

Charles A. King Trust
Postdoctoral Research Fellowship Program

Bank of America, N.A.,

Melissa MacGillivray Dane, and Susan Monahan, Co-Trustees



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| <p><u>Guidelines for</u> <u>CLINICAL and HEALTH</u> <u>SERVICES APPLICANTS</u></p> | <p><u>Online Application Deadline:</u> Friday, February 9, 2018 3:00 P.M., U.S. Eastern Time</p> |
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AWARD PERIOD

September 1, 2018 – August 31, 2020

AWARD AMOUNT

Two-year grants currently range from \$95,350 to \$110,650 total inclusive of a \$2,000 annual expense allowance.

PROGRAM OVERVIEW

Established in 1936, the Charles A. King Trust was created to “support and promote the investigation of human disease and the alleviation of human suffering through improved treatment.” In keeping with these principles, the King Trust today supports postdoctoral fellows in the basic sciences and clinical and health services research through the Charles A. King Trust Postdoctoral Fellowship Program.

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. To meet this goal the Program provides vital support to prepare postdoctoral fellows for academic careers as successful independent investigators in biomedical research.

The King Clinical Research Program supports clinical or health services research scientists in the early to mid-stages of their research training, with special attention to the critical period of *mentored* research after the completion of clinical training. Clinical and Health Services 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 research, health policy, outcomes research, and population health, regardless of specialty or discipline. Research may take place in a broad range of settings including community sites. Research projects involving animal or cell culture models **are not** eligible in the Clinical/Health Services Research fellowship category and should be directed to the King Trust Basic Sciences category.

Although the majority of funding comes from the Charles A. King Trust, other donors and private foundations also contribute to this Program. Proposals focused on cancer or blindness (not visual impairment), are highly encouraged due to the availability of dedicated fellowships supported by the generous funding contributed respectively from the Sara Elizabeth O’Brien Trust, Bank of America, N.A., Trustee and the Simeon J. Fortin Charitable Foundation, Bank of America, N.A., Trustee.

Bank of America, N.A., serve as the Co-Trustee of the Charles A. King Trust. U.S. Trust, Bank of America Private Wealth Management works with The Medical Foundation at Health Resources in Action (HRiA), to select the most qualified applicants. HRiA is a nonprofit organization in Boston that advances public health and medical research. The Medical Foundation supports both gender and ethnic diversity across all of its grant programs.

| Historical Statistics | 2013 | 2014 | 2015 | 2016 | 2017 |
|-------------------------------------|------|------|------|------|------|
| # of Clinical Research Applications | 19 | 28 | 27 | 32 | 17 |
| # of Clinical Health Awards | 3 | 2 | 2 | 2 | 3 |

ELIGIBILITY REQUIREMENTS

The King Fellowship supports research disciplines across all biomedical fields, in keeping with the Foundation’s mission. Clinical and health services research fellowships support *mentored* research studies involving *human* subjects, tissues, or data involving human patients.

Clinical/Health Services Applicants must meet the following eligibility requirements by the dates indicated:

1. By the funding start date (September 1, 2018), hold a M.D., D.M.D., M.D./Ph.D., Ph.D., or comparable degree **and** work in an academic or medical research institution in the state of Massachusetts;
2. By the funding start date, apply under the guidance of a Mentor who is an established investigator with an active research program. **Mentors are expected to be involved** in the planning, execution, and supervision of the proposed research;
3. By the application deadline (February 9, 2018), the applicant must have **at least one primary, peer reviewed research article from their postdoctoral work. Articles in press, or submitted for review should be publicly available as a preprint (e.g. BioRxiv).**
4. By the funding start date, applicants must fall into one of the following categories:
 - a. **Applicants with Clinical Responsibilities:**
 - Must have protected time of at least 70% to devote to research;
 - Must be engaged in mentored postdoctoral research;
 - Candidates with an M.D. or combined degree may have up to five (5) years of full-time employment (**see definition below**) since completion of **residency** training
 - **Full-time employment is defined** as employment following residency (or similar clinical training). For M.D. applicants, periods of **full-time** research training in a degree-granting program (i.e., study for a Ph.D, MPH, or MSc degree) beyond those required as part of an ACGME- approved training program are excluded.
 - Clinicians in fields without formal internship and residency requirements (e.g. PhD Psychologists and PharmD applicants) have five (5) years after completion of all clinical education required for licensing in their respective fields.
 - b. **Applicants without Clinical Responsibilities:**
 - Must commit at least 90% time to research;

- Must have completed at least three (3) years and no more than five (5) years of full-time postdoctoral research experience (see **definition below**). Eligible applicants will have begun their full-time postdoctoral work between September 1, 2013 and August 31, 2015;
 - **Postdoctoral research experience is defined** as full-time employment, after receiving one's first doctoral degree, as a postdoctoral fellow in a research laboratory or similar professional experience (e.g. positions in biotechnology and pharmaceutical industries) five full days each week. All postdoctoral research experience completed domestically and abroad is counted.
- 4. Only one applicant per Mentor may apply per application cycle; there are no institutional limitations on the number of applicants who may submit applications;
- 5. United States citizenship is not required; visa documentation is not required.

