
FELLOWSHIP AWARD ELIGIBILITY & APPLICATION INSTRUCTIONS

THE FELLOWSHIP

The Foundation encourages all theoretical and experimental research relevant to the study of cancer and the search for cancer causes, mechanisms, therapies and prevention.

Candidates must apply for the fellowship under the guidance of a Sponsor—a scientist (tenured, tenure-track or equivalent position) capable of providing mentorship to the Fellow. In addition to aiding in the planning, execution and supervision of the proposed research, the Sponsor's role is to foster the development of the Fellow's overall knowledge, technical and analytical skills, and capacity for scientific inquiry. The Sponsor is also expected to assist the Fellow in attaining his/her career goals.

Awards are made to institutions for the support of the Fellow under direct supervision of the Sponsor.

Candidates who have already accepted a postdoctoral research fellowship award are not eligible.

The primary criteria used to evaluate applicants are:

- the quality of the research proposal (importance of the problem, originality of approach, appropriateness of techniques and clarity of presentation)
- the qualifications, experience and productivity of both the candidate and the Sponsor
- the quality of the research training environment in which the proposed research is to be conducted and its potential for **broadening** and strengthening the candidate's ability to conduct innovative and substantive research. The proposed research and training environment should represent a new opportunity for the candidate to expand his/her scientific skill set. Direct extensions of the candidate's graduate work (in approach, technique or exact area of study) will not be funded.

Damon Runyon Postdoctoral Research Fellowships are granted for a three-year term with second- and third-year funding contingent upon satisfactory progress reports. **Fellows in their *first-* and *third-*years of funding will attend Damon Runyon Fellows' Retreats designed to foster collaboration and interaction between scientists working in different fields relevant to cancer.**

All fellowship awards are approved by the Board of Directors of the Damon Runyon Cancer Research Foundation acting upon the recommendation of the Fellowship Award Committee (FAC).

ELIGIBILITY

- Applicants **must have completed** one or more of the following degrees or its equivalent: MD, PhD, MD/PhD, DDS, DVM. **The applicant must include a copy of his/her diploma to confirm date of conferral.** (If an applicant has not yet received his/her PhD diploma but has successfully completed all PhD requirements including PhD defense, he/she may submit a letter from the graduate school explicitly stating such, with the date of the PhD defense and date of degree conferral.)

 - **Level 1 Funding:** Basic and physician-scientists must have received their degrees no more than one year prior to the FAC meeting at which their applications are to be considered.* Applicants must not have been in their Sponsors' labs for more than one year prior to the date of the FAC meeting at which their applications are to be considered* and are expected to devote 100% of their time and effort to Damon Runyon-supported research activities.

 - **Level 2 Funding:** Physician-scientist applicants (MD, MD/PhD, DDS, DVM or the equivalent) **must have completed** their residencies and clinical training no more than three years prior to the FAC meeting at which their applications are to be considered.* They also must be **board eligible**** at the start date of the Damon Runyon Fellowship and be able to devote at least 80% of their time and effort to Damon Runyon-supported research activities.
 - * *The cut-off date is day 15 of the month immediately preceding the month FAC meets. The applicant must include a copy of his/her diploma to confirm date of conferral. (See chart in Deadlines section.)*

 - ** *For foreign-trained physicians, equivalency will be determined on a case-by-case basis.*

 - The proposed research must be conducted at a university, hospital or research institution.

 - No more than two Damon Runyon Fellows will be funded to work with the same Sponsor at any given time.

 - Only **one** fellowship application will be accepted from a Sponsor or Fellow per review session; there is no limit, however, to the number of applications from an institution.

 - Postdoctoral training in the same institution in which the applicant received his/her degree is discouraged, particularly if it is in the same department. (If either situation applies, the applicant must address the reason(s) in his/her application.) Proposals to continue training in the laboratory where the applicant received his/her PhD will not be considered. Proposals that are direct extensions of graduate work will not be funded.

 - Candidates who have already accepted a postdoctoral research fellowship award are not eligible.

 - Candidates who are pursuing a degree are not eligible.

 - Candidates applying to work in foreign-based or United States government laboratories may be awarded a fellowship if they are considered to be especially meritorious or if the program represents an unusual opportunity for postdoctoral training.

 - Foreign candidates may apply to do their research only in the United States.
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AWARD STIPENDS

The award may not be used for institutional overhead or indirect costs.

