



*Lymphatic Research Foundation
Postdoctoral Fellowship Awards Program
2008 Grant Cycle*

*Two-year fellowships from \$39,500 - \$47,500 annually (U.S. currency)
Funding period: July 1, 2008 – June 30, 2010*

Application Guidelines

Applicants will be selected in a two-step process. An initial two-page Letter of Intent (LOI) application must be received no later than **Tuesday, October 16, 2007 at 1:00 p.m. Eastern Daylight Time (EDT) U.S. (GMT-4)**. In November 2007, selected investigators will be invited to submit an eight page full proposal, due **Thursday, January 24, 2008 at 1:00 p.m. Eastern Standard Time (EST) U.S. (GMT-5)**. Funding begins on July 1, 2008. Up to four (4) two-year awards will be made.

Program Overview and 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 cancers 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/or advances in the prevention, diagnosis and treatment of lymphedema, lymphangiomas, cystic hygromas, lymphangiectasias, mixed vascular disorders and/or other lymphatic disorders. Projects in lymphoma or leukemia research are currently outside the scope of this program. The Postdoctoral Fellowship Awards Program is part of LRF's effort to help establish a substantial infrastructure that can support such research.

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 to manage all administrative aspects of the LRF Postdoctoral Fellowship Awards Program. Established in 1957 as a not-for-profit organization to support medical research, The Medical Foundation creates and administers high quality research grant programs for private individuals, trusts and foundations. To date, The Medical Foundation's clients have supported more than 1,300 scientists.

Research Focus

Funded projects will include lymphatic systems research which will result in improved understanding and/or 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 currently outside the scope of this program.

Eligibility Requirements

The Lymphatic Research Foundation is accepting applications from postdoctoral fellows working in the United States or in other countries who meet the following eligibility requirements:

- Hold an M.D. and/or Ph.D. degree(s) or equivalent degree(s);
- Have completed no more than three years of full-time postdoctoral research experience by July 1, 2008;
- Will conduct the proposed research project at a hospital, university or other research institution where the Applicant holds a postdoctoral fellowship appointment;
- 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 actively engaged 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.

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 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 experience that the Fellow will have completed by July 1, 2008.** 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:

- 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;
- Novelty of research and relevance to the mission of the Lymphatic Research Foundation

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, 2008. Supplementation of the stipend is permitted; however, it is not acceptable to concurrently hold a named fellowship from another source that supports a full salary.

A research allowance of \$1,500 per year is offered to defray such awardee expenses as research supplies, equipment, health insurance, and travel to scientific meetings. This allowance or any portion of it may **not** be used for institutional overhead.

Full-Time

Postdoctoral Experience (Years Completed)	Stipend (Per year)	Expenses (Per year)	Annual (Total)
0	\$ 38,000	\$ 1,500	\$ 39,500
1	40,000	\$ 1,500	41,500
2	43,000	\$ 1,500	43,500
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, 2008.

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 salary stipend and maintaining adequate supporting records for training-related expenses. Indirect costs may **not** be charged against the awards.

The Medical Foundation 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: Award recipients should follow their institutions' patent, copyright, and intellectual property policies regarding discoveries that result from research conducted under these awards. LRF will not retain any rights to published results or patents that result from the research. Recipients are expected to adhere to all national regulations regarding human studies, the use of animals, radioactive or hazardous materials, and recombinant DNA in their research projects. LRF also expects that the appropriate national and international guidelines with regard to scientific misconduct are in place and enforced at all institutions with which its award recipients are affiliated. It is the responsibility of the recipient's Institution to make sure that all approvals have been secured prior to releasing any award funds.

Reporting Requirements: Acceptance of an LRF 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. Reports are due two months prior to the end of the first year of the award.

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 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.

Change of Status: Fellowship Awards 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, grants 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 within thirty (30) days of the termination of research activity. The Fellow is expected to notify The Medical Foundation of any change in academic status. If the Fellow is promoted to a faculty position at the same institution and continues in lymphatic research, the Fellow may receive the full two years of funding from this award.

