

# **CRI Irvington Postdoctoral Fellowship Program**

## **Program Description**

The CRI Irvington Postdoctoral Fellowship Program supports qualified young scientists at leading universities and research centers around the world who wish to receive training in cancer immunology. A panel of scientists drawn from our Scientific Advisory Council rigorously evaluates each candidate, the intended sponsor and training environment, and the nature and feasibility of the proposed project.

The Institute seeks hypothesis driven, mechanistic studies in both immunology and tumor immunology. The applicant and sponsor must clearly state the potential of the proposed studies to directly impact our understanding of the immune system's role in cancer risk, tumor initiation, progression, metastasis, host response to tumors and/or the treatment of cancer.

## **Eligibility Guidelines**

- Applicants for the CRI Irvington Postdoctoral Fellowship Program must be working in areas directly related to cancer immunology. An eligible project must fall into the broad field of immunology and must show relevance to solving the cancer problem. Proposals that do not encompass both these areas will not be considered.
- Applicants must have a doctoral degree by the date of award activation and must conduct their proposed research under a sponsor who holds a formal appointment at the host institution.
- Applicants with 5 or more years of relevant postdoctoral experience are not eligible, with the exception of M.D. applicants, who should not include years of residency in this calculation.
- Only in exceptional circumstances will applicants who have already spent 3 or more years in a sponsor's laboratory by the start date of fellowship be considered for a fellowship award.
- The fellowship can be performed in the United States or abroad, but must take place at a non-profit institution. There are no citizenship restrictions.
- Only one fellow per sponsor may apply per application round, and faculty sponsors may not have more than three CRI-supported fellows at any time.

## **Financial Information**

The fellowship provides a stipend of \$50,000 for the first year, \$53,000 for the second year, and \$57,000 for the third year. In addition, an allowance of \$1,500 per year is allotted to the host institution for use at the sponsor's discretion to help pay for the fellow's research supplies, travel to scientific meetings, and/or health insurance.

Deductions for administrative overhead are not allowed from either the stipend or the institutional allowance. Payments are made monthly in U.S. currency to the host institution.

## **Application Deadline**

The application deadlines are April 1 and October 1; when those dates fall on the weekend, applications are due the following Monday. Applications are due by 5 PM EST on these dates. Applicants are notified of fellowship committee decisions within approximately 10-12 weeks of the application deadline.

Fellowships can be activated three months after the application deadline but no later than one year following the deadline. Awards activate on the first of the month.

## **Application Instructions**

### **CRI Irvington Postdoctoral Fellowship Program**

Applications must be submitted electronically. Paper applications will not be accepted. The application process requires you to complete a PDF application form for institutional signatures and certification. You must also complete an electronic application form, which requires you to upload supporting materials.

#### **Completing the PDF Application Form**

Before you submit the online application form, you must first complete the attached PDF application form. Fill out the form, print it, and obtain signatures for the Institutional Certifications section. Signatures will be required from the following individuals:

1. An Internal Review Board (IRB) or certifying officer, who can attest that the proposal is in compliance with government and institutional regulations
2. The institution's administrative officer
3. The institution's financial officer

When your form is complete, you should scan it as a PDF and upload it with your other supporting materials when completing the online application form.

#### **Completing the Online Application Form**

A link to the online application can be found at <http://www.cancerresearch.org/postdoc/apply>. You will be prompted to create a user account unique to you which will catalogue all applications you submit to CRI. Before you can access the online application form, you will first be asked to answer six questions that will help determine whether you are eligible to apply for a CRI Fellowship. If you meet the required criteria, you will be directed to the online application. If you do not meet the required criteria, please do not apply, as your application will be eliminated for administration reasons.

Enter in all relevant information, paying special attention to spelling and punctuation. Please avoid using abbreviations, acronyms, and typing in all capital letters. To move from page to page, click the numbered links at the top of the web page. Do not use your browser's "BACK" button to navigate from page to page, as this will cause all data to be lost. You can save your application at any time by clicking the "Save" button at the bottom of each page.

#### **Uploading Supporting Materials**

After you have filled out all required fields on the online application, you will be asked on the final page of the application to upload, in this order, the following supporting documentation in one PDF document:

1. The entire PDF application form, beginning with the cover sheet. Please make sure all signatures have been obtained for section three.
2. Brief description of the applicant's background and research accomplishments.
3. List of other funding sources to which applications have been or will be submitted, with due dates.
4. Applicant's curriculum vitae and bibliography.
5. Brief summary of your project, including a description of how the proposed research is relevant to understanding the role of the immune system in cancer and/or the treatment of cancer through immunological means. Relevance to cancer immunology must also be reflected throughout the research proposal (see item #7).
6. Abstract of research in non-technical English explaining the importance of the proposed research and its potential clinical relevance. The abstract will be used for fundraising purposes and submitted to CRI's lay Board of Trustees.

7. Concise research proposal (background, significance, specific aims, materials and methods) not to exceed 6 pages inclusive of tables and figures, exclusive of references. Applications exceeding this page limit will be disqualified.
8. \*Letter from the sponsor introducing the applicant and describing the sponsor's qualifications to direct the proposed research. The letter must contain assurance that the applicant's project will be conducted under the direct supervision of the sponsor. The sponsor should also emphasize the relevance of the proposed project to cancer immunology.
9. \*Sponsor's curriculum vitae, bibliography (limit bibliography to past 5 years or to publications relevant to proposed research) and a list of sponsor's current research support.
10. \*Two letters of recommendation are required. One letter must be from the applicant's thesis advisor. Applicants who received an M.D. or otherwise who do not have a thesis advisor should have some other qualified individual submit this letter. The second letter should be from an individual well acquainted with the applicant's work. The sponsor may not submit one of these letters. If the sponsor was also the applicant's thesis advisor, you must contact CRI for further instruction.

