

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



<p><u>Invited Full Proposal Guidelines for SENIOR POSTDOCTORAL FELLOWS</u></p>	<p><u>Full Proposal Online Application Deadline:</u> Friday, February 16, 2018 12:00 Noon, U.S. EDT</p>
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The Davis Foundation Awards Program for Eating Disorders Research is a two-step proposal process. After the Initial Proposal phase, selected applicants are invited to submit a Full Proposal.

The Full Proposal process requires an Online Application, Application Face Sheet (with signatures), Project Summary, six-page Research Proposal, Applicant Biosketch, Mentor Biosketch and List of Trainees, and Thesis Advisor Explanation (if applicable).

Notification to Applicants

Applicants will be notified of the final funding decisions in April 2018.

PROGRAM OVERVIEW

Established in 2009, the Hilda and Preston Davis Foundation was created to "...to advance the development of all areas of the lives of children and young adults...with special emphasis...on those suffering from eating disorders." The primary goal of The Hilda and Preston Davis Foundation Awards Program for Eating Disorders Research is to support innovative, clinically relevant research that seeks to understand the underlying biology of eating disorders, including anorexia nervosa and bulimia nervosa, leading to improved patient care. To meet this goal, the Program provides vital support to Senior Postdoctoral Fellows and Junior Faculty Investigators working in non-profit academic, medical and research institutions in the United States to build a strong workforce dedicated to the etiology of eating disorders, its associated pathologies, and to drive therapeutic and treatment development. Applicants at the Junior Faculty level should refer to the Guidelines for Junior Faculty Investigators.

AWARD OVERVIEW

The new Davis Foundation Awards Program for Eating Disorders Research will distribute up to two (2) Senior Postdoctoral Fellowships annually beginning with the 2018 grant cycle. The funding level for the two-year senior postdoctoral fellowship award is estimated at up to \$110,000 each, but will be adjusted based upon awardee experience and will be comparable to current NIH fellowship levels. Funding is anticipated to begin May 1, 2018 – April 30, 2020.

RESEARCH FOCUS AND CLINICAL RELEVANCE

In keeping with the Foundation's mission, the Program supports all areas of basic and translational research in eating disorders. Obesity research is outside the scope of this program. Proposals are encouraged that address current roadblocks to progress in the eating disorder field and include, but are not limited to, the interrogation of the genetics and associated molecular pathways that are specifically relevant to eating disorder pathology, the development of clinically-relevant mammalian animal models and systems biology approaches that address disease complexity and heterogeneity. Animal model research should be limited to mammals and exploratory clinical trials may be considered.

To advance our understanding of the underlying biology of eating disorders while maintaining relevance to human pathobiology and treatment, proposals will be required to provide support documentation taking the clinical perspective of the proposal into consideration. For example, such documentation will support the relevance of preclinical animal models to the human disease and assessing the appropriateness of proposed neural circuitry or cell-based studies for addressing disease-related questions. These recommended changes in the Program are designed keep the relevance of proposed projects sharply focused on eating disorders.

PROGRAM ADMINISTRATION

The Hilda and Preston Davis Foundation works with The Medical Foundation at Health Resources in Action (HRiA), to select the most qualified applicants and awardees. 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.

ELIGIBILITY REQUIREMENTS for SENIOR POSTDOCTORAL FELLOWS

Senior Postdoctoral Applicants must meet the following eligibility requirements by the Funding Start Date:

- 1) Hold a Ph.D., M.D., or comparable degree and work in non-independent, mentored, training positions, at a non-profit academic, medical or research institutions in the United States;
 - a) Ph.D. candidates must have completed **at least three (3) years and no more than seven (7) years** of full-time postdoctoral research experience (see definition below).
 - **Postdoctoral research experience is defined** as full-time employment, after receiving one's first doctoral degree, as a mentored postdoctoral fellow in a research laboratory or similar professional experience (e.g. equivalent positions in biotechnology and pharmaceutical industries) five full days each week. All postdoctoral research experience completed domestically and abroad is counted;
 - Exclude any interrupted research time for family or medical leave or for other reasons, from the total years of postdoctoral experience. However, part-time employment may be cumulative towards these eligibility requirements;
 - Must commit at least 90% time to research;
 - Confirmation of meeting these eligibility criteria must be documented by the Mentor;
 - b) M.D. candidates 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) may have **up to five (5) years** after completion of all clinical education required for licensing in their respective fields;
- 2) 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 and must submit a Letter of Support including a mentorship plan (see below);
 - 3) Research must have clinical perspective, confirmed through a Letter of Support for the project from a clinician with proven experience and qualifications for treating eating disorders (see below);
 - 4) Applicants may not hold Career Development Awards or be a PI/Co-PI on federal and non-federal funding (see below);
 - 5) Only one applicant per Mentor may apply per application cycle; there are no institutional limitations on the number of applicants who may submit applications;
 - 6) United States citizenship is not required; visa documentation is not required.

