

**Patterson Trust Fellowship Program in Clinical Research
Frequently Asked Questions**

Eligibility

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

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

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

Yes, one application per applicant.

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

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

Are leaves of absence counted in the experience maximum?

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

How do you count part-time research experience?

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

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

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

Do I need to be enrolled in an Accreditation Council of Graduate Medical Education (ACGME) Fellowship to be eligible for the Patterson Trust Program?

No, this is not required.

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Application Guidelines and Online Submission

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

The Authorized Institutional Representative is often in the Office of Sponsored Programs and signs off on the application to insure that you and the Institution have met the eligibility requirements. The Institutional Officer to Receive Funds is typically the Fiscal Officer and receives award payments, prepares fiscal reports and oversees other financial requirements of your grant. Please check with your institution to determine who should sign these sections of the Application Face Sheet.

Will the Patterson Trust sponsor my work visa?

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

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

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

Is there a Biosketch format that I should use?

You may use either of the two current NIH Biographical Sketch forms and follow the instructions in the Patterson Trust Application Guidelines on what to include.

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

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

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

There is a separate log-in for “returning users.” Instead of using the link for “Start a new application,” click the link that states “Return to a saved application.” After logging in, you will see the name of the application that you started. Click on that link and then continue the submission process.

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

Please designate one Primary Mentor to be responsible for research progress and administrative oversight. The Face Sheet should contain only the Primary Mentor’s information. It will be acceptable to include bio-sketches for both Mentors. The five

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page limit is per Mentor. There can only be a total of three letters of recommendation; therefore, the Co-Mentor's letter will be counted as one of the three confidential letters of recommendation.

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

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

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

Yes, please number all pages of the application and update the Table of Contents with the appropriate page numbers.

Recommendation Letters

Is the Mentor's Letter of Recommendation confidential?

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

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

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

What if I am an MD and do not have a thesis advisor to write a letter of recommendation?

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

Can a letter of recommendation be mailed in?

No, all letters must be submitted through the online system.

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To whom are the letters of support/recommendation addressed?

Reference letters may be addressed to the Scientific Review Committee.

Additional Questions

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

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