

## FREQUENTLY ASKED QUESTIONS

Note: Many questions are answered in the 2017 King Guidelines: [www.hria.org/tmf/King](http://www.hria.org/tmf/King)

### GENERAL ELIGIBILITY

**Guidelines state that a Mentor may submit only one fellowship candidate per application cycle. One of the postdoctoral fellows in our group with the same Mentor is currently funded by the King Trust. Would my Mentor still be able to sponsor me as a candidate?**  
Yes, you are eligible – two NEW people cannot apply from the same lab for the same application deadline.

**Can my Mentor submit one fellow for Clinical and one fellow for Basic Science?**

No, only one applicant per Mentor may apply per application cycle.

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

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

**I already have a funded fellowship and am looking for research support for my project. Am I still eligible to apply for the King Trust Fellowship?**

No, the two-year King Trust Fellowship is for salary only and includes a \$2,000 research allowance. This allowance may **not** be used for institutional overhead.

**How do I determine completed years of experience on the Face Sheet?**

When you add up all the months of full-time experience, if the final figure is, for example, 2 years and 10 months, you would check off 2 years on the Face Sheet. This number will determine the appropriate stipend level. This is not used for the eligibility requirement.

**Should I include my postdoctoral research experience in my former lab?**

Yes - all postdoctoral research experience, former and current, should be counted. However, if after your receiving one's degree, any time spent in the graduate lab to finish up papers, etc, should not be counted.

**How do you count part-time research experience?**

Part-time research experience is pro-rated. If you were conducting one year of postdoctoral research experience 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.

## FREQUENTLY ASKED QUESTIONS

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

No, the time spent conducting research for a second doctoral degree does not count as postdoctoral research experience.

### **What do you mean by “Applicants must be working in an academic or medical institution in the State of Massachusetts and have the required minimum/maximum years of experience.”? Do you mean “must be working” at the time of application or at the time of the beginning date of the fellowship?**

Applicants must be present and have started their work in a MA lab by the funding start date of the program (September 1).

### **How do I determine my eligibility if I hold a Ph.D. but do not hold an M.D.?**

Candidates who hold a Ph.D. must have completed at least three years but no more than five years of postdoctoral training by the funding start date. This requirement is the same whether applicants are applying to the Clinical/Health Services Research or Basic Science Fellowship.

## **BASIC SCIENCE ELIGIBILITY**

### **How do I calculate years of postdoctoral research experience if I am a physician and want to apply to the Basic Science fellowship?**

Physicians usually complete their residency and then enter fellowship programs to obtain additional clinical training as well as research training. When physicians are applying for King Trust Basic Science Fellowships, they must have completed at least three years but no more than five years of full-time basic science research. This requirement may be completed at any time after award of their M.D. or M.D./Ph.D. or comparable degrees.

#### Example:

Mark Smith, MD, PhD

- |                               |  |
|-------------------------------|--|
| • 2006                        | MD/PhD   |
| • 2006 – 2007                 | Postdoctoral research year in laboratory setting         |
| • July 2007 – June 30, 2010   | Medical residency  |
| • July 2010 – June 30, 2013   | Fellowship in a Medical subspecialty – clinical training |
| • July 1, 2013 – Sept 1, 2017 | Fellow in a Basic Science lab                            |

ELIGIBLE? NO. When applicants apply to the Basic Science Fellowships, they must have completed at least three years but no more than five years of full-time basic science research by the funding start date. All postdoctoral research experience is counted towards the total. Dr. Smith has completed 1 year ('06 – '07) PLUS 4 years, 2 mos (July 13 – Sept 17) for a total of 5 years, 2 mos postdoc experience, which exceeds the program eligibility.

## FREQUENTLY ASKED QUESTIONS

### CLINICAL & HEALTH SERVICES ELIGIBILITY

#### **I am a physician and have finished my clinical training. I am considering applying for the Clinical/Health Services Research fellowship. How do I determine if I am eligible?**

Physician scientists usually complete their residency and then enter fellowship programs to obtain additional clinical training and research training. Most ACGME-accredited subspecialty fellowship programs last three years. Physician scientists with clinical responsibilities are eligible up to five years after completing residency training, thus including both fellowship & early faculty positions. For example, a physician who is completing their clinical research fellowships may be given the faculty title of “Instructor,” even though they are still completing their fellowship training. Physician scientists without clinical responsibilities must have between three and five years of postdoctoral *research* experience.

#### Examples:

Jane Smith, MD is an applicant WITH clinical responsibilities.