Year of Award	Level 1 Stipend	Level 2 Stipend*	Expenses
1st Year	\$50,000	\$60,000	\$2,000
2nd Year	\$50,000	\$60,000	\$2,000
3rd Year	\$50,000	\$60,000	\$2,000

*Physician-scientists who have completed their residencies and clinical training and are board eligible will receive Level 2 funding.

EXPENSE ALLOWANCE

The \$2,000 expense allowance is awarded to the laboratory in which the Fellow is working and can be used by the Fellow for his/her educational and scientific expenses. **With a written request to the Foundation from the Fellow, the expense allowance may be used to defray the cost of health benefits.** The Fellow determines how he/she would like to spend the money with approval from his/her mentor. **It is not an allowance for institutional overhead, postdoctoral scholar registration fees or postdoctoral fellowship taxes. Institutions may not automatically deduct any fees from this allowance without the Fellow's approval.** If you have any questions on how the money may be spent, please contact the Foundation.

DEPENDENT CHILD ALLOWANCE

The Foundation also provides a Dependent Child Allowance of \$1,000 per child per year. (There is no allowance for a spouse.) Eligible Fellows must provide a copy of the birth or adoption certificate for each child.

CONFIDENTIALITY POLICY

To prevent any adverse consequences to their intellectual and professional development, Fellows performing research in laboratories funded in whole or in part by commercial entities are prohibited from entering into confidentiality agreements with such for-profit sponsors.

TERMS OF THE AWARD

All awards are made to the sponsoring institution for support of the designated Fellow. An award does not constitute an employer-employee relationship between the Foundation and the recipient. Supplementation of stipends is permitted from either the host institution or sponsor's grants, but not by any other fellowship awards or grants. The total stipend should not exceed the level of support for other professionals at the same level of training in that institution.

Fellows are permitted to obtain additional awards or grants to **cover research expenses only**. Fellows are not permitted to hold any other award or grant that supplements their stipend. Fellows are required to seek approval from the Foundation before applying for any other award or grant. Scientific or budgetary overlap with other funded projects is not allowed. Therefore, it is critical that all current and pending grant support for your research be reported to the Foundation and the relationship of that support to the Damon Runyon funded project be explained.

Damon Runyon Fellowship awards are intended for full-time research. Physician-scientists must devote their principal time and effort (at least 80 percent) to Damon Runyon-supported research activities. Activities constituting the remaining 20 percent of time and effort should be clearly specified in the application and in the annual progress report. Damon Runyon Fellows are not permitted to pursue additional degrees during the course of their fellowship.

The Damon Runyon Foundation will allow up to 12 weeks of paid parental leave for birth/adoptive parents consistent with their institution's policy. The Foundation must be notified in advance of the leave.

Should the Fellow and/or Sponsor wish to discontinue the project, leave the designated institution or modify any aspect of the award, he or she must seek approval from the Damon Runyon Cancer Research Foundation in advance. Failure to comply with this requirement may jeopardize any future awards to the institution and/or Sponsor by the Foundation.

All awardees must adhere to the terms of both our award statement and invention policy (see website for documentation).

DEADLINES

(Please note: completed applications and CDs or DVDs must be in our office by 4:30 pm (ET) on the deadline—not simply postmarked by the due date)

Application due on or before:	Degree conferred between*:	Joined Sponsors' lab on or after:	Selection meeting date:	Award begins first day of:
August 15, 2011	October 15, 2010 - August 15, 2011	October 15, 2010	November 11, 2011	January, February, March or April 2012
March 15, 2012	April 15, 2011 - March 15, 2012	April 15, 2011	May 11, 2012	July, August, September or October 2012

**Include a copy of the diploma to confirm date of conferral.*

HOW TO APPLY

APPLICATION MATERIALS

For the hard copy, the pages should be in the following sequence and numbered consecutively:

1. **Application cover sheet** with all required signatures. [If applying under the mentorship of two Sponsors, please have your second Sponsor fill out the co-Sponsor cover sheet.] **DO NOT SCAN SIGNATURES FOR PDF OF COVER SHEET**
2. **The Sponsor's biographical sketch** in NIH format and a list of current funding. Please limit the Sponsor's bibliography to five (5) publications that are most relevant to the proposed research. Please do not include the Sponsor's full bibliography. [If applying under the mentorship of two Sponsors, the co-Sponsor must also submit a biosketch.]
3. **Sponsor's letter** including:
 - a) description of training plan for the candidate
 - b) track record of mentorship with list of graduate and postdoctoral fellows trained
 - c) percentage (___%) of proposal written by the candidate. (Please give a numerical percentage.)[If applying under the mentorship of two Sponsors, the training plan for the candidate must be written jointly and each co-Sponsor must submit his/her individual track record of mentorship with list of graduate and postdoctoral fellows trained.]
4. **The applicant's curriculum vitae**, including a bibliography of all published works.
5. **A letter from the applicant** describing his or her previous research and teaching experience—**the letter must state that the applicant is committed to a career in cancer research.**
6. **The research proposal**, which shall not exceed five pages of single-spaced 12-point type with at least 0.5 inch margins.

