



## Lymphatic Research Foundation Postdoctoral Fellowship Awards Program

Two-year fellowships from \$39,500 - \$47,500 annually  
2010 Grant Cycle: Funding period: July 1, 2010 – June 30, 2012

### Application Guidelines

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**The online submission deadline is 1:00 p.m. (GMT-5) Eastern Time Zone for USA & Canada (ET) on Tuesday, December 1, 2009 and the mailed submission deadline is 5:00 p.m. ET (GMT-5) on Tuesday, December 8, 2009.** Both online and mailed submissions must be completed. Funding begins on July 1, 2010. A later start date is allowed but the award must be activated by October 1, 2009. Up to three (3) two-year awards will be made.

#### **Program Overview & Statement of Purpose**

Founded in 1998, the Lymphatic Research Foundation (LRF) is a not-for-profit organization dedicated to promoting and supporting lymphatic research.

The lymphatic system is a central and vital functional component of the human body, yet historically in the medical research community there has been a serious neglect of this system. Increasingly, researchers are recognizing that the lymphatic system plays a key role in several important disease groups, including cancer and autoimmune disorders, as well as a wide range of lymphatic diseases including lymphedema. Despite the central and vital role of lymphatic function to human health and well-being, governmental and private funding for lymphatic research has been limited. Without progress in understanding the lymphatic system through scientific investigation, patients will not have new treatments and cures for lymphatic disorders.

**LRF's mission** is to promote and support basic and translational research, and to foster an interdisciplinary field of research that will result in improved understanding and advances in the prevention, diagnosis and treatment of

lymphedema, lymphangiomas, cystic hygromas, lymphangiectasias, mixed vascular disorders and/or other lymphatic disorders.

The goal of the Fellowship Program is to expand and strengthen the pool of outstanding junior investigators in the field of lymphatic research. The awards will support investigators who have recently received their doctorates, a critical point in career development when young scientists choose their lifelong research focus. Over time, the Program will seed the field of lymphatic research to assure future leadership, fostering discoveries that will lead to therapeutic advances.

LRF has retained The Medical Foundation, *a division of Health Resources in Action* (The Medical Foundation division) to manage all administrative aspects of the LRF Postdoctoral Fellowship Awards Program. Established in 1957 as a non-profit organization to support medical research, The Medical Foundation division creates and administers high quality research grant programs for private individuals, trusts and foundations. To date, The Medical Foundation's clients have supported nearly 1,800 scientists.

#### **Research Focus**

Funded projects will include lymphatic system research which will result in improved understanding and advances in the prevention, diagnosis or treatment of lymphedema, lymphangiomas, cystic hygromas, lymphangiectasias, mixed vascular disorders and/or other lymphatic disorders. Projects in lymphoma or leukemia research are outside the scope of this program.

## Eligibility Requirements

The Lymphatic Research Foundation is accepting applications worldwide from postdoctoral fellows who will meet the following eligibility requirements by **July 1, 2010**:

- Received a Ph.D. or equivalent and/or a M.D. or equivalent from an accredited domestic or foreign institution;
- Commit at least 80% time for research or, at least 70% time for research if the applicant also has clinical responsibilities;
- Have completed no more than three years of full-time postdoctoral research experience;
- Be a postdoctoral fellow under the supervision of a faculty member;
- Conduct the proposed research project at a hospital, university or other research institution (there are no institutional limitations on the number of applicants who may submit); and,
- Submit a project relevant to the mission of the Lymphatic Research Foundation. Eligibility is **not** limited to those investigators with past experience in the field.

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. The Mentor is not required to have lymphatic research expertise. Only one fellow from a mentor's laboratory may apply to the LRF 2010 Grant Cycle.

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.

**The Mentor's letter must state the number of years of full-time postdoctoral research experience that the Fellow will have completed by July 1, 2010.** The Mentor's signature on the Face Sheet also confirms that all eligibility requirements have been satisfied.

## Selection Criteria

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

- Novelty of research and relevance to the mission of LRF;
- 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 fellow during the proposed research period;
- Letters of Recommendation; and,
- Research methodology, data collection and data analysis are feasible and appropriate to the research proposal's aims.

## Award Duration, Stipend and Expense Allowance

The two-year Lymphatic Research Foundation Fellowship stipends are roughly equivalent to fellowships offered by the National Institutes of Health (NIH). The awards are issued in U.S. dollars. Although awards are made for two consecutive years, funding of the second year is not automatic and is dependent upon a satisfactory review of first year progress by the Scientific Review Committee.