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.

Jeanne Brown, Program Officer
LRF Postdoctoral Fellowship Awards Program
The Medical Foundation
95 Berkeley Street, Suite 208
Boston, MA, 02116, U.S.A.

jbrown@tmfnet.org (617) 279-2240 x709



Lymphatic Research Foundation
2008 Postdoctoral Fellowship Awards Program

LETTER OF INTENT
APPLICATION INSTRUCTIONS

DEADLINES

October 16, 2007 (1 p.m. EDT, GMT-4)	Section I: Applicant's Online Submission
October 23, 2007 (1 p.m. EDT, GMT-4)	Section II: Applicant's Mailed Materials to be received by The Medical Foundation

I. SECTION I: Online Submission

New Users: https://www.GrantRequest.com/SID_738?SA=SNA&FID=35014

Returning Users: https://www.grantrequest.com/SID_738?SA=AM

- **Applicant Information**
 - Current contact information
 - Educational background
- **Research Project Information**
 - Research Project Mentor
 - Project Title and Key Words
 - Project Summary
 - Institution and Mentor information
- **Documents required for upload (ensure applicant name is on each page)**
 - Applicant's Biosketch (NIH Format)
 - Mentor's Biosketch (NIH Format)
 - Mentor Letter of Support
 - Letter of Intent research proposal (LOI) (Not to exceed two pages excluding references)

*The online application form can be completed in multiple sessions.
You will be allowed to save your work and complete it at another time.*

II. SECTION II: Applicant's Mailed Materials to be received by The Medical Foundation

At the completion of the online portion of your application, you must **mail**:

- Completed, original Face Sheet with signatures
- Hardcopy summary of your Online Submission
- Hardcopies of the documents uploaded as part of your Online Submission

Mail to:

Jeanne Brown, Program Officer
LRF Postdoctoral Fellowship Awards Program
The Medical Foundation
95 Berkeley Street, Suite 208
Boston, MA, 02116, U.S.A.

Mailed materials must be **received (not postmarked)** by **October 23, 2007, 1:00 p.m. EDT, GMT-4.**

DIRECTIONS

1. Read the Application Guidelines and Instructions prior to starting an application. The required documents are located at www.tmfnet.org/grantmake.html. Please download and save the following documents onto your computer:
 - Application Guidelines
 - Application Instructions
 - Face Sheet
 - Modified NIH Biosketch Template
2. Prepare the following required documents for upload:
 - Applicant's Biosketch (NIH Format)
 - Mentor's Biosketch (NIH Format)
 - Mentor Letter of Support (pdf format only)
 - LOI research proposal (Not to exceed two pages excluding references)
3. Complete and obtain appropriate signatures for the Face Sheet from the appropriate Institutional Officer and your Mentor.
4. To start an online application, go to https://www.GrantRequest.com/SID_738?SA=SNA&FID=35014 and complete the Eligibility Quiz to verify your eligibility for the Lymphatic Research Foundation Postdoctoral Fellowship Awards Program.
5. Complete all fields of the online application form and attach the required documents. The application can be completed in more than one session. After accessing these forms, each applicant must create an online account.
6. After submitting the online portion of your application, you must mail the following documents:
 - Completed, original Face Sheet with signatures
 - Hardcopy Summary of your Online Submission
 - Hardcopies of the documents uploaded as part of your Online Submission

An email notification from Jeanne Brown, Program Officer will be sent out to the applicant to confirm acceptance of complete application submission. *Applications will not be reviewed if any of the sections are incomplete.*

Please contact Jeanne Brown, Program Officer at jbrown@tmfnet.org or 617-279-2240 ext. 709 if you have any questions about the application.

SECTION I: ONLINE SUBMISSION

In order to access the online portion of the application, all applicants must use one of the following certified browsers:

- Internet Explorer 6.0 (for PC) SP-1
- Netscape 7.2
- Opera 7.5.4
- Safari 1.2 (for Mac)
- Mozilla Firefox 1.0

The Online Submission utilizes “cookies” on your computer. You may need to enable cookies in order for the online form to open correctly.

