

Robert E. Leet and Clara Guthrie Patterson Trust

Mentored Research Award Clinical, Health Services and Policy Research

Bank of America, N.A., Trustee



Two-Year Awards at \$90,000 (\$45,000 per year)

Funding Period: October 1, 2017 – September 30, 2019

Online Application Deadline:
Monday, May 8, 2017
12:00 Noon, U.S. Eastern Time

Application Guidelines

Award Period

October 1, 2017 – September 30, 2019

Award Amount

Two year Awards of \$90,000 (\$45,000 per year) for applicants working in Connecticut, New Jersey and Rhode Island.

Program Overview and Statement of Purpose

The Robert E. Leet and Clara Guthrie Patterson Trust was established in 1980 to support research “relating to human diseases, their causes and relief.” As steward of the Patterson Trust, U.S. Trust, Bank of America Private Wealth Management works with The Medical Foundation at Health Resources in Action to support the most qualified Applicants working in clinical, health services, policy or clinical translational research. HRiA is a non-profit organization in Boston, MA that advances public health and medical research.

The primary goal of the Program is to support research that focuses on the causes of human disease and/or improving treatment. The Patterson Trust will support mentored clinical investigators in the early stages of their research careers across a wide range of disciplines, including clinical research¹, health services or policy research, health education, or epidemiological studies including comparative outcomes research. The Program also seeks to

¹ “Research that directly involves a particular person or group of people, or that uses materials from humans, such as their behavior or samples of their tissues” (from NIH definition)

impact public health by supporting researchers with an interest in and commitment to population health issues. Pilot and preliminary studies are encouraged.

Exclusions

- Basic science applications or those using animal models are not eligible.
- Prior recipients of Patterson Trust Mentored Research Awards are not eligible.

This program offers recognition and research funding to support awardees in their academic careers as successful independent investigators. While the majority of funding comes from the Patterson Trust, **support for cancer-related research will also be provided by the William O. Seery Foundation.**

Eligibility Requirements

All applicants must meet the following requirements **by May 8, 2017**:

- Work in a non-profit academic, medical or research institution in the states of Connecticut (CT), New Jersey (NJ) or Rhode Island (RI);
- Apply for the Award under the guidance of a Mentor or Division Chief who is an established investigator with an active research program. Mentors/Division Chiefs are expected to directly support the proposed research;
- Must have a doctoral degree (MD, DMD, PhD, PharmD or other); Degrees obtained outside the United States must be equivalent to these doctoral degrees;
- There are no institutional limitations on the number of applicants who may submit to this Program;
- United States citizenship is not required; Visa documentation is not required.

The following specific Eligibility Requirements must be confirmed by the Mentor or Division Chief.

By the funding start date,

Applicants with Clinical Responsibilities

- Must have protected time of at least 70% for research
- Must have completed clinical or research fellowship
- Maximum full-time employment since completion of training is five years

Applicants without Clinical Responsibilities

- Must commit at least 90% time to research
- Must have completed at least three (3) years and no more than six (6) years of postdoctoral research
 - **Postdoctoral research** is defined as employment, after receiving one's doctoral degree, as a postdoctoral fellow in a research laboratory or similar professional setting (e.g. biotechnology and pharmaceutical industries). All postdoctoral research experience completed domestically and abroad is counted.

Note: For all Applicants with and without clinical responsibilities, if research was interrupted for family or medical leave or for other reasons, these months are not considered part of the full-time employment experience.

Concurrent Funding

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 foundations.

Applicants who have pending R01s or other large independent investigator applications to the NIH and other funders are encouraged to submit proposals to the Patterson Trust. If notified on or prior to June 9, 2017 that they have been successful in securing such funding, applications to the Program will be withdrawn. **It is the responsibility of applicants to contact GLockwood@hria.org as soon as they are notified of any new funding.**

Review Criteria

- Project will advance knowledge relating to human diseases, their causes and relief;
- Applicant's demonstrated competency and potential for a career in clinical research;
- Strength of the Mentor's/Division Chief's Letter of Support;
- Qualifications of the Mentor/Division Chief and the degree of commitment to support the Applicant during the research period;
- Strength of additional Letters of Recommendation;
- Research hypothesis is novel and important;
- Proposal reviews the relevant literature;
- Objectives are well conceived and realistic;
- Research methodology, data collection, and analytical plan are feasible and appropriate to the proposal's aims;
- Realistic timeline (including IRB approval, if needed) prior to funding start date;
- Project will contribute to the professional training and growth of the Applicant.

