



**The Charles A. King Trust Postdoctoral Fellowship Program
Bank of America, N.A., Edward Dane, and Lucy West, Co-Trustees**

Application Guidelines

The deadline for online submission is 12:00 Noon on Tuesday, December 15, 2009 and mailed submission is 5:00 p.m. on Friday, December 18, 2009. Both online and mailed submissions must be completed. Funding begins on July 1, 2010. A later start date is allowed but all awards must be activated by October 1, 2010. Up to 12 two-year grants ranging from \$43,000 to \$50,000 per year, inclusive of a \$2,000 expense allowance, will be awarded.

Program Overview and Statement of Purpose

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/health services research. Bank of America, Edward Dane, and Lucy West serve as Co-Trustees of the Charles A. King Trust.

Bank of America works with The Medical Foundation, a division of Health Resources in Action (The Medical Foundation division) to select the most qualified applicants. The Medical Foundation division is a part of a nonprofit organization committed to health promotion through the support of medical research and community health initiatives.

The Charles A. King Trust Postdoctoral Fellowship Program supports clinical or health services research scientists in the early to mid stages of their research careers and basic scientists in the later stages of their postdoctoral research training. The primary goal of the Program is to prepare postdoctoral fellows for academic careers as successful independent investigators.

investigators. Although the majority of funding comes from the Charles A. King Trust, other donors and private foundations also fund the Program.

Historical Statistics	2009		2008	
	Basic	Clinical	Basic	Clinical
# of Applications	143	28	121	23
# of Awards	14	2	13	2

Eligibility Requirements

1. Applicants must be working in an academic or medical research institution in the state of Massachusetts and have the required minimum/maximum years of experience.
2. Applicants must be at the fellowship level under the supervision of a faculty member.
3. Mentors must confirm that degrees obtained outside the United States are equivalent to the M.D., D.M.D., Ph.D. or other doctoral degree.
4. United States citizenship is not required; visa documentation is not required.
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.

Fellows must meet all eligibility requirements. The Mentor must state the number of years of full-time postdoctoral experience that the Fellow will have completed by July 1, 2010.

Additional Eligibility Requirements, noted below must be confirmed by the Mentor in his/her letter. If other than full-time experience is being considered in fulfillment of these requirements, this must also be documented in the Mentor’s letter.

**Additional Eligibility Requirements –
Clinical/Health Services Research Applicants**

Clinical/Health Services Research fellowships support such areas as physiological research, behavioral science and health education research, translational research (the application of bench research to patient care), epidemiological research, health policy, and outcomes research.

Research may take place in a broad range of settings including community sites. Synergy is encouraged between basic science and clinical research through projects that narrow the physical and intellectual distance between laboratory-based and clinical research efforts. The program also seeks to impact public health by supporting researchers with an interest in and commitment to population health issues.

Research projects involving animal models are not eligible in the Clinical/Health Services Research fellowship category but can be designated as Basic Science applications if other eligibility requirements are met.

The Additional Eligibility Requirements for Clinical/Health Services Research Applicants are separated into two categories:

1. Fellows with Clinical Responsibilities:

By July 1, 2010, Clinical/Health Services Research fellowship applicants holding the M.D., D.M.D., M.D./Ph.D., Ph.D. or comparable degrees with clinical responsibilities must:

- have protected time of at least 70% to devote to research;
- have completed clinical training;
- be enrolled in a postdoctoral fellowship program. Although no minimum previous fellowship experience is required, the maximum is five years of full-time postdoctoral experience. Physicians remaining in a fellowship capacity who have the title of “Instructor” are eligible.

2. Fellows without Clinical Responsibilities:

By July 1, 2010, Clinical/Health Services Research fellowship applicants holding the Ph.D. or other degrees without any clinical responsibilities must:

- commit at least 80% time to research;
- have completed at least three years and no more than five years of full-time postdoctoral research experience; eligible applicants will have begun their full-time work between July 1, 2005 and July 1, 2007.

