Dermatology Foundation

Shaping the Future of Dermatology

2011 Research Awards Program Applicant Instructions

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I. Introduction

The Dermatology Foundation was established over 45 years ago to provide research funding that will help foster the careers of talented new physicians and investigators and enable advancements in patient care. In its early years, the Foundation provided modest grants of $5,000 representing less than $100,000 in annual funding. Today, the Foundation remains fully committed to furthering the specialty of dermatology by offering a variety of career development awards, fellowships and research grants through its Research Awards Program. In 2010, $3.0 million dollars in research funds were awarded for sixty-five (65) projects.

2011 Research Award Applications

The following pages provide essential information potential applicants need to know to evaluate the various award opportunities and develop a successful application and research proposal. Interested individuals are strongly encouraged to read sections II and III before beginning any paperwork. Applications for the 2011 award year must received by the Dermatology Foundation on or before **Friday, October 15, 2010.** Applications received after this date will be returned. Questions regarding the application process may be directed to DF staff at dfrap@dermatologyfoundation.org or (847) 328-2256.

II. Research Awards Program Overview

A. Foundation Awards

The Dermatology Foundation provides career and research support in the form of career development awards (CDAs), fellowships, and grants. The CDAs provide the potential for three years of salary support for junior investigators in the early stages of their career, (i.e., through the level of Assistant Professor). Foundation fellowships provide annual salary stipends to individuals who are in an earlier phase of their career, and are not intended for faculty. Research grants provide seed money for a variety of dermatological research projects. A special program development grant is available to further the infrastructure of an existing department or division of dermatology.

The detailed description, applicant eligibility criteria, and value of each award vary, and are presented in section III. Applicants should carefully review this information and be certain they meet the eligibility criteria before preparing any application materials.

B. General Eligibility Requirements

Research funded by the Foundation must be conducted in the U.S. under the sponsorship of a division or department of dermatology. A project to be performed as a part of the U.S. government research program (except Veterans Administration), or to be performed at a private foundation without an academic affiliation to dermatology, is not eligible for funding. A project involving human subjects must have IRB approval at the time funding commences, i.e., July 1, 2011, and throughout the term of the award. Prior NIH "R" award recipients are not eligible for Dermatology Foundation funding.

C. Institutional Quotas for New Applications

The Foundation accepts the following number of award applications from a single academic program, including all affiliated institutions. The following quotas apply to new applications, and do not include renewal requests for career development awards. The department or division chair is responsible for ensuring an institution does not exceed the quotas.

Dermatology Foundation Award	**# of New Applications**
1. Physician Scientist Career Development Award	One
2. Clinical Career Development Award in Dermatologic Surgery	One
3. Clinical Career Development Award in Health Care Policy	One
4. Medical Dermatology Career Development Award	One
5. Science of Human Appearance Career Development Award	One
6. Women's Health Career Development Award	
7. Research Career Development Award	One
8. Dermatologist Investigator Research Fellowship	Up to two
9. Fellowship in Pediatric Dermatology	One
10. Patient Directed Investigation Grant	One
11. Basic Science Research Grant (includes Epidermolysis Bullosa grant)	One
12. Dermatopathology Research Grant	One
13. Program Development Grant	One

II. Research Awards Program Overview (cont.)

D. Application Process

Candidates are expected to personally prepare and submit their application materials to the Foundation. Section IV provides detailed instructions for preparing and assembling an application package. Applicants must download the necessary standard forms in a Word or PDF format from the Dermatology Foundation website (**www.dermatologyfoundation.org**). Extra care should be taken to follow the detailed format and content instructions for an award. Applicants should submit only the information required by the Foundation. Supplemental information of any kind will not be accepted. **If an application submission does not meet Foundation requirements or is incomplete, it may be returned without further consideration.**

E. Department Chair and Mentor Comments of Support

Chairs are required to submit their comments of support using a Dermatology Foundation form for all career development awards and fellowships. For grant applications, a chair is to provide a letter of support if the applicant is not submitting a career development award. Mentors are to provide a formal letter of support. Applicants should be certain all forms and/or letters cover the necessary topics before they are submitted to the Foundation (see section IV). Forms or letters that do not meet the Foundation's content requirements will cause an application to be incomplete, and will be returned.

F. Application Deadline

Applicants must mail their applications and supporting materials so that they are **received** by the Foundation office on or before **October 15, 2010**. ***Applications received after this date will be returned***. Candidates should be sure that **all** components of their application arrive by the deadline—including forms and letters of support. The Foundation will confirm receipt of all application packages received on or before the deadline. The notice will be sent no later than the first week of December via e-mail.

