

Damon Runyon Cancer Research Foundation

CHECKLIST FOR DAMON RUNYON FELLOWSHIP APPLICATIONS:

[More information and full application guidelines available at www.damonrunyon.org.]

- 1. Application cover sheet*
 - All sections completed
 - Hard copy with signatures from Sponsor, Candidate, Fiscal Officer and Executive Officer
 - PDF copy on CD/DVD has no signatures

- 2. Sponsor's biographical sketch*
 - In NIH format
 - Includes only 5 of the most relevant publications
 - Includes list of current funding

- 3. Sponsor's letter*
 - Includes a training plan for the Candidate
 - Includes track record of mentorship with list of graduate and postdoctoral fellows trained
 - Has a numerical percentage (___%) of the proposal that was written by the Candidate

- 4. Applicant's CV
 - Includes bibliography of all published works

- 5. Applicant's letter
 - Includes description of previous research and teaching experience
 - Includes statement on the transformative impact he/she had on his/her field of research as a graduate student
 - Includes statement that he/she is committed to a career in cancer research

- 6. Research proposal
 - Does not exceed five pages (not including references) of single-spaced 12-point type with at least 0.5 inch margins
 - Provides a summary of the research proposed
 - Provides a brief background to the proposed research
 - States specific research objectives/aims
 - Describes concisely the method of approach for the proposed research
 - Explains the significance of the proposed research to the Foundation's goals: understanding the causes and mechanisms of cancer and developing more effective cancer therapies and prevention
 - Demonstrates the relevance of his or her own background and the background and previous work of the Sponsor and any other investigators to the proposed research
 - Includes a written statement testifying that adequate safety precautions will apply for
 - Projects that involve any biohazards (e.g., recombinant DNA, chemical carcinogens, etc.) and that the research project has been (or will be) approved by the appropriate Institutional Review Board, Institutional Animal Care and Use Committee, and/or Biohazards Committee
 - Lists references including the full title of each work cited
 - Figures or tables (optional) not exceed two extra pages

- 7. Applicant's degree certificate *(If an applicant has not yet received his/her PhD diploma but has successfully completed all PhD requirements including PhD defense, they may submit a letter from their graduate school explicitly stating such, with the date of the PhD defense and date of degree conferral.)*

- 8. Summary of research form
 - Only one page total
 - Not stapled to the rest of the application

- 9. Up to three different reprints of the Applicant's publications (no submitted papers)
 - PDF only

- 10. If applicable, up to 2 collaboration letters (NOT REFERENCE LETTERS)

- 11. Three reference letters (*separate from the Sponsor's letter*)
 - One letter must be from Applicant's thesis advisor
 - sent directly to the Foundation by referees
 - Ref. 1: _____
 - Ref. 2: _____
 - Ref. 3: _____

- Pages are numbered (on hard copy- not necessary on PDFs- numbers can be hand-written)

- CD/DVD
 - All files are correctly named (e.g. Doe-Smith, 1.pdf)
 - Sponsor's and Applicant's names are clearly labeled on CD/DVD

- Application (one hard copy plus CD/DVD) will be sent to arrive at the Foundation on or before the deadline date- late applications are not accepted

- *If applying under the mentorship of two Sponsors, please also submit
 - Co-Sponsor Cover Sheet
 - Co-Sponsor's biosketch
 - Co-Sponsor's track record of mentorship with list of graduate and postdoctoral fellows trained

**Contact the Damon Runyon Award Programs Department with any questions:
212.455.0520 ~ awards@damonrunyon.org**