Notification to Applicants

Applicants will be notified by email upon receipt of their online applications. Final notification to Award Recipients will occur in August/September 2017. If available, critiques of the grant applications will be provided. Applicant ranking in the review process will not be provided.

Terms of the Award

Please download "Terms of the Award" from hria.org/tmf/Patterson for information regarding use of the Award funds, reporting schedule, and other Awardee and institutional requirements.

Frequently Asked Questions may also be found at this site.

Continue to the following page for Application Submission Instructions

Submission Instructions

ONLINE APPLICATION DEADLINE

May 8, at 12:00 Noon, U.S. Eastern Time

Before beginning the online submission, download and save the “**Application Forms**” which can be found at hria.org/tmf/Patterson.

Use one of the following links to access the online application:

Start a New Application:

https://www.GrantRequest.com/SID_738?SA=SNA&FID=35066

Continue a Saved Application:

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

The following sections must be completed within the online application form:

- **Institution’s Tax ID Number**
- **Eligibility Quiz**
- **Application Data:** Institution where proposed research will be conducted, Applicant’s contact information and educational background
- **Project:** Project Title, Keywords, Project Summary, Non-technical Summary and Mentor information
- **Research Classification***
- **Research Area***
- **Letters of Support:** Mentor/Division Chief plus two additional Recommenders (*The last page of these instructions will walk you through the process of requesting these confidential letters*)
- **Attachment:** One PDF document is required for upload

*Research Classification and Research Area are used for administrative tracking purposes only and are not used in the scientific review.

Documents listed in items #1 – 9 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/Division Chief, and the Office of Sponsored Programs or the Institutional Officer administratively responsible for research oversight. All information on the Face Sheet must be typed.

The signatures of the Applicant and Mentor/Division Chief on the Face Sheet will confirm responsibility for obtaining any required human subjects (IRB) and other institutional approvals. In addition, the Mentor’s/Division Chief’s and Institutional Officer’s signatures 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.

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

2. **Table of Contents:** Follow the Table of Contents and **number ALL pages sequentially**. The Table of Contents is page #2.
3. **Research Project Summary and Performance Sites:** Complete the form according to the instructions at the top of that page. Use the same Project Summary in both the online form and PDF document. This summary will be posted on our website if the project is funded (*maximum of 300 words*).
4. **Non-Technical Summary:** Prepare a lay-language description of the proposed research that can be understood by the general public. Use the same Non-Technical Summary in both the online form and PDF document (*maximum of 350 words*).
5. **Budget Forms (A1 – C):** Complete Forms A-1 and A-2 for each year of the Award and summarize any additional support for the project on Form B. Indirect costs are not allowed.

All applicants must demonstrate sufficient salary support to protect 70% time (with clinical responsibilities) or 90% time (without clinical responsibilities) for research. Patterson Trust Award funds may be used for salary support, research supplies and certain ancillary costs specific to the Applicant's project. Equipment purchase may not exceed \$2,000 (*see "Terms of the Award"*).