**Additional Eligibility Requirements –
Basic Science Applicants**

Basic Science Research fellowships support all research disciplines in the biomedical fields. By July 1, 2010, Basic Science fellowship applicants holding the Ph.D., M.D., D.M.D., M.D./Ph.D. or comparable degrees, must commit at least 80% time to research and have completed at least three years and no more than five years of full-time postdoctoral research experience. Eligible applicants will have begun their full-time work between July 1, 2005 and July 1, 2007.

Definition of Terms: Full-time postdoctoral research experience is defined as employment as a postdoctoral fellow in a research laboratory or similar professional experience (i.e. positions in biotechnology and pharmaceutical industries) 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 these eligibility requirements.

Applicants must apply for the fellowships under the guidance of a Mentor who is an established investigator with an active, productive research program. The Applicant’s Mentor should be involved in the planning, execution, and supervision of the proposed research. There are no

institutional limitations on the number of applicants who may submit applications.

Selection Criteria: The Review Committees use the following criteria to evaluate applications:

- Applicant’s demonstrated competency and potential for a career in research;
- Qualifications of the Mentor and the degree of commitment to supervise and train the Applicant during the proposed research period;
- Letters of Recommendation;
- Research 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 data analysis are feasible and appropriate to the proposal’s aims;
- Project will contribute to the professional training and growth of the Applicant; and,
- Project will advance knowledge that may someday lead to improving the quality of human life.

Award Duration, Stipend, Expense Allowance, and Use of Funds: The two-year King Trust Fellowship stipends are roughly equivalent to fellowships offered by the National Institutes of Health (NIH). Although awards are made for two consecutive years, funding of the second year is not automatic and is dependent upon a satisfactory progress report as determined by the Scientific Review Committee.

The two-year stipend is for salary only (not subject to deductions for fringe benefits by the Sponsoring Institution) and is based on the number of years of completed full-time postdoctoral experience, as of July 1, 2010. Project start date may be delayed until no later than October 1, 2010. The stipend does not increase in Year 2.

At the discretion of the Award Recipient, up to \$2,000 of the annual award amount may be designated for research supplies, equipment, health insurance, and travel to scientific meetings that is the sole financial obligation of the Fellow. With the Mentor’s approval, the Fellow may elect to use the \$2,000 or a portion of it to supplement the Fellow’s salary. This allowance or any portion of it may **not** be used for institutional overhead. A portion of the allowance will be incorporated into each award payment.

Full-Time Postdoctoral Experience (Years Completed)					
<u>Clinical/ Health Services</u>	<u>Basic Science</u>	Stipend per Year	Expense Allowance per Yr	Annual Total	Two- Year Total
Less than one year	N/A	\$41,000	\$2,000	\$43,000	\$86,000
1	N/A	42,000	2,000	44,000	88,000
2	N/A	43,000	2,000	45,000	90,000
3	3	44,000	2,000	46,000	92,000
4	4	46,000	2,000	48,000	96,000
5	5	48,000	2,000	50,000	100,000

Notification to Applicants: Applicants will be notified by email upon receipt of their applications. Final notification to award recipients will occur in June 2010 following the determination of available funds by the Charles A. King Trust and additional funds available from other donors.

Terms of the Award

Fellowship awards are made to non-profit academic, medical, or research institutions in the state of Massachusetts on behalf of the Fellow. The laws of the United States place certain restrictions on the manner in which funds awarded to organizations by charitable trusts and foundations may be expended. The institutions are responsible for administering the stipend and maintaining adequate supporting records for training-related expenses. Indirect costs may not be charged against the awards.

The Medical Foundation division does not withhold any amount for income tax purposes. It is the responsibility of the Fellow to contact the Internal Revenue Services or the Fellow's Institution's fiscal office to determine the tax status of the award.

Institutional Assurances: Recipients are expected to adhere to all federal, state, and local regulations regarding the use of animals, radioactive or hazardous materials, and recombinant DNA in their research projects. Fellows are expected to adhere to all national and institutional regulations regarding human studies in their research projects, including informed consent when appropriate. The Charles A. King Trust also expects that the appropriate federal, state, and local guidelines with regard to scientific misconduct are in place and enforced at all institutions with which its award recipients are affiliated.

Fellows should follow their institutions' patent, copyright, and intellectual property policies regarding discoveries that result from research conducted under this award. Bank of America, Co-Trustee of the Charles A. King Trust will not retain any rights to published results or patents that result from the research.