NOTE: All applicants must exclude any interrupted research time for family or medical leave or for other reasons, from the total full-time employment. However, part-time employment may be cumulative towards these eligibility requirements and must be documented by the Mentor.

MENTOR'S LETTER OF SUPPORT

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

- The applicant meets all eligibility requirements as stated in the Guidelines.
- Include plans for mentoring the applicant in support of the proposed project, and plans for the applicant's continued progress towards becoming an independent investigator.
- If applicable, Mentors must also confirm an applicant's degree(s) obtained outside the U.S. are equivalent to the M.D., D.M.D., Ph.D., or other doctoral degree.
- If applicable, anything other than full-time experience in fulfillment of these requirements must also be documented.
- See additional detail in the Instructions for Application Submission.

CAREER DEVELOPMENT AWARDS

Applicants **may not** hold a concurrent Career Development Award, including an NIH K Award or equivalent, at the time of application or award. **It is the responsibility of applicants/awardees** to contact The Medical Foundation regarding the following:

- Applicants must withdraw their proposals if they receive a Career Development Award or equivalent before the funding start date of September 1, 2018;
- Awardees must 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.

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 www.hria.org/tmf/King to view a list of past awardees.

The criteria used by the reviewers to evaluate applications include:

- **Applicant's** demonstrated competency and potential for an independent career in research that will lead to the alleviation of human suffering through improved treatment;

- Project will contribute to the applicant’s professional training and growth;
- Qualifications of the **Mentor** and the mentor’s commitment to supervise and train the Applicant during the research period as described in the required Letter of Support;
- Letters of Recommendation that attest to the applicant’s qualifications, their potential to become an independent investigator, and the importance of the proposed research;
- Strength of publications relevant to the field of study;
- Innovation, impact and creativity;
- **Research Proposal:**
 - 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.

NOTIFICATION TO APPLICANTS

Applicants will be notified by email in August 2018 following the determination of available funds by the Charles A. King Trust and other donors. Due to the volume of submissions, proposal critiques or ranking are not provided to successful or unsuccessful applicants.

RELATED DOCUMENTS

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

- **Terms of the Award** - information on use of the grant funds, payment schedule, reporting schedule and other Award Recipient and Institutional requirements.
- **Frequently Asked Questions**
- **Application Forms**

Continue to the following page for Application Submission Instructions

INSTRUCTIONS FOR APPLICATION SUBMISSION

Online Application Deadline:
Friday, February 9, 2018
3:00 P.M., U.S. Eastern Time

Please use the following links to access the Online Application:

- Begin a New Online Application:
<https://www.grantrequest.com/Login.aspx?ReturnUrl=%2fapplication.aspx%3fSA%3dSNA%26FID%3d35057%26sid%3d738&SA=SNA&FID=35057&sid=738>
- Return to a Saved Online Application:
https://www.GrantRequest.com/SID_738?SA=AM

The following sections must be completed within the Online Application:

- Institution's Tax ID Number
- Eligibility Quiz
- Applicant Data: Institution, contact and educational background information
- Research Project: Project Title, Keywords, Project Summary, Non-technical Summary, and Mentor information
- Research Classification and Research Area (**Research Classification and Research Area are used for administrative tracking purposes only and not used in the scientific review.*)
- Mentor/Recommenders: Online request form for the confidential Letters of Support and Recommendation. Please see further instructions below **(A)**.
- Attachments: A PDF document must be uploaded to the Online Application. Please see further instructions below **(B)**.

A. Letters of Support and Recommendation:

THREE confidential letters are required and must be submitted through the online system. They must be from 1) your Mentor (Letter of Support), 2) your Thesis Advisor, Residency Director, 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 last 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.

1. Instructions for Mentor's Letter of Support (maximum of four pages):

- Describe the Applicant's qualifications and provide a clear mentorship plan (included within the four page maximum) stating how the Mentor will be involved in the planning, execution, and supervision of the proposed research, and support the Applicant to further develop his/her 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.
- A brief description of the research facilities and equipment available to the Applicant should also be included.
- For applicants who have not completed their fellowship training, the Mentor's letter should include a description of plans that will allow the Applicant to continue her / his work following completion of the fellowship requirements.
- Mentor must confirm the Applicant's **eligibility**, including: percent of time dedicated to research, number of years of full-time employment or postdoctoral research experience as described on page 2 (*Applicants with Clinical Responsibilities* or *Applicants without Clinical Responsibilities*). Please explain if other than full-time experience is being considered in fulfillment of these requirements, or if there was time taken for leaves.
- **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.**
- Confirm degrees obtained outside the United States are equivalent to the M.D., D.M.D., Ph.D. or other doctoral degree.