- 2010 MD
- 2010 – August 31, 2013 Medical Internship & Residency
- Sept 1, 2013 – Sept 1, 2016 Cardiology Fellowship

ELIGIBLE? YES. Physician scientists with clinical responsibilities are eligible up to five years after completing residency training. Dr. Smith completed her medical residency August 31, 2013. Therefore, she’d start counting her full-time employment from September 1, 2013. By the funding start date of the program, she will have completed 4 years of research training.

Jorge Rodríguez, MD, PhD is an applicant WITHOUT clinical responsibilities.

- 2011 MD/PhD
- 2011 – June 30, 2014 Pediatrics Internship & Residency
- July 1, 2014 – Sept 1, 2017 Postdoctoral Fellowship

ELIGIBLE? YES. Physician scientists without clinical responsibilities must have between three and five years of postdoctoral research experience. Dr. Rodríguez completed his medical residency June 30, 2014. Therefore, he’d start counting his postdoctoral research experience beginning July 1, 2014. By the funding start date of the program, he will have completed 3 full years, plus 2 months, of postdoctoral research training.

E. Liu, MD, PhD is an applicant WITHOUT clinical responsibilities.

- 2006 MD
- 2009 PhD
- 2009 – Dec 31, 2010 Medical Internship
- Jan 1, 2010 – Dec 31, 2016 Postdoctoral Fellowship

ELIGIBLE? NO. By the funding start date of the program, Dr. Liu will have earned over 6 years of postdoctoral research experience. This exceeds the 5 years allowable. However, Dr. Liu would be eligible if one or more years of the postdoctoral fellowship was occupied by family or medical leave.

## FREQUENTLY ASKED QUESTIONS

### CHANGE OF STATUS

#### **What if my Fellowship Status Changes?**

Applicants promoted to an independent faculty position on or before the funding start date indicated in the Guidelines are not eligible to accept a King Trust Fellowship.

Following receipt of a fellowship, any change in academic status must be reported to The Medical Foundation division. It will then be determined on a case by case basis whether or not the fellowship can continue.

### RECOMMENDATION LETTERS

#### **Is the Mentor Letter of Support confidential?**

Yes, the Mentor Letter of Support is confidential. The letter will be submitted on your behalf by your mentor through the online application. Please see additional instructions in the Guidelines.

#### **What if I am an M.D. 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 Ph.D. degree. For M.D. applicants, please ask for a letter of recommendation from your Residency Director or someone equivalent who can comment on your training and how they perceive your future potential.

#### **Is it okay to submit a letter in a language other than English?**

No.

#### **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 Ph.D. training who can comment on your work during this time. Also, please have your current mentor explain in his/her letter why you are unable to get the reference letter from your thesis advisor or you may provide a short letter with a brief explanation.

#### **To whom are the letters of support/recommendation addressed?**

Reference letters may be addressed to the Scientific Review Committee.

## FREQUENTLY ASKED QUESTIONS

### APPLICATION QUESTIONS

#### **Where do I begin?**

Please go to [www.hria.org/tmf/King](http://www.hria.org/tmf/King) and download the Application Guidelines.

#### **Do you have templates to create the PDF upload?**

Yes. We have templates that you should use for the Face Sheet, Table of Contents, Project Summary, and Modified Biosketch. All are downloadable via the link above.

#### **What is the difference between the Authorized Institutional Representative and the Institutional Officer to Receive Funds (on the Face Sheet)?**

Depending on the institution, the Authorized Institutional Representative (oftentimes in the Office of Sponsored Programs) usually signs off on the application to insure that you and the Institution have met the eligibility requirements. The Institutional Officer to Receive Funds (oftentimes in the Post-Award Office) is usually 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 Face Sheet.

#### **Will the King Trust sponsor my work visa?**

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

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

A letter to the Trust is not necessary prior to the submission of the application.

#### **Do I need an eRA Commons user name for the Biosketch?**

No, an eRA Commons user name is not required.

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

The tax ID number that you entered in the very first page of the online application cannot be changed. Please start a new application so that your account & application are submitted under the correct organization.

#### **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 biosketches for both Mentors. The Co-Mentor's letter will be counted as one of the two letters of recommendation.

Charles A. King Trust  
Postdoctoral Research Fellowship Program



## FREQUENTLY ASKED QUESTIONS

**After filling it out, the Application Face Sheet is longer than 1 page. Is it acceptable for the signatures to be on page 2 of the application?**

Yes, it is acceptable that the face sheet is longer than one page.

**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 numberings. It might be easiest to do this after you've merged everything into one PDF.

**Should the bibliography be placed after the research plan?**

Yes, please add the bibliography after the research proposal. The bibliography/references cited are not counted towards the total page count of the research proposal.

**Who should I contact with additional questions?**

Erin Johnstone, Program Officer

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