CAREER DEVELOPMENT AWARDS

Senior Postdoctoral Fellow 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;
- 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.
- If Applicants are notified of funding **after** April 1, 2018, this will not impact eligibility for a Davis Foundation Award. **However, it is the responsibility of all applicants to contact The Medical Foundation as soon as any new funding is received.**

SELECTION CRITERIA for SENIOR POSTDOCTORAL FELLOWS

The Scientific Review Committee uses the following criteria to evaluate proposals:

- Impact on the applicant’s professional training and growth towards establishing a successful independent research career in the eating disorders field;
- Career goals and trajectory of the applicant in the eating disorder research field;
- Qualifications of the **Mentor** and the degree of commitment to supervise and train the Applicant during the research period and strength of their Letter of Support;
- Letters of Project Support that demonstrate the importance of the proposed research and clinical relevance to the understanding and treatment of eating disorders;
- Strength of publications relevant to the field of study;
- **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.

RELATED DOCUMENTS

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

- **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

Full Proposal
Online Application Deadline:
Friday, February 16th, 2018
12:00 Noon, U.S. EDT

NOTE: Invited applicants to the Full Proposal received an email with a link to access the online application. Please contact CMancusi@hria.org if you have misplaced this email.

SECTION I: Online Submission:

Please **review and update** any of the following sections for the second online submission:

- Applicant Data: Institutional information, Applicant contact and educational background
- Research Project: Project Title, Keywords, Project Summary, Non-Technical Summary

The following section **must be uploaded** to the online application form:

- Attachment: A PDF document must be uploaded. See instructions below.

Attachment Instructions for PDF: The documents listed below must be combined and converted into **ONE PDF** file for upload to the Online Application. Name this document LastName, FirstName.pdf (for example: Smith, Jane.pdf).

Application Forms and a Budget Spreadsheet are required for the uploaded PDF document. They are downloadable here: hria.org/tmf/DavisFellow

1. **Application Face Sheet:** The Face Sheet is the first template provided in the Application Forms. It must be completed and signed by the Applicant and the Office of Sponsored Programs or the Institutional Officer administratively responsible for the oversight of the project.

The signature of the Applicant on the Face Sheet will confirm their responsibility for obtaining any required human subjects (IRB), animal use (IACUC), or institutional equivalent approvals. In addition, the Institutional Officer's signature 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.

The address for the Institutional Officer to receive funds should be the Lockbox or mailing address of where the award payment checks should be sent.

Once all signatures have been obtained, scan the Face Sheet and use as page 1 of the PDF.

2. **Table of Contents:** Follow the order of the Table of Contents provided in the Application Forms and fill in the page numbers for each section.

3. **Project Summary** (*maximum of 350 words*): Please copy the Project Summary from the Online Application into the Application Form template. The 350-word summary must include the project's broad, long-term objectives and specific aims.

4. **Applicant's Biographical Sketch** (*maximum of five pages*): The most current NIH Biographical Sketch Form must be used.

5. **Research Proposal** (*maximum of six pages, not including references cited*): Outline succinctly the nature of your proposed project and its relevance.

Within the page limit, include these sections:

- 1) Background and Significance;
- 2) Specific Aims;
- 3) Preliminary data (if available);
- 4) Research design, experimental methods and analytical plan;
- 5) Research limitations and contingencies;
- 6) Projected Timeline of proposed research project;
- 7) References cited (*not part of page count*).

Proposal Format:

- Include at the top of each page the Principal Investigator's full name, degree(s) and Institution.
- Arial size 11 font must be used 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. Margins on all 4 sides must be at least ½ inch wide.
- Appendices are not permitted, however References Cited should be added to the Proposal (*not included in the 6 page count*)

6. **Mentor's Biosketch and List of Trainees** (max 6 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 additional 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.

Important! 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 Information:

Charlene Mancusi, Grants Officer

The Medical Foundation at HRiA

95 Berkeley Street, Suite 202

Boston, MA 02116

Tel: 617-279-2230

Email: CMancusi@hria.org