



Lymphatic Research Foundation

Postdoctoral Fellowship Awards Program

Frequently Asked Questions

General Eligibility Questions

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.

Must the applicant be nominated by his/her institution?

No.

Is there a limit on how many applications in one cycle may be submitted from one applicant?

Yes, one application per applicant.

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 LRF. 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.

I already have a fellowship and/or other funding sources that support my full salary and now looking for research support for my project. Am I still eligible to apply for the LRF Fellowship?

No, the two-year LRF Fellowship is for salary only and includes a \$1,500 research allowance. This allowance may **not** be used for institutional overhead or supplies.

How do I determine completed years of experience?

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.

Change of Status

What if my Fellowship Status Changes?

Applicants promoted to an independent faculty position on or before July 1, 2010 are not eligible to accept a LRF Fellowship.

Following receipt of a fellowship, any change in academic status must be reported to The Medical Foundation division. 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.



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Recommendation Letters

Is the Mentor Letter confidential?

No, the Mentor Letter is not confidential and may NOT be in a sealed envelope. See the guidelines for content and appropriate placement of this letter within the PDF document to be uploaded online.

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 Chief Resident or someone equivalent who can comment on your training and how they perceived your future potential.

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.

Can the Letters of Reference be sent directly to The Medical Foundation?

NO, it is the Candidate's responsibility to obtain the two Letters of Recommendations ahead of time in sealed envelopes and clip those envelopes to the Face Sheet of the original. Any Letters of Reference that arrive separately will be returned.

To whom are the letters of recommendation addressed?

Recommendation letters may be addressed to the Scientific Review Committee.

Should I include the Biosketch of Co-Mentors?

The Biosketch of Mentors or collaborators with significant roles on the project may be included (4-page maximum for each). Please include a brief description of these investigators' roles as part of the document upload.

Application Guidelines

What is the difference between the Sponsored Programs Officer and the Institutional Officer to Receive Funds?

Depending on the institution, 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 is usually the fiscal officer and receives award payments, prepares fiscal reports and oversees other financial requirements of your



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grant. Please check with your institution to determine who should sign these sections of the Face Sheet.

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

No letter to the Trust is necessary prior to the submission of the application.

How do I apply?

Please go to www.tmfgrants.org/lrf and download both Application Guidelines and Forms for directions. The online submission deadline is 12:00 Noon on Tuesday, December 1, 2009. The mailed submission deadline for applications to be received in the office (not postmarked) is 5:00 p.m. on Tuesday, December 8, 2009.

How do I combine and convert multiple documents into one PDF file?

Please refer to the last page of this document for step-by-step instructions.

Can we send the Mailed Submission Materials by FedEx, UPS, etc?

Yes, any mailing service is acceptable as long as your application arrives in our office. The telephone number is 617-279-2256 and the mailing address is:

The Medical Foundation
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.

Who should I contact with additional questions?

Linda Lam, Program Officer
617-279-2240, x710
LLam@hria.org



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Directions for combining and converting all requested materials into ONE PDF document for upload: Please name this file: LastName, FirstName.pdf. For example, Jane Smith's file would be named, Smith, Jane.pdf.

Instructions for Combining Multiple PDF Documents Adobe Acrobat Version 8

The following instructions apply to Adobe Acrobat Version 8. For instructions on combining files in Adobe Acrobat versions 5, 6, or 7, visit the following website:

<http://etd.byu.edu/creation/PDFs/Adobe%20Acrobat%20PDFs/UsingAdobeAcrobat.pdf>

This editing cannot be done with Adobe Reader or Distiller. To combine multiple PDF documents into one document:

1. If you have Word documents to include, you must first convert all Word documents to PDF documents before beginning the combination process.
2. Open Adobe Acrobat.
3. Click on **Combine Files** from the **File** drop-down menu.
4. In the Combine Files dialog box:
 - Click **Add Files** to locate the first file to be converted. Select the file and click "Add File."
 - Repeat the above step to attach as many documents as you would like to combine
 - Select "Next" at the bottom right-hand corner.
 - Keep the option at the top as "Merge files into a single PDF."
5. Files are converted and consolidated in the order shown in the list. To move a file up or down the file list, select the filename and click **Move Up** or **Move Down** as needed. To remove a file from the file list, select the filename and click **Remove**.
6. When you have added all the files to be converted and have the files in the desired sequence, click **Create** (bottom right) to convert and consolidate the files into one PDF file. When the conversion is complete, you can name and save the consolidated PDF file by clicking "Save" in the bottom right-hand corner.