In the proposal, the applicant should:

 - a) provide a summary of the research proposed (*this is in addition to the required summary sheet form*)
 - b) provide a brief background to the proposed research
 - c) state specific research objectives/aims
 - d) describe concisely the method of approach for the proposed research
 - e) **explain 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**
 - f) demonstrate 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
 - g) include a written statement testifying that adequate safety precautions will apply for projects that involve any biohazards (*e.g.*, recombinant DNA, chemical carcinogens) 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
 - h) list references including the full title of each work cited—the references are not included in the five page limit
 - i) figures or tables may be appended or incorporated into the text (not to exceed two extra pages)
7. A copy of the applicant's **degree certificate**.
8. The **Summary of Research Form**, not to exceed one page (no attachments). [Please do not staple it to the application.]
9. If available, include PDFs only (NO HARD COPIES) of up to three different reprints of the applicant's **publications—no submitted papers, published papers only.**

APPLICATION SUBMISSION

THE ABOVE APPLICATION MATERIALS SHOULD BE SUBMITTED TO THE DAMON RUNYON CANCER RESEARCH FOUNDATION FOR ARRIVAL AT OUR OFFICES ON OR BEFORE THE DEADLINE. ALONG WITH THE ORIGINAL APPLICATION (HARD COPY), APPLICANTS MUST SUBMIT A CD OR DVD OF ALL THE REQUIRED MATERIALS.

ALL FILES MUST BE IN PDF FORMAT.

Please number your files to correspond to the chart below. To ensure proper organization of the files, please name all your files as:

"Sponsor's last name-Applicant's last name, file #"

Example: If the sponsor's name is Jane Doe and the applicant's name is John Smith, this is how the files should be named:

Doe-Smith, 1.pdf
Doe-Smith, 2.pdf
Doe-Smith, 3.pdf
and so on...

REQUIRED MATERIALS

1. Application cover sheet
 2. Sponsor's biographical sketch and list of current funding
 3. Sponsor's letter
 4. Applicant's CV
 5. Applicant's letter
 6. Research proposal
 7. Applicant's degree certificate
 8. Summary of research form
 - 9_{a,b,c}. Up to three different reprints of the applicant's publications (PDF only)
- **Three reference letters [sent directly to the Foundation by referees]*

ON THE CD or DVD (NOT THE CASE), PLEASE CLEARLY LABEL THE SPONSOR'S AND APPLICANT'S NAMES.

Send Complete Application and CD or DVD to:

Award Programs

Damon Runyon Cancer Research Foundation

One Exchange Plaza

55 Broadway, Suite 302

New York, NY 10006

FAXED OR E-MAILED APPLICATIONS WILL NOT BE CONSIDERED

****REFERENCE LETTERS**

Referees must submit their letters using our reference letter form on or before the application deadline. Please download and send the form to your referees or direct them to our website. (www.damonrunyon.org)

THREE (3) LETTERS OF REFERENCE ARE REQUIRED from qualified individuals, other than the candidate's Sponsor, who can evaluate the candidate's qualifications for the proposed research project and assess the candidate's potential for successful independent cancer research. Referees are also asked to rank the applicant's intellectual capacity and research potential in comparison with others at a comparable career stage, indicating the comparison group and citing specific examples for their assessment. *For candidates with a PhD, one of the reference letters must come from the candidate's thesis advisor.*

REFEREES MUST USE THE REFERENCE LETTER FORM AND E-MAIL (LETTERS@DAMONRUNYON.ORG) OR FAX (917.591.4780) THEIR LETTERS AS PDFS TO THE FOUNDATION ON OR BEFORE THE APPLICATION DEADLINE. Do not follow up with a hard copy. For referees who are writing letters on behalf of more than one candidate, please submit each letter separately.

Note: Please notify the Foundation immediately of any changes to your contact information provided in the application.

CONTACT INFORMATION:

Award Programs | 212.455.0520 | awards@damonrunyon.org