



The Patterson Trust Postdoctoral Fellowship Program in Brain Circuitry Bank of America, Trustee

Application Guidelines

The deadline for application submission is 5:00 p.m. on Monday, September 15, 2008. Funding begins on January 15, 2009. A later start date is permitted but all awards must be activated by July 1, 2009.

Approximately 10 two-year awards will be made to postdoctoral fellows working in non-profit academic, medical and research institutions in the states of Connecticut, New Jersey and New York. The number of awards made to each state will be dependent on the quality of applications received from each state.

Program Overview and Statement of Purpose:

Beginning in 2007, the Robert Leet and Clara Guthrie Patterson Trust, Bank of America, Trustee supports Postdoctoral Fellowships in Brain Circuitry. This is the final two-year funding for postdoctoral fellows whose basic research has direct relevance to the understanding of brain circuitry. Funds will support postdoctoral fellows working in non-profit academic, medical and research institutions in the states of Connecticut, New Jersey and New York.

The Robert Leet and Clara Guthrie Patterson Trust was created in 1980 to support research "relating to human diseases, their causes and relief." As steward of the Patterson Trust, Bank of America works with The Medical Foundation's Scientific Review Committees to select the most qualified applicants. Research conducted by Patterson Trust Fellows will seek fundamental insights into the mechanisms by which neural circuits control behavior. Through these insights, it may become possible to clarify the root causes of diseases that affect millions, including schizophrenia, mood disorders, degenerative brain disorders, epilepsy, and neurodevelopmental disorders such as autism.

Research Focus: The Patterson Trust encourages applications for basic research projects in brain circuitry, viewed broadly, and involving a wide range of disciplines. Examples of funding areas

include, but are not limited to: molecular genetic analysis of neural (spinal cord and brain) circuit assembly and function, *in vivo* and *in vitro* studies that link brain circuitry to behavior, the development of innovative methodologies to probe brain function at the synaptic and circuit level, and theoretical approaches to brain function and circuitry. Research projects may involve non-mammalian models when the findings are likely to increase our understanding of brain circuitry in higher animals. Clinical research and trials are currently outside the scope of the Program.

Eligibility Requirements: Applications will be accepted from postdoctoral fellows who will work in the states of Connecticut, New Jersey and New York at the start of funding:

- Received a Ph.D. or equivalent from an accredited domestic or foreign institution by the time funding begins on January 15, 2009 and will commit 100% time to research; applicants with clinical responsibilities must commit 80% time to the research;

OR

- Received an M.D. or equivalent from an accredited domestic or foreign institution by the time funding begins on January 15, 2009 and commit at least 80% time to research;
- Have completed no more than five years of full-time postdoctoral research experience by the time funding begins on January 15, 2009;
- Will conduct the proposed research project at a hospital, university or other non-profit research institution where the applicant holds a postdoctoral fellowship appointment;
- Only one applicant per Mentor may apply per application cycle; there are no institutional limitations on the number of applicants who may submit applications;

- Submit a research project with direct relevance to the understanding of brain circuitry; and,
- United States citizenship is not required.

The Mentor’s Letter of Support must state the number of years of full-time postdoctoral experience that the Fellow will have completed by January 15, 2009. The Mentor’s signature on the Face Sheet also confirms that all eligibility requirements have been satisfied.

Definition of Terms: 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 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.

All applicants must apply for the fellowships under the guidance of a Mentor who is an established investigator with an active, productive research program. The Mentor must be engaged in the planning, execution and supervision of the proposed research. Each Mentor may submit only one fellowship applicant per application cycle. There are no institutional limitations on the number of applicants who may submit applications.

Selection Criteria: The Scientific Review Committee uses 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 reference;
- 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 in brain circuitry.

Award Duration, Stipend, Expense Allowance and Use of Funds: The two-year Patterson 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 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 January 15, 2009. Fellows may delay the start of funding up to July 1, 2009. However, the stipend amount (see below) relates to postdoctoral experience completed as of January 15, 2009. The stipend does not increase in Year 2. Supplementation of the stipend is permitted; however, it is not acceptable to hold concurrently a named fellowship from another source that supports a full salary.

A research allowance of \$6,000 per year is offered to defray such awardee expenses as research supplies, equipment, health insurance, and travel to scientific meetings. The Fellow and Mentor may elect to use the \$6,000 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 or supplies.

Full-Time Postdoctoral Experience (Yrs Completed)	Stipend (Per Yr)	Expenses (Per Yr)	Annual Total	Two-Yr Total
0	\$38,500	\$6,000	\$44,500	\$89,000
1	40,000	6,000	46,000	92,000
2	42,000	6,000	48,000	96,000
3	44,000	6,000	50,000	100,000
4	46,000	6,000	52,000	104,000
5	48,000	6,000	54,000	108,000

Notification to Applicants: Applicants will be notified by email upon receipt of their applications. Final notification of status will be emailed in December 2008.

Terms of the Awards: Fellowship awards are made to non-profit academic, medical or research institutions on behalf of the Fellow. The institutions are responsible for administering the salary stipend and maintaining adequate supporting records for training-related expenses. Indirect costs may **not** be charged against the awards.

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

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

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

Supplementation of Fellowship: Because the fellowship stipend may not cover total institutional

compensation, supplementation by the Fellow's 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.