How to fill out the Online Form:

Section I of your application is an online form that will ask you for your contact and project information. The example form below contains a list of the online fields you will see, as well as an example of what an applicant might enter.

Applicant Information

ONLINE FIELD	EXAMPLE(S)/ DIRECTIONS
Please select the LRF Postdoctoral Fellowship Awards Program	<i>(please select from the drop-down menu)</i>
Please check the box if you have previously applied to the LRF Postdoctoral Fellowship Awards Program	<i>(your answer will not affect your eligibility for the Program)</i>
I have read and agree to the Application Guidelines and Instructions <i>(Please initial)</i>	JS

Applicant Information (Current)

Prefix	Dr.
First Name	John
Middle Name	George
Last Name	Smith
Degree(s)	Ph.D. <i>(select from the drop-down menu)</i>
Full Academic Title	Postdoctoral Fellow
Department	Department of Genetics
Institution	ABC University
Street Address	123 Example Street
City	Sydney
State or Province <i>(U.S. and Canada only)</i>	
State, Province or Region <i>(Outside U.S. and Canada)</i>	NSW
Postal or Zip Code <i>(For postal codes outside the U.S., please use proper spacing if applicable)</i>	2000
Country	Australia
Phone <i>(Please include appropriate country and city codes if the number is outside the U.S.)</i>	6123333333 <i>(Numbers only)</i>
Extension	123 <i>(Numbers only)</i>
Email Address	john.smith@abcuniversity.edu.au
Gender	Male
Date of Birth (mm/dd/yyyy)	1/1/1978
Country of Birth <i>(Please choose)</i>	Australia

ONLINE FIELD

EXAMPLE(S)/ DIRECTIONS

Applicant Undergraduate Information

Undergraduate Institution	GHI University
Undergraduate Field(s) of Study	Biology
Undergraduate Degree	B.Sc.
Year Awarded	2003

Applicant Graduate Information

Graduate Institution	DEF University
Graduate Field(s) of Study	Genetics
Graduate Degree	Ph.D.
Year Awarded	2006

Applicant Additional Graduate Information

Graduate Institution	
Graduate Field(s) of Study	
Graduate Degree	
Year Awarded	

Postdoctoral Research Experience

Years of Completed Full-time Postdoctoral Research Experience by July 1, 2008 (Enter only completed years of experience, in whole numbers (0, 1, 2, 3). For example, 2 years and 10 months of experience would be entered as 2. The total must not exceed three years.)	2 <u>Full-time Postdoctoral Research Experience</u> 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 clinical training or for other reasons, these months are not considered part of the full-time postdoctoral research experience.
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Project Information***Research Project Information***

Research Project Mentor	Jane Doe, M.D., Ph.D.
Project Title	Lymphangiogenesis Study
Key Words (Scientific Symbols will not be accepted in any text fields)	Lymphangiogenesis, Inflammation, Lymphotoxin
Project Summary (Scientific Symbols will not be accepted in any text fields)	The Project Summary is a 300-350 word scientific abstract stating the project's broad, long-term objectives and specific aims. Please spell out scientific symbols (example: alpha, beta), as symbol characters will not be accepted.

Institution where the proposed research will be conducted

Institution	LMN University
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Mentor Information

Prefix	Dr.
First Name	Jane
Middle Name	
Last Name	Doe

ONLINE FIELD	EXAMPLE(S)/ DIRECTIONS
Degree(s)	M.D., Ph.D.
Full Academic Title	Professor of Biochemistry
Department	Department of Genetics
Institution	LMN University
Street Address	456 Example Street
City	Alpha City
State or Province (<i>U.S. and Canada only</i>)	IL
State, Province or Region (<i>Outside U.S. and Canada</i>)	
Postal or Zip Code (<i>For postal codes outside the U.S., please use proper spacing if applicable</i>)	60601
Country	USA
Email Address	Jane.Doe@lmnuniversity.edu

Documents required for upload:

1. **Applicant's Biosketch:** *Must be either in .doc or .pdf format (not to exceed 3 pages).* In the NIH biosketch format, please 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.
2. **Mentor's Biosketch:** *Must be either in .doc or .pdf format (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.
3. **Mentor Letter of Support:** *Must be in .pdf format.* The Mentor's Letter of Support must be completed on institutional letterhead, signed and then converted to PDF format. 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 July 1, 2008.**
4. **LOI research proposal – (maximum of two pages not including bibliography of references cited):** *Must be either in .doc or .pdf format.* In these two pages briefly describe the research project – background, its specific aims, research design, and methods – and how the project contributes to the field of lymphatic research. In addition, describe how the findings will result in improved understanding and/or advances in the prevention, diagnosis or treatment of lymphedema, lymphangiomas, lymphangiectasias, cystic hygromas, mixed vascular disorders or other lymphatic disorders. Projects in lymphoma or leukemia are currently outside the scope of this program. Any figures, graphs, tables or pictures must also be included within these two pages. References cited do not count toward the two-page limit. A 12-point font must be used in the two-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.

Instructions for uploading

- ## SECTION II: MAILED SUBMISSION

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2. Mail all of the above to:

Jeanne Brown, Program Officer
LRF Postdoctoral Fellowship Awards Program
The Medical Foundation
95 Berkeley Street, Suite 208
Boston, MA, 02116, U.S.A.

Jeanne Brown, Program Officer for the LRF Postdoctoral Fellowship Awards Program at The Medical Foundation can be reached at jbrown@tmfnet.org • 617-279-2240 ext. 709.

Mailed materials must be **received** by The Medical Foundation by 1:00 p.m. EDT, GMT-4 on October 23, 2007. It is recommended to use a traceable mail service such as Federal Express or DHL.

Important! Out of fairness to applicants who adhere to the guidelines, applications that do not conform to the stated application instructions or that contain more than the specified number of pages or letters will be rejected.



APPLICANT CHECKLIST

Prior to October 16, 2007

- ☐ Read the Application Guidelines and Instructions documents (located at www.tmfnet.org/grantmake.html)
- ☐ Download and save the following documents to your computer:
 - ☐ Application Guidelines
 - ☐ Application Instructions
 - ☐ Face Sheet
 - ☐ Modified NIH Biosketch Template
- ☐ Prepare the following required documents for upload:
 - ☐ Applicant's Biosketch
 - ☐ Mentor's Biosketch
 - ☐ Mentor Letter of Support (pdf format only)
 - ☐ LOI Research Proposal
- ☐ Complete and obtain appropriate signatures for the Face Sheet from the appropriate Institutional Officer and your Mentor.
- ☐ Begin an online application at https://www.GrantRequest.com/SID_738?SA=SNA&FID=35014
- ☐ Follow the prompts to establish an online account for your online submission. Make a note of the login email you use and your password.
- ☐ Complete the Eligibility Quiz to verify eligibility for the Lymphatic Research Foundation Postdoctoral Fellowship Awards Program.

Deadline: October 16, 2007

- ☐ Complete all fields of the online submission form. The form can be completed in more than one session.
- ☐ Upload and attach all required documents to the online submission
 - ☐ Applicant's Biosketch
 - ☐ Mentor's Biosketch
 - ☐ Mentor Letter of Support (pdf format only)
 - ☐ LOI Research Proposal
- ☐ Click "Submit" and then print a copy of the summary of your submission, found under the "Submitted" tab of your online account.
- ☐ Mail the following documents, to be **received** by The Medical Foundation on or before October 23, 2007:
 - ☐ Completed, original Face Sheet with signatures
 - ☐ Hardcopy summary of your Online Submission
 - ☐ Hardcopy of the documents uploaded as part of your online submission
- ☐ You will receive the following confirmation emails:
 - ☐ Within 24 hours of online submission: an email notification from "The Medical Foundation <grants@tmfnet.org>" confirming your online submission
 - ☐ By October 25, 2007: an email notification from Jeanne Brown, Program Officer, to confirm acceptance of your complete LOI application submission