It is the responsibility of the Fellow's Institution to make sure that all approvals have been secured prior to releasing any funds. The signature of the Institutional Officer on the Face Sheet will confirm that these items have been reviewed and approved by the Institution.

Supplementation of Fellowship: Because the fellowship stipend may not cover total institutional compensation, supplementation by the Grantee Institution is permitted and encouraged. The total of all competitive fellowship awards plus any institutional supplementation cannot, however, exceed the annual salary or total compensation for the Fellow's position as determined by the

Institution. It is not acceptable to hold concurrently a named fellowship from another source that supports a full salary.

Reporting Requirements: Acceptance of a fellowship from the Charles A. King Trust Program includes a commitment to provide both Progress and Final Research Reports. The Mentor is required to complete a section of the Fellow's Progress Report that addresses the Fellow's research plans during the second year of funding. The Mentor is also expected to summarize the Fellow's research accomplishments and plans for the future as part of the Fellow's Final Report. Progress Reports are due on April 1, 2011.

Year 2 Funding: Second-year funding will be approved upon the satisfactory completion of the progress report as determined by the Scientific Review Committee. The Mentor is also expected to summarize the Fellow's research accomplishments and plans for the future as part of the Fellow's Final Report. Final Reports are due on August 1, 2012. Fellows will receive an emailed reminder and an electronic Reporting Form from The Medical Foundation division one month prior to all Report deadlines.

Change of Status: The Fellow and the Mentor must notify The Medical Foundation division of any change in the Fellow's academic status at least 30 days prior to such change. Bank of America, Co-Trustee of the Charles A. King Trust reserves the right to terminate the Fellowship Award in the event of a significant change in the Fellow's academic status. Likewise, receipt of major additional funding must also be reported to The Medical Foundation division.

Transfer of Fellowship: Fellowships awarded by the Charles A. King Trust are made to the institution where the named Fellow is conducting research. In the event that the Fellow or Mentor leaves that institution, the award is not transferable without prior approval of The

Medical Foundation division, administrator of the Charles A. King Trust Fellowship Program. In most cases, Fellows will need to relinquish the award if he or she transfers to an institution outside of Massachusetts. If the project is terminated for any reason, any unused funds must be returned to The Medical Foundation division within thirty (30) days of the termination of research activity.

Acknowledgments: Award recipients are expected to share scientific findings in a timely manner through professional meetings and/or publications. Scientific publications or presentations resulting from research supported by the award must acknowledge the **Charles A. King Trust, Bank of America, Co-Trustee**. If the fellowship is supported by a named donor, the Fellow is expected to send a brief note of appreciation to the donor at the beginning of the fellowship.

Application Instructions

The complete application process requires an online submission as well as a mailed package containing the Face Sheet with original signatures, **FIVE** printed and stapled copies of the document uploaded online, and three confidential letters of recommendation.

Application Deadlines (Sections I & II must be completed)

SECTION I: Online Submission Deadline:

December 15, 2009 (12:00 Noon)

SECTION II: Mail Submission Deadline:

December 18, 2009 (5:00 p.m.)

SECTION I: Online Submission Deadline:

December 15, 2009 (12:00 Noon)

Please use the following links to access the appropriate stage of the online application:

Begin Online Application:

https://www.GrantRequest.com/SID_738?SA=SNA&FID=35044

Continue Online Application:

https://www.GrantRequest.com/SID_738?SA=AM

The following sections must be completed for the online submission:

- A. Eligibility Questionnaire
- B. Applicant Information: Applicant contact and educational background information
- C. Project Information: Mentor, Project Title, Keywords, Project Summary, Non-technical Summary and Institution information
- D. Attachment: Forms required for the uploaded attachment can be found in a separate MS Word document located on www.tmfgrants.org/king. Documents listed in items #1 – 8 (below) must be combined into **ONE PDF** document for upload:

1. **Application Face Sheet:** 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 the oversight of the project. Information on the Face Sheet must be typed.

