

YALE UNIVERSITY SCHOOL OF MEDICINE
JAMES HUDSON BROWN - ALEXANDER BROWN COXE
Postdoctoral Fellowships in the Medical Sciences 2012

INSTRUCTIONS (4 pages)

Please read instructions very carefully. Applications that do not adhere strictly to all guidelines set forth in these instructions will be returned.

We will not review grant proposals that:

- Exceed page limits
- Do not meet typeface guidelines
- Include appendices
- Do not include the required number of letters of recommendation
(3 letters of recommendation **plus** one letter of support from the sponsor)
- Are not submitted by e-mail (or FTP) as a single PDF file
- Are not submitted using the file name formats specified in these instructions
- Do not include a face page with the required signatures

Application format requirements:

- One inch margins around entire page (top, bottom, left, right)
- All sections typed using a 11-point font-size or larger in one of the following fonts: Arial, Helvetica, Georgia, or Palatino Linotype (same as NIH requirement)
- Horizontal type density: averaging not more than 15 characters per inch
- Vertical lines per inch: not more than 6 lines of type per inch.
- Application must be submitted by e-mail as a single PDF file. Every effort should be made to compress the size of the PDF file. Files which are still too large to submit by e-mail can be submitted by FTP.
- All letters should be addressed to:
James Hudson Brown – Alexander Brown Coxe Fellowship Committee
Yale University School of Medicine
- Applications must be assembled in the order listed below.
- A ProSum is **NOT** required.

*Letter of Intent due: **December 12, 2011** for scientists with the PhD*

*Letter of Intent due: **December 14, 2011** for physician-scientists with the MD or MD/PhD*

This brief letter of intent is not binding, nor is it mandatory. However, it will help us in planning for the review of applications. Please include **ONLY** the following three items:

1. your name
2. your mentor's name
3. the title of your proposal

E-mail your letter of intent to melanie.smith@yale.edu

Subject line of e-mail should read: BC12LOI -- LASTNAME, FirstName

Example: BC12LOI -- JOHNSON, James

Submit the formal application as a single PDF file and forward by e-mail (or FTP) to melanie.smith@yale.edu and grantsmd@email.med.yale.edu by 4:30pm on:

***December 19, 2011** for scientists with the PhD*

***December 21, 2011** for physician-scientists with the MD or MD/PhD*

Subject line of e-mail should read: BC12FINAL -- LASTNAME, FirstName

Example: BC12FINAL -- JOHNSON, James

PDF file name should read: BC12FINAL-LASTNAME-FirstName

Example: BC12FINAL-JOHNSON-James

Each application must include the following items, IN THE ORDER LISTED:

1. Face Page

Use the attached Face Page form. The following information is required:

- a. Applicant's name
 - b. Current position
 - c. Telephone number (daytime)
 - d. E-mail address
 - e. Yale address (department/section & building/room number)
 - f. Current address and telephone (where we can reach you now)
 - g. Project title
 - h. For applications using animals, a protocol must have been submitted to the Yale Institutional Animal Care & Use Committee (IACUC) **prior** to submitting this application. The protocol number assigned by the IACUC Office must be listed along with the approval date. If the protocol has been submitted to IACUC, but has not yet been approved by the time this application is submitted, list the approval date as "pending." Requests to add your name/title/source information to existing protocols and review proposals for congruency with existing protocols should be made through the Yale Institutional Animal Care & Use Committee (IACUC) **immediately** upon notice of award, not before. Call the IACUC office (785-5992) or visit the IACUC website at: <http://iacuc.yale.edu> for information and forms.
 - i. For all applications using human subjects, a protocol must have been submitted to the Human Investigation Committee (HIC) **prior** to submitting this application. The protocol number assigned by the HIC Office must be listed along with the approval date. If the protocol has been submitted to the HIC, but has not yet been approved by the time this application is submitted, list the approval date as "pending." Similarly, immediately upon notice of award, applicants must adhere to HIC guidelines for submitting information pertinent to your award to be listed as personnel on the approved protocol. Call the HIC Office (785-4688) or visit the HRPP website at: <http://www.yale.edu/hrpp/> for information and forms.
 - j. Principal investigators, including applicants for these and other fellowships, are required by Yale University to file an annual Conflict of Interest (COI) disclosure. If you have not already filed your annual disclosure form, the Yale University policies and procedures with respect to conflict of interest and conflict of commitment may be reviewed at: <http://www.yale.edu/coi/index.html>. A link to the COI disclosure form is provided on that web page.
 - k. Applicant's signature.
 - l. Name and title of Yale faculty member sponsoring the applicant.
A faculty member may sponsor only one applicant for the 2012 competitions.
 - m. Sponsor's department.
 - n. Sponsor's signature.
 - o. Signature of the Business Manager of the responsible department.
 - p. Department ORG Number to be used if a Brown-Coxe Fellowship is awarded.
- 2. Abstract, Keywords & Confidential Letters of Recommendation** *(Use Form Provided)*
- a. The abstract should be not more than 300 words and should provide an overview of the proposed research project in language understandable to a scientist or physician working in a *different* field.

- b. Keywords - list five (5) keywords that describe this research.
 - c. On the same page, list the names, titles, and addresses of three (3) individuals who will write **confidential** letters recommending the applicant for this award.
3. **Applicant's Biosketch** (2 page maximum)

Use NIH format (6/09 revision), parts B and C and the instructions provided below. See: <http://grants.nih.gov/grants/funding/phs398/biosketch.doc>.
For a sample biosketch: <http://grants.nih.gov/grants/funding/phs398/biosketchsample.doc>

 - a. Part B. **Positions and Honors.** Applicants should list, in **chronological order and conclude** with your present position, any previous employment, experience, and honors relevant to the review of this application.
 - b. Part C. **Publication List** should include, in chronological order, beginning with the oldest, all authors, the full titles, and complete references of all publications published during the past three years. Earlier publications should also be included if space permits. Papers in press (i.e. accepted for publication), papers submitted for publication, and papers presented at scientific meetings may be included only if these provide additional information of value in evaluating this application.
Do not list papers "in preparation."
4. **Applicant's Other Support**

List all active support and pending proposals using NIH format (6/09 rev.) for Other Support. If other support is not available, include an Other Support page and state "none." Sample formatting for Other Support is available at: <http://grants.nih.gov/grants/funding/phs398/othersupport.doc>
5. **Sponsor's Biographical Sketch (2 page maximum)**

Use NIH Format (6/09 rev.), parts B & C.
6. **Sponsor's Other Support**

Use NIH Format (6/09 rev.) for Other Support.
7. **Letter of Support from Sponsor**

This letter must include a description of the facilities and equipment to be made available to the fellow, as well as a statement of the sponsor's support for the applicant and the project. *A mentoring plan specific to this applicant must be included. The sponsor's letter should also describe his/her role, if any, in writing the application.* Letter must be on letterhead and signed.
8. **Research Plans (4 pages)**

The Research Plan is limited to a maximum of four (4) single-spaced pages in length, plus not more than four (4) pages of figures and not more than two (2) pages of references, and must conform to the font size and margin requirements described at the beginning of these instructions. Applications with longer Research Plans and applications written with smaller fonts or without adequate margins will **not** be accepted. Do not attach appendices or reprints. The Research Plan should be developed after discussions between the applicant and sponsor, **but this plan should be written by the applicant and should reflect the applicant's plans and ideas.**

The Research Plan should include a set of **specific aims** that define the goals of the one-year project to be performed under this fellowship.

The Research Plan should also include a description of the **experimental design and methods** that will be used to accomplish these goals. Describe the overall plan and timetable for the studies. Tell how the data will be collected, analyzed, and interpreted. If the project requires the use of techniques that are new to the applicant,

describe how expertise or training will be obtained. Similarly, if unusual or scarce equipment or reagents are needed, describe how these will be obtained for the project.

9. Figures (4 pages)

Up to four (4) pages of figures may be included. Figure legends must conform to the font size requirements described above. Legends must be brief and should not be used to circumvent text page limitations.

10. Literature Cited (2 pages)

Up to two (2) pages may be used for any literature citations needed. Citations should list all authors, complete titles, and complete references.

11. Relationship of the Project to the Applicant's Training and Goals (1 page)

This section should describe the relationship of the research project to be performed under this year-long fellowship to the applicant's past training and experience and to the applicant's long range research and career goals. This section should not exceed one (1) page in length and should be written by the applicant.

12. Three Confidential Letters

Three (3) **confidential** letters of recommendation are required in addition to the Sponsor's letter of support. Confidential letters (on letterhead and signed) should be scanned into PDF format and e-mailed directly to melanie.smith@yale.edu by the application deadline. Unsigned letters will not be given to or considered by the Committee.

Subject line of e-mail should read:

BC12Ref - Applicant's LASTNAME, FirstName - from Referee's LastName

Example:

BC12Ref - JOHNSON, James - from Smith

PDF file name should read:

BC12Ref-Applicant'sLASTNAME-FirstName-from-Referee'sLastName.pdf

Example:

BC12Ref-JOHNSON-James-from-Smith.pdf

Letters of recommendation must arrive by the application submission deadline or the application will be considered incomplete. It is the applicant's responsibility to check on and ensure receipt of these letters.

13. Final Instructions

- INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.
- No appendices or additional materials will be accepted with the application or after the application deadline.
- It is the responsibility of the applicant to notify the fellowship coordinator, by e-mail, about any changes in the status of their application (i.e. withdrawal of the application, publications accepted for publication after the deadline).
- If you have any questions regarding the application, eligibility, submission process, or guidelines, please contact the fellowship coordinator, Melanie Smith, by phone at 203-785-4978 or e-mail melanie.smith@yale.edu. ■