

DAMON RUNYON
CANCER RESEARCH
FOUNDATION

CHECKLIST FOR DAMON RUNYON FELLOWSHIP APPLICATIONS:

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

- 1. Electronically submit online At-a-Glance form
- 2. Application cover sheet*
 - All sections completed
 - Hard copy with signatures from Sponsor, Candidate, Fiscal Officer and Executive Officer
- 3. Sponsor's biographical sketch*
 - In NIH format
 - Includes list of current funding
- 4. Sponsor's letter*
 - Includes a training plan for the Candidate
 - Has a numerical percentage (___%) of the proposal that was written by the Candidate
- 5. Track record of Sponsor's mentorship with names and current positions of graduate and postdoctoral trainees
- 6. Applicant's CV
 - Includes bibliography of all published works
- 7. 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
 - For applicants training at the same institution from which they received degree: an explanation of the reason(s) for remaining at the same institution (*can be copied for page 2 of cover sheet*)
- 8. Statement of applicant's long-term commitment to a career in cancer research
- 9. 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/her own background and the background and previous work of the Sponsor and any other investigators to the proposed research
 - Lists references including the full title of each work cited
 - Figures or tables (optional) not to exceed two extra pages

- 10. A copy of applicant's degree certificate
(Applicants who have successfully completed all PhD requirements including PhD defense may submit a letter from their graduate school explicitly stating such, with the dates of the PhD defense and degree conferral.)
- 11. Summary of Research form
 - Only one page total
- 12. If available, reprints of up to 3 of the Applicant's publications (no submitted papers)
 - PDF only
- 13. If applicable, up to 2 collaboration letters (NOT REFERENCE LETTERS)
- 14. 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: _____
- Hard copy
 - Pages are numbered (numbers can be hand-written)
 - Pages ARE NOT stapled
- USB Flash Drive
 - All files are in PDF format
 - Includes a merged PDF of all application materials except degree certificate
 - All files are correctly named (e.g. Smith-Doe, 1.pdf)
 - Sponsor's and Applicant's names are clearly labeled on USB
- Application (one hard copy plus USB Flash Drive) 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**