6. **Applicant's Biosketch:** Use the latest NIH Biographical Sketch form, http://grants.nih.gov/grants/funding/424/SF424R-R_biosketchsample_VerC.docx. We recommend using SciENcv software to generate the biosketch (<http://www.ncbi.nlm.nih.gov/sciencv/>).
7. **Mentor's or Division Chief's Biosketch:** Use the latest NIH Biographical Sketch form, http://grants.nih.gov/grants/funding/424/SF424R-R_biosketchsample_VerC.docx and forward this document to the Applicant for inclusion in her/his document upload.
8. **Research Proposal** (*maximum of 6 pages, not including Human Subjects Section and References*):
 - Specific Aims
 - Background
 - Preliminary Data (*if available*)
 - Research Design, Experimental Methods and Analytical Plan
 - Limitations and Contingencies
 - Expected Outcomes and Future Directions
 - Research involving Human Subjects must include the possible risks of the study as well as steps planned to protect patient safety. Justification of the sample size and a power calculation must also be included

Research Proposal Format: Format this section in **Arial 11**. Use single or double line spacing within paragraphs, double line spacing between paragraphs, and one inch or

larger margins on all four sides. Any figures, graphs, tables or pictures must be included within these six pages (*minimum is an 8-point size for these visuals*). Appendices are not permitted.

9. **Letters of Collaboration** (*if applicable*): Collaboration letters must be forwarded to the Applicant for inclusion in the uploaded document. These are brief letters (up to one page) addressing the nature of the collaboration and the role of the Collaborator. Do not include the Collaborator's C.V.

10. **Mentor's or Division Chief's Letter of Recommendation** (*maximum of four pages and submitted confidentially through the online application system*):

The Mentor or Division Chief must have an active research program within the institution where the Applicant is conducting the proposed research.

- Describe Applicant's qualifications (*scientific background/training; research ability/potential; self-reliance/independence; critical thinking skills*)
- Provide a **clear mentorship plan** stating support that the Applicant will receive to further develop his/her scientific career and promote his/her independence
- Include a brief description of the research facilities and equipment available to the Applicant for the completion of the proposed project
- Publication and publication history will be used as criteria to judge the productivity of the Applicant. Please comment on the Applicant's publication history and include an explanation if the Applicant has limited or no publications.

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

Recommenders should describe their association with the Applicant and comment on the following:

- Applicant's scientific background and training;
- Research ability and potential;
- Self-reliance and independence;
- Critical thinking skills.

For PhD Applicants, one of the two letters must be from the Thesis Advisor. If that person is unable to provide a letter, the Applicant must include an explanation as to why in the Research Proposal section of the application.

For MD Applicants, one of the two letters must be from your Residency or Fellowship Director. If that person is unable to provide a letter, the Applicant must include an explanation as to why in the Research Proposal section of the application.

Direct any Questions to:

Gay Lockwood, Senior Program Officer
The Medical Foundation at HRIA
Patterson Trust Mentored Research Award
95 Berkeley Street, Room 202 / Boston, MA 02116
GLockwood@hria.org / 617-279-2240, x702

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Letters of Recommendation Upload

THREE confidential letters are required and must be from 1) your Mentor or Division Chair, 2) your Thesis Advisor (*PhD Applicants*), Residency or Fellowship Director (*MD Applicants*) and 3) your choice.

The Applicant must send an email request via the online application system and the Recommenders must use the website link provided in the email to upload the letters of recommendation. It is critical that you contact your Recommenders early on in the application process to allow them sufficient time to prepare and upload their letters.

Instructions for Sending an Email Request to each Recommender:

- On the “Recommenders” page, input the names and emails of the three Recommenders.
- Check the “Send Email” box for the specific individual you are contacting. (**Note:** the form default is to have all of the “Send Email” boxes checked so make sure you uncheck the others until you are ready to draft that person’s message).
- Click on the “Send” button.
- This will bring you to the “Notify Selected Recommenders” page. Here, you will customize the subject line and email message for each individual contact.
- Draft your email.
- Click on the “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.

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. Late submissions will be rejected.

Additional Instructions:

- Notify your Recommenders to expect the email request from you. If they do not receive the email(s) within the same day as the request, they should check their Junk Mail folders.
- The Recommenders must use the link provided in the email request and log-in from the email address that your request was sent to.
- The letter of support must be in PDF format on institutional letterhead. Letters 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.
- If any Recommender is unable to find the email with the link or if you want to change the Recommender, use the My Account page to access your application, remove that request and restart the process.
- Paper copies of the letters of recommendation will not be accepted.