The 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 the funding start date of July 1, 2010.

At the discretion of the Award Recipient, up to \$1,500 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 \$1,500 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.

Postdoctoral Research Experience (Yrs Completed)	Stipend	Expenses	Annual
0	\$ 38,000	\$ 1,500	\$ 39,500
1	40,000	\$ 1,500	41,500
2	43,000	\$ 1,500	44,500
3	46,000	\$ 1,500	47,500

### Notification to Candidates

Candidates will be notified by email upon receipt of their applications. Final notification to award recipients will occur in April 2010.

### Terms of the Awards

Fellowship awards are made to non-profit academic, medical or research institutions on behalf of the grant recipients. 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 and LRF do not withhold any amount for income tax purposes. It is the responsibility of the Fellow to contact the Internal Revenue Service or the Grantee Institution's fiscal office to determine the tax status of the award.

**Institutional Assurances:** Recipients are expected to adhere to all national, 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. LRF also expects that the appropriate national, 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. LRF 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 Fellow's 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 Lymphatic Research Foundation 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. LRF reserves the right to terminate the Fellowship Award in the event that the Fellow is promoted to a faculty position or leaves the institution. Likewise, receipt of major additional funding must also be reported to The Medical Foundation division.

**Transfer of Fellowship:** Fellowships awarded by the LRF 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 LRF Postdoctoral Fellowship Awards Program. 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. Grant recipients are also expected to submit abstracts to the Gordon Conference on *Molecular Mechanisms in Lymphatic Function and Disease*. Scientific publications or presentations

resulting from research supported by the award must acknowledge the *Lymphatic Research Foundation* and in some cases where a specific donor has supported the fellowship, the donor should also be acknowledged. 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 and correspond with the donor at least twice each year on an informal basis.

## **Application Instructions**

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

**Application Deadlines** (Sections I & II must be completed)  
SECTION I: Online Submission Deadline:  
December 1, 2009 (1:00 P.M. ET, GMT-5)  
SECTION II: Applicant's Mail Submission  
Deadline: December 8, 2009 (5:00 P.M. ET, GMT-5)

### **SECTION I: Online Submission Deadline: December 1, 2009 (1:00 P.M. ET GMT-5)**

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=35042](https://www.GrantRequest.com/SID_738?SA=SNA&FID=35042)

Continue Online Application:

[https://www.GrantRequest.com/SID\\_738?SA=AM](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/lrf](http://www.tmfgrants.org/lrf). 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.

2. **Table of Contents:** Follow the Table of Contents and number pages sequentially beginning with the Application Face Sheet as page number one.
3. **Project Summary Form:** Please include a 350-word summary stating the project's broad, long-term objectives and specific aims. The project summary is requested in both the online submission and PDF document. Project Summary Form is available on [www.tmfgrants.org/lrf](http://www.tmfgrants.org/lrf).
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 selected publications in chronological order. List publications 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.

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;
  - How the project contributes to the field of lymphatic research. Describe how the findings will result in improved understanding and/or advances in the prevention, diagnosis or treatment of lymphedema, lipedema, lymphangiomas, cystic hygromas, lymphangiectasias, lymphangiomatosis, mixed lymphatic/vascular disorders and/or other lymphatic disorders.

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, and additional data) 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 of Recommendation 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.

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. 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. All materials must be in English.

**SECTION II: Applicant's Mail Submission:**  
**December 8, 2009 (5:00 P.M. ET, GMT-5)**

On or before **Monday, December 8, 2009 at 5:00 P.M. ET, GMT-5**, a mailed 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 printed version are not allowed.**
- ✓ **Two Confidential Letters of Recommendation:** In addition to the Mentor's Letter of Recommendation that is

uploaded online, two confidential Letters of Recommendation 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 two letters, each in a sealed envelope, and include the two envelopes with the mailed 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 sent separately.

**Submit Application to:**

Linda Lam, Program Officer

The Medical Foundation, a division of HRiA  
LRF Postdoctoral Fellowship Awards Program  
95 Berkeley Street, Suite 208

Boston, MA 02116, U.S.A.

Email: [LLam@hria.org](mailto:LLam@hria.org), Tel: 1-617-279-2240, x710