Reporting Requirements: Acceptance of a Patterson Trust fellowship includes a commitment from the Fellow 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 or before October 2, 2009. Final Reports are due within two months after the conclusion of the two-year award period. Fellows will receive an emailed reminder and an electronic Reporting Form from The Medical Foundation one month prior to all Report deadlines.

Year 2 Funding: Second-year funding will be approved upon the satisfactory completion of the Progress Report as determined by the Scientific Review Committee. Funds to support the Postdoctoral Fellowship Program are provided by the Robert Leet and Clara Guthrie Foundation, Bank of America, Trustee.

Change of Status: The Fellow is expected to notify The Medical Foundation of any change in academic status at least 30 days prior to such change. Bank of America, Trustee, reserves the right to terminate the fellowship award if the Fellow is promoted to a faculty position (i.e. Assistant Professor).

Transfer of Fellowship: The Patterson Trust Fellowships are made to the institution where the named Fellow is conducting his or her research. In the event that the Fellow or Mentor leaves that institution, the award is not transferable without prior approval of The Medical Foundation. If the Fellow relocates outside of the states of Connecticut, New Jersey or New York, the

fellowship will be terminated. If research project is terminated for any reason, any unused funds must be returned to The Medical Foundation within thirty (30) days.

Acknowledgments: Fellows 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 Robert Leet and Clara Guthrie Patterson Trust, Bank of America, Trustee.**

Application Instructions

The complete application process requires an online submission as well as a mailed copy of the application materials that are submitted online.

Application Deadlines

SECTION I: Online Submission Deadline

September 15, 2008 (5 p.m. Eastern Time)

SECTION II: Applicant's Mail Submission Deadline

September 19, 2008 (5 p.m. Eastern Time)

SECTION I: Online Submission Deadline:

September 15, 2008 (5 p.m. ET)

Begin Online Application:

https://www.GrantRequest.com/SID_738?SA=SNA&FID=35023

Continue Online Application:

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

To complete the requirements for the online submission:

- Eligibility Quiz
- Applicant Information: applicant contact and educational background information
- Project Information: Mentor, Project Title, Keywords, Project Summary, Non-technical Summary, Institution information
- Attachment: Forms required for the uploaded attachment can be found in a separate MS Word document located on www.tmfnet.org/grantmake.html. The documents listed in items #1 – 9 (below) must be combined and converted into **ONE PDF** document for upload:

1. **Application Face Sheet:** Signatures are not required at the time of the upload. The Face Sheet is the first page of the application. All information on the Face Sheet must be typed.
2. **Table of Contents:** Follow the Table of Contents and number pages sequentially beginning with the Application Face Sheet as page number one.
3. **Research Project Form:** The Research Project Summary is a 300-350 word scientific abstract stating the project's broad, long-term objectives and specific aims.
4. **Applicant's Biosketch (maximum of three pages):** Include name and position title; education, doctoral and postdoctoral training; honors, grants and fellowships; papers published and in press; and, current, completed and pending grant support. List publications in the following categories: a) peer-reviewed articles (include articles in submission), b) non peer-reviewed articles such as reviews and book chapters, and c) abstracts within the last two years.
5. **Research Proposal (maximum of six pages not including bibliography of references cited):** The six pages must include an introduction, background, specific aims, limitations, preliminary data (if available) and experimental methods. Any figures, graphs, tables or pictures must also be included within these six pages. References cited do not count toward the six-page limit. A 12-point font must be used in the six-page research proposal section. This section must also be formatted with single spacing within paragraphs, double spacing between paragraphs, and one-inch or larger margins all around. Supplementary material (i.e. reprints of publications, appendices, videotapes) will not be accepted. Additional data or addenda to the proposal will not be considered.

6. **Mentor's Biosketch** (not to exceed 5 pages): The Mentor's NIH biosketch should also 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 Support:** The Mentor's Letter of Support must be completed on institutional letterhead and signed. 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. **The Mentor's letter must state the number of years of full-time postdoctoral experience that the applicant will have completed by January 15, 2009**
8. **Thesis Advisor Explanation (if applicable):** If the thesis advisor is unavailable to write a letter of reference, please include a brief explanation of his/her unavailability. Applicants with a reference letter from their Thesis Advisor are not required to provide an explanation.
9. **Collaboration Letter (optional):** For any projects involving collaboration, it is optional to include a brief description of your collaboration.

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 or are not securely put together will be rejected.

SECTION II: Applicant's Mail Submission:
September 19, 2008 (5 p.m. ET)

After the submission of the online portion of your application, please **mail**:

- A. **Completed, original Face Sheet with signatures:** The Face Sheet must be completed by the applicant and signed by the Applicant, Mentor, and the Office of Sponsored Programs or the institutional representative responsible for

research oversight. The signatures of the Applicant and Mentor on the Application Face Sheet will confirm their responsibility for obtaining any required IRB and/or IACUC 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 also confirms that the Institution will commit to appropriate oversight if the project is funded.

- B. **One printed copy of the document uploaded as part of your online submission**
- C. **Two Confidential Letters of Reference:** In addition to the Mentor's Letter of Support that is uploaded online, two confidential Letters of Reference are also required, one of which must be from the thesis advisor.

It is the responsibility of the applicant to obtain these two letters, each in a sealed envelope, and include the two envelopes with the application materials. Members of the Scientific Review Committee give considerable weight to these letters. References 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. *Any Letters of Reference that arrive separately will be returned.*

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