpended balance, and a timeline for expenditure of the remaining funds. A final scientific report is due at the completion of the extension period. Any portion of the award not expended at the conclusion of the extended period must be made payable to the Funder, in care of the Administrator, within sixty (60) days.

Unused Funds and Reversion: Should any of the following events occur, the Administrator, on behalf of the Funder, may demand repayment of all unexpended portions of the award; moreover, all unpaid installments may be cancelled. The Institution is also required to give written notice if there is a change in the Institution's status as noted below.

- A determination, preliminary or otherwise, is made by the United States Internal Revenue Service that the award does not constitute a qualifying distribution.
- The Institution fails to perform any of its duties, in the judgment of the Funder, the Administrator, or its Scientific Review Committee, required by the Application Guidelines and this Agreement. In such cases, the Administrator shall provide no less than thirty (30) days termination notice in writing to the Institution, upon which the Institution shall have an additional thirty (30) days following receipt of such notice within which to cure any deemed failures.
- The Institution ceases to be exempt from income taxes under the Internal Revenue Service Code or becomes a private foundation.
- There is a material change in the purpose, character, or method of operation of the Institution such as to jeopardize its tax status.

Unexpended Funds: Any funds remaining at the close of an extended Project period must be returned to the Administrator and made payable to the Funder.

Medical and Family Leave: The Recipient may continue to receive King Trust stipend during medical or parental leave consistent with the Institution’s policies. Similarly, budgeted costs for maintaining the research study may be expended during the leave, subject to Institutional policies. Re-budgeting of these expenses during leave requires approval of the Administrator.

Reporting Requirements and Payment Schedules: Acceptance of this Award includes a commitment to provide both Progress and Final Scientific and Financial Reports. The Mentor is required to complete a section of the Recipient’s Progress Report that addresses the Recipient’s research and training plans during the second year of funding.

Progress Reports are due in June 2024. The Recipient will receive access to the required online report forms by email approximately three (3) weeks prior to their due dates. It is the responsibility of the Recipient to email the Fiscal Report Form to the Fiscal Officer and ensure that the Administrator receives this completed form. The Funder and Administrator reserve the right to place a hold on funds where the Recipient is non-compliant with these reporting requirements.

Second-year funding will be approved upon the satisfactory completion of the Scientific and Fiscal Progress Report as determined by the Scientific Review Committee. The Mentor is also expected to summarize the Recipient’s research accomplishments and plans for the future as part of the Recipient’s Final Report. Final scientific and financial reports are due sixty (60) days following conclusion of the award period.

Patents, Copyright and Intellectual Property: The Recipient should follow the Institution’s policies regarding discoveries or any other intellectual property that results from research conducted under this Project. Neither the Administrator nor the Funder of this Project will retain any rights to intellectual property including patents, copyrights, trademarks, or other proprietary rights that result from the Project.

Confidentiality and Third-Party Release: Application materials as well as scientific progress and final reports are considered confidential. The Administrator engages third parties who have the necessary expertise to review the submitted materials and evaluate each project. Although the Administrator endeavors to protect the confidentiality of the reports by requiring reviewers to sign confidentiality agreements, confidentiality cannot be guaranteed. The Administrator and the Funder are not responsible for any consequences resulting from the disclosure of the content of these materials to such third parties.

The Administrator and the Funder reserve the right to public acknowledgement of Project information (Recipient Name, Institution, Project title and research summary). This information will be made available through the website of the Administrator (www.tmfgrants.org/King) and may be posted on other affiliated organization websites, publicly accessible databases of privately funded awards, or published in print form or other media. As noted in the application guidelines, the Project summary submitted with the application will be posted on the Administrator's website if the Project is funded.

Scientific Poster Sessions and Events: The Recipient is expected to share research findings in a timely manner through professional meetings and/or publications.

Acknowledgements: Professional publications or presentations resulting from Project work supported by the award must acknowledge, the **Charles A. King Trust Postdoctoral Research Fellowship Program, Bank of America, N.A., Co-Trustees**. 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 Recipient is expected to send a brief note of appreciation to the donor at the beginning of the fellowship.

Post Award: Recipient shall make good faith efforts to respond to the Administrator's reasonable requests for information on his/her research progress, new position, affiliation, or contact information (especially email address) following the award period. The Recipient may be requested to provide a current Biosketch or update information in an online database. The Recipient understands that this obligation survives the award period.