2. Instructions for Letters of Recommendation (maximum of four pages per letter):

- 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 (if the thesis advisor is unable to provide a letter, the Applicant must provide an explanation in the PDF upload);
- For M.D. applicants, instead of a thesis advisor letter, a letter of recommendation is required from the Residency Director or Clinical Fellowship Director who can comment on your training and how they perceive your future potential.

B. Attachment Instructions for PDF:

Documents listed below in items #1 – 7 must be combined into ONE PDF document for online upload. Templates for #1-4 are required for the uploaded PDF document and are located at www.hria.org/tmf/King.

1. **Application Face Sheet (template provided):** The Face Sheet must be completed and signed by the Applicant, Mentor, and the Office of Sponsored Programs or the Institutional Officer administratively responsible for oversight of the project. The signatures of the Applicant and Mentor on the Face Sheet will confirm responsibility for obtaining any required human subjects

(IRB), animal use (IACUC), or institutional equivalent approvals. In addition, the Mentor's and Institutional Officer's signatures will confirm that **all eligibility requirements have been met**. Endorsement by the Institutional Officer confirms that the Institution will commit to appropriate oversight if the project is funded. Once all signatures have been obtained, the Face Sheet should be scanned and used as page 1 of the uploaded document. Applicants should allow enough time to gather the required signatures for submission. This document will not be accepted after the deadline.

2. **Table of Contents (template provided):** Follow the Table of Contents and number pages sequentially.
3. **Project Summary (template provided):** Please include a 300-word summary stating the project's broad, long-term objectives and specific aims. Use the same Project Summary in both the online form and PDF document.
4. **Biosketch of Applicant (maximum of five pages, template provided):** Follow the instructions included in the biosketch template. These instructions should be deleted prior to submission.
5. **Research Proposal (maximum of six pages, excluding references cited). 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. Clinical/Health Services Research proposals involving Human Subjects must include the possible risks of the study as well as steps planned to protect patient safety.

Research Proposal Format:

- Include at the top of each page in the margin, the Applicant's full name, degree(s) and Institution.
- Use Arial 11 font size in the text of the research proposal section.
- Any figures, graphs, tables or pictures must be included within the six pages. For these visuals, the minimum is an 8-point font size.
- Use single spacing within paragraphs, double spacing between paragraphs and at least half-inch margins on all four sides.
- Appendices are not permitted.

6. **Mentor's Biosketch and List of Trainees (maximum of six pages):**

Use the latest NIH biosketch, incorporating the items below:

- a. Personal Statement
- b. Positions and Honors
- c. Contributions to Science
- d. Research Support (*Current & Pending*)
- e. Up to one page listing of previous trainees with their current positions (included in page count)

7. **Thesis Advisor Explanation (only applicable if applicant has a Ph.D):** If the thesis advisor is unable to write a Letter of Recommendation, please include a brief explanation of why and who will take their place.

Please note: Out of fairness to applicants who adhere to the guidelines, applications that do not conform to the stated application procedures or that contain more than the specified number of pages or letters will be rejected. Applications that are not properly organized will be rejected.

Contact:

The Medical Foundation at HRiA
Charlene Mancusi, Grants Officer
CMancusi@hria.org
617-279-2230

Revised November 2017

ADDITIONAL INSTRUCTION: MONITORING AND UPLOAD OF LETTERS

Instructions for Applicants to send an email request to your Mentor/Recommender:

Within the online application form, on the “Recommenders” page:

- Input the Mentor and two Recommender’s names and emails.
- 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 off so be careful to uncheck the boxes for the individuals you are not contacting).
- Click on the “Send” button.
- This will bring you to the “Notify Selected Recommenders” page:
 - Draft your email: customize the subject an email message for each individual contact.
 - Click on the “Write Email & Send” button. This will send the email to your selected mentor/recommender(s). Included in the sent email is an automatically generated website link that the Mentor/Recommender **must use** to upload their letter.
 - After sending your email, you will be redirected back to the “Recommenders” page.

Tips:

- Send Mentors/Recommenders the Guidelines, noting the specific content instructions for the Letters.
- The letter of support must be in a PDF format and official letterhead is preferred. Do not password-protect the letters. All letters must be written in English. Before upload, PDFs should be titled, ApplicantLastNameFirstName(MentorLastName).
- Notify your mentor/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 email folder.
- The mentor/recommenders must use the link provided in the email request and log-in with the email address that the Applicant provided.
- If the mentor/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.
- If a mentor is a recommender for a different applicant, please advise them to confirm they are uploading the correct letter to the correct application.
- When the mentor/recommender submits their letter, it will become a part of your application. You can view the status of your online recommendations each time you log into your My Accounts page (https://www.grantrequest.com/SID_738/?SA=AM). It is the applicant’s responsibility to monitor the status of the online recommendations prior to the application deadline.
- Only one Mentor’s Letter is allowed. If applicable, any co-mentor letters should be one of the two additional recommendation letters.
- Applicants will not be able to complete the application process if the letters are not uploaded.
- Letters will not be accepted after the deadline.
- Paper copies of the letters of support/recommendation will not be accepted.