G. Award Review and Selection Process

All complete applications received by the due date will be prepared for peer review by the Dermatology Foundation's Medical and Scientific Committee. Members of the committee serve pro bono, and do not participate in the evaluation of applications from institutions with which they have a real or apparent conflict of interest. All committee members utilize a weighted value scoring methodology to guide their evaluation of applications for Foundation awards. This scoring method weights the importance of an applicant's background, potential, research proposal, mentor, and environment. This evaluation aid is presented in section V and may be helpful in creating a successful application package.

Committee deliberations will take place on February 2 and 3, 2011. Recipients of the 2011 awards will be announced at the Foundation's Annual Meeting of Membership on February 5 in New Orleans, LA. Applicants are encouraged to be present at the meeting when the awards are announced. An award confirmation letter and contract, outlining the terms of the award, will be sent to all recipients in April.

II. Research Awards Program Overview (cont.)

H. Award Terms, Conditions, and Funds Distribution

The 2011 funding period begins July 1. Award funds are to be used only for the designated recipient and project for which the application was made, and cannot be used for indirect costs of the institution. Recipients moving to another institution during the term of an award may be eligible to transfer the award. Requests for transfer must be submitted in writing to the Foundation in advance of the anticipated move so that the request can be appropriately reviewed.

The Foundation will disburse award money for career development awards and fellowships on a quarterly basis beginning on the project initiation date of July 1. Funds for grants are provided in two payments—90% at the start of the award term, and 10% on October 1. All recipients with projects requiring IRB review must submit proof of approval to the Foundation prior to the first payment. For all awards, final payments are distributed following receipt of the final financial and research reports. In addition, no funds will be distributed beyond one year of the award termination dates.

DF awards are assigned to individuals. However, award checks are made payable to institutions and are sent to the fiscal officers for administration. Award recipients are responsible for submitting the final reports up to 30 days following the end of the 2011 funding period.

I. Renewal of Career Development Awards

Career development awards may be renewed on a non-competitive basis for a second and third year of funding. The renewal process for all career development awards is handled separately from the review of new award applications. A CDA recipient applying for renewal of an award must complete a renewal application and an interim research report, and submit them to the Foundation by **November 1, 2010.**

CDA renewals will be rigorously reviewed for significant progress, demonstrated institutional commitment to career development over the past year, and efforts to obtain additional funding. In evaluating the progress candidates have made on their research, the period of time the projects have been underway will be considered. The Foundation will announce the renewed career development awards at the Annual Meeting of Membership on February 5, 2011 in New Orleans, LA. See section VI for detailed instructions regarding the renewal procedure for career development awards.

J. Applicant Questions

Questions concerning the application process or the Research Awards Program can be directed to the Dermatology Foundation staff at (847) 328-2256 or dfrap@dermatologyfoundation.org. Applicants who have questions concerning the appropriateness of a particular award for their career path should consult their mentor and/or department chair.

III. Award Descriptions and Eligibility Requirements

The description and specific applicant eligibility requirements for each Dermatology Foundation research award are presented in this section. All Foundation awards are also subject to the general eligibility requirements presented in section II. **Candidates' application materials must clearly show they meet all eligibility requirements on or before July 1, 2011.**

An applicant must apply for a specific award. The Dermatology Foundation's research awards are grouped into the following categories:

A. Career Development Awards
B. Fellowships
C. Research Grants
D. Program Development Grant

A. Career Development Awards

The Foundation offers seven categories of highly-competitive career development awards (CDAs). **Career development awards may be renewed annually, for up to a total of three years of funding**. Strong institutional commitment for an individual's career development is essential for a recipient of any career development award, and must be clearly explained in the Department Chair's form of support. Renewal of a career development award for a second and third year will depend on a recipient's ability to provide evidence of significant progress on the research project, demonstrated institutional commitment to career development, and progress toward obtaining other funding.

All CDAs offer an annual salary stipend of $55,000 that can be supplemented from institutional sources so that the salary received by the recipient is commensurate with peers within the institution. A CDA applicant may seek simultaneous grant support from the Dermatology Foundation and other agencies to provide for the non-salary components of the research being performed under the auspices of an award. Award recipients receiving salary support from a federally-funded award as a principal investigator (e.g., K08, R01, R03) are ineligible for a DF career development award.

1. Physician Scientist Career Development Award

The Physician Scientist CDA supports the academic career of a physician-scientist who is devoted to clinical dermatology, and assists in the transition from fellowship to established investigator. This award is intended for the academic investigator demonstrating significant creativity in clinically relevant research.