The signatures of the Applicant and Mentor on the Face Sheet will confirm their responsibility for obtaining any required human subjects (IRB), animal use (IACUC), institutional and international 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. The address for the Institutional Officer to receive grant funds should indicate the Lockbox or mailing address of where the award payment checks should be sent.

Once all signatures have been obtained, the Face Sheet should be scanned and used as page 1 of the uploaded document.

2. **Table of Contents:** Follow the Table of Contents and number pages sequentially.

3. **Project Summary Form:** Please include a 350-word summary stating the project's broad, long-term objectives and specific aims. Use the project summary in both the online submission and PDF document. Project Summary Form is available on www.tmfgrants.org/king.
4. **Applicant's Biosketch (maximum of three pages):** The NIH R01 PHS 398 Biographical Sketch form must be used. Include name, position title, education/training, positions/honors, and publications in chronological order. List publications and materials that are in submission or in press in the following categories: a) peer-reviewed articles, b) non peer-reviewed articles such as reviews and book chapters, and c) abstracts within the last two years. Citations should include all authors, year, title, journal, volume, and inclusive pagination. Applicants who received doctoral degrees before July 1, 2005 must explain the reason for the lapse in postdoctoral research experience.
5. **Research Proposal** (maximum of six pages not including bibliography). Within the six-page limit, include:
 - Background (Include a statement on your Mentor's contribution to the proposal);
 - Specific Aims;
 - Preliminary data (if available);
 - Research design and experimental methods;
 - Research limitations and/or potential pitfalls;
 - 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.

Format: 11-point font must be used in the text of the six-page research proposal section. This section must also be formatted with single spacing within paragraphs, double spacing

between paragraphs and one-inch margins or larger margins on all four sides. Any figures, graphs, tables or pictures must be included within these six pages. For these visuals, the minimum is an 8 point-font size.

Supplementary material (i.e. reprints of publications, appendices, etc.) will not be reviewed.

6. **Mentor's Biosketch (not to exceed five pages):** The NIH R01 PHS 398 Biographical Sketch form must be used. The Mentor's NIH biosketch should include selected publications, a list of current and pending support for the laboratory, and a list of previous trainees with their current positions.
7. **Mentor's Letter of Recommendation: All Mentors must state the number of years of full-time postdoctoral experience that the Fellow will have completed by July 1, 2010.** The Letter should describe the Applicant's qualifications; how the fellowship will assist the Applicant in preparing for a future independent position; and a brief description of the research facilities and equipment available to the Applicant for the completion of the proposed project. Please refer to Additional Eligibility Requirements (page 2) for other remarks to be included in this letter.
8. **Thesis Advisor Explanation (if applicable):** If the thesis advisor is unavailable to write a letter of recommendation, please include a brief explanation of his/her unavailability. Please place this brief statement after the Mentor's Letter. Applicants with a recommendation letter from the Thesis Advisor are not required to provide an explanation.

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.

SECTION II: Applicant's Mail Submission:

December 18, 2009 (5:00 p.m. ET)

On or before **Friday, December 18, 2009 at 5:00p.m.**, a mailed or hand delivered parcel must arrive at the office of The Medical Foundation division with the following items:

- ✓ **Completed, original Face Sheet with signatures.**

- ✓ **FIVE stapled copies of the document uploaded as part of your online submission. Changes and alterations to the uploaded document for the printed version are not allowed.**

- ✓ **Three Confidential Letters of Recommendation:** In addition to the Mentor's Letter of Recommendation that is uploaded online, three confidential Letters of Recommendation (each envelope must be sealed) are also required, one of which must be from the thesis advisor for applicants who hold a Ph.D. If the thesis advisor is unable to furnish a letter, the Applicant must include a brief explanation in the application packet (please refer to Item #8).

It is the responsibility of the Applicant to obtain these three letters, each in a sealed envelope, and include the three envelopes with the application materials. Members of the Scientific Review Committee give considerable weight to these letters. 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. The Medical Foundation division will **not** accept letters that are mailed separately.

Submit Applications to:

Linda Lam, Program Officer
The Medical Foundation, a division of HRiA
Charles A. King Trust Postdoctoral
Fellowship Program
95 Berkeley Street, Suite 208
Boston, MA 02116
Tel. 617-279-2240, x710
Email: LLam@hria.org