

# The Hilda and Preston Davis Foundation Awards Program for Eating Disorders Research



## *Frequently Asked Questions – Full Proposal*

### General Program Questions

**May I apply to the Full Proposal without submitting an Initial Proposal?**

No. Only applicants who applied to the Davis Initial Proposal stage and were invited to submit Full Proposals may do so.

**If I am invited and apply for a Full Proposal and do not receive an Award, may I apply in future years?**

Yes.

**Are all research projects involving clinical trials beyond the scope of this program?**

Yes.

**Are all research projects involving obesity research and/or binge eating research beyond the scope of this program?**

Yes.

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

No.

**Is there a limit on how many fellows may apply from the same lab?**

Yes. There can only be one fellow/applicant per lab/mentor per grant cycle.

**Is United States citizenship required?**

Applicants do not have to be U.S. citizens but they must hold a faculty appointment at a non-profit academic, medical, or research institution in the United States.

**Do clinicians and/or collaborators need to meet the eligibility requirements of the program?**

No. Only the PI/applicant must meet the eligibility requirements.

**Does the clinician providing the Letter of Support need to be from the same institution as the applicant?**

No.

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### General Application Questions

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

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

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

Yes. Templates provided are indicated in the Guidelines and all are downloadable via the link above.

#### **What is an Initial Proposal?**

The Davis Foundation Awards Program is a two-stage proposal process. All applicants will submit an Initial Proposal in the first stage. Based upon the review results, only invited applicants will receive instruction to submit a Full Proposal in the second stage.

#### **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.

#### **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.

#### **I have started and saved an Online Application. However, when I try to log-in, I cannot find my previous application. Do I need to start a new one?**

No – there is a separate log-in link for applicants who have already started and saved an application. Please be sure to click the link titled, “Return to a Saved Online Application” to access your previous form.

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**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.

**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.

**Can the recommenders send his/her letter directly to The Medical Foundation?**

No. It is the applicant's responsibility to request the letters from the recommenders in time to submit the completed proposal (including the letters) by the stated deadline. Letters will not be accepted after the deadline.

**To whom are the letters of recommendation addressed?**

Recommendation letters may be addressed to the Scientific Review Committee.

### SENIOR POSTDOCTORAL FELLOWSHIP Questions

**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, 4 years and 10 months, you will check the box for "4" 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.

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### **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 is considered full-time experience?**

Full-time postdoctoral research experience is defined as employment as a postdoctoral fellow in a research laboratory five full days each week. If research was interrupted for medical leave of absence, to complete clinical training or for other reasons, these months are not considered part of the full-time postdoctoral research experience. Part-time employment, as documented by the Mentor, may be cumulative towards postdoctoral research experience.

### **How are the letters confidential?**

The letters will be submitted on your behalf by your recommenders through the online application. Please see the last page in the Senior Postdoctoral Fellowship Guidelines for detailed instruction.

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

Applicants promoted to an independent faculty position on or before July 1, 2013 are not eligible to accept a Davis 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.