Only PDF documents will be accepted. All files must be combined into one document and named according to the following formula: if your name is John Brown, your file should be called Brown, John.pdf. Do not submit multiple attachments.

When you have finished uploading the attachments, click "Submit." You will receive a notice confirming that you have successfully submitted your Application Form. Immediately after, an automated notification from CRI will be sent to your email address, also confirming submission.

If you encounter problems uploading your attachment, email it to [grants@cancerresearch.org](mailto:grants@cancerresearch.org). Be sure to note the application number, which will be assigned to you at the time of submission.

Online applications will be accepted until 5 p.m. Eastern Time on the deadline date. If the deadline falls on the weekend, applications will be accepted until the close of business that following Monday. We strongly suggest submitting your applications as early as possible to provide ample time in case your application is incomplete. Incomplete applications will not be considered.

### **Note on Letters of Recommendation**

\*Documents 8 through 10 may be submitted directly by referees via the web. On Page 5 of the online application, please specify e-mail addresses for those providing letters of support. Referees will then be sent a link where they will be prompted to upload their recommendation letter. Please note that the application should not be submitted by the applicant until referees have uploaded their letters.

While direct submission is preferred, referees may instead scan a copy of their letter and email it to [grants@cancerresearch.org](mailto:grants@cancerresearch.org).

In cases where the referee submits the recommendation letter to the applicant, the applicant should scan the original, signed letters and collate them into the supporting documentation attachment that is uploaded at the time of electronic application submission. If recommendation letters will be included with the supporting documentation or emailed to [grants@cancerresearch.org](mailto:grants@cancerresearch.org), there is no need to provide e-mail addresses for referees on Page 5 of the online application.

All letters should be scanned in grayscale at a maximum resolution of 300 dpi to keep file size to a minimum. Do not scan in color, as this will significantly increase the file size, which could potentially cause uploading problems.

### **Formatting Guidelines**

Any documents you attach to your online application form must be typed single-space using a 12 pt. or larger font size.

**Application Cover Sheet**  
**CRI Irvington Postdoctoral Fellowship Program**

Applicant's Name: \_\_\_\_\_

Doctoral Degree(s)  
& Date(s) Received: \_\_\_\_\_

\_\_\_\_\_

Project Title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sponsor's Name: \_\_\_\_\_

Institution: \_\_\_\_\_

\_\_\_\_\_

City

State/Country

Letter(s) of Recommendation From:

1. \_\_\_\_\_ (thesis advisor)

2. \_\_\_\_\_

## Section One: Applicant Information

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**Application Form**  
**CRI Irvington Postdoctoral Fellowship Program**

Section Two: Sponsor Information

<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Title	First Name	M.I.	Last Name	Jr., etc.
Doctoral Degree(s): <hr/>				
Laboratory				
Mailing Address: <hr/>				
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<hr/>		<hr/>	<hr/>	<hr/>
City		State	Zip Code	
Tel.: <hr/>		Fax: <hr/>	E-mail: <hr/>	

Section Three: Financial Information

Requested Duration of Support:	<hr/>	Requested Activation Date:	<hr/>
(1, 2, or 3 years)	No. of Years		Month/Day/Year
Stipend and Institutional Allowance Payable to: <hr/>			
(both must be payable directly to sponsoring institution)			
Mailing Address for Check: <hr/>			
<hr/>			
<hr/>			
<hr/>		<hr/>	<hr/>
City		State	Zip Code
<hr/>		<hr/>	
Country		Foreign Postal Code	
Sponsoring Institution			
Tax ID or EIN #: <hr/>			

*Please Note: The recipient of a CRI Irvington Fellowship is not an employee of Cancer Research Institute, Inc.*

**Application Form**  
**CRI Irvington Postdoctoral Fellowship Program**

Section Four: Institutional Certifications

**Sponsoring Institution Completes the Following:**

The proposal involves:

Human subjects                      Yes                      No

If yes, Exemption no. or Assurance of Compliance no.: \_\_\_\_\_

Vertebrate animals                      Yes                      No

If yes, Animal Welfare Assurance no.: \_\_\_\_\_

Recombinant DNA and/or other Nonexempt Biohazards                      Yes                      No

If yes, Assurance of Compliance no.: \_\_\_\_\_

\_\_\_\_\_  
Name and Title of IRB or Certifying Officer

\_\_\_\_\_  
Signature of IRB or Certifying Officer

*Please note: Signature required even if none of the items apply or if certification is pending.*

**Institutional Certification and Approval:**

\_\_\_\_\_ (name of sponsoring institution) hereby certifies that  
\_\_\_\_\_ (fellowship applicant's name) holds/will hold the position  
of \_\_\_\_\_ at this institution, that the research described within this application will be  
conducted under the supervision of \_\_\_\_\_ (sponsoring scientist's name) at  
this institution, and that this application for a postdoctoral fellowship has been reviewed and approved by this  
institution.

\_\_\_\_\_  
Administrative Officer's Signature

\_\_\_\_\_  
Financial Officer's Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

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Address

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Address

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City, State, Zip

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City, State, Zip

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Telephone No.

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Telephone No.

\_\_\_\_\_  
Email

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date