III. Award Descriptions and Eligibility Requirements (cont.)

A. Career Development Awards (cont.)

1. Physician Scientist Career Development Award (cont.)

Applicant Eligibility Requirements:

- M.D.; M.D., Ph.D.; or D.O. degree
- Completed training in a U.S. dermatology residency program
- Appropriate initial training in relevant research (i.e., a two to three year research fellowship or postdoctoral training)
- Junior faculty member in a department or division of dermatology, through an Assistant Professor level, at the time of funding
- Clinically oriented investigator in the early stages of academic career
- Demonstrates a strong commitment to skin research
- Strong institutional commitment for the individual's career development
- NOT available to a recipient of a federally-funded career development award

2. Clinical Career Development Award in Dermatologic Surgery

The dermatologic surgery career development award supports research projects that will further the practice of dermatologic surgery and develop the teaching, research and leadership careers of dermatologic surgeons. Priority will be given to new applications from institutions that do not currently have a recipient of this award. The mentor and environment are critical ingredients of successful applications.

Applicant Eligibility Requirements:

- M.D.; M.D., Ph.D.; or D.O. degree
- Completed at least one-year post-residency surgical training in the U.S. at the time of funding
- Junior faculty member in a department or division of dermatology, through an Assistant Professor level, at the time of funding
- Strong institutional commitment for the individual's career development
- NOT available to a recipient of a federally-funded career development award

III. Award Descriptions and Eligibility Requirements (cont.)

A. Career Development Awards (cont.)

3. Clinical Career Development Award in Health Care Policy

The health care policy CDA supports the establishment and development of health policy careers for dermatologists. Health policy and epidemiological research proposals submitted in this category may include outcome studies, information system development, and evaluation of methods for delivery and practice of population-based dermatology. The environment of the candidate, the quality of project, and the ability of the project to clarify the place of dermatologic practice in the changing health care environment will be the primary criteria used to select an award recipient.

Applicant Eligibility Requirements:

- M.D.; M.D., Ph.D.; or D.O. degree
- Completed training in a U.S. dermatology residency program
- Junior faculty member in a department or division of dermatology, through an Assistant Professor level, at the time of funding
- Formal relationship with an organization with recognized expertise in health policy research (e.g., school of public health, health policy institute, etc).
- Clinically-oriented investigator in the early stages of academic career
- Strong institutional commitment for the individual's career development
- NOT available to a recipient of a federally-funded career development award

4. Medical Dermatology Career Development Award

This CDA provides funding for future intellectual leaders, educators, and clinical scholars in that aspect of the specialty that addresses severe dermatologic disease. The award fosters the careers of young dermatologists who will become the future role models and mentors for physicians diagnosing and treating complex skin disease.

The Medical Dermatology CDA was designed for an individual who desires a patient orientation in his/her academic career, but whose interests are not a good fit within the NIH K-23/24 or K08 grant mechanism. Such a person will select a focus of interest in which they intend to become an expert. The career plans, required in the research proposal, will detail the ways in which the applicant, aided by the mentor, will acquire expertise in an area of focus. The proposed career plans may be hypothesis driven research, or may systematically analyze natural history, response to therapies or outcomes of a complex, severe disease. The applicant's mentor and mentorship program are important selection criteria.

III. Award Descriptions and Eligibility Requirements (cont.)

A. Career Development Awards (cont.)

4. Medical Dermatology Career Development Award (cont.)

Applicant Eligibility Requirements:

- M.D.; M.D., Ph.D.; or D.O. degree
- Completed training in a U.S. dermatology residency program
- Junior faculty member in a department or division of dermatology, through an Assistant Professor level, at the time of funding
- Under the mentorship of a medical dermatologist
- Strong institutional commitment for the individual's career development
- NOT available to a recipient of a federally-funded career development award

5. Science of Human Appearance Career Development Award

This career development award (CDA) provides annual salary support for the career development of individuals who wish to understand the cell and molecular mechanisms of altered human appearance or of therapeutic interventions. This CDA recognizes the specialty's sizeable increase in focus on human appearance and the paucity of high quality research in the area. This award is intended to support research addressing human appearance issues caused by aging and/or environmental factors.

Funding is available for research involving the cell and molecular mechanisms of human appearance including those mechanisms involved in hyper or hypo-pigmentation, aging, photoaging, or dry skin NOT related to disease or congenital defects. Funding can also be used to study cell and molecular mechanisms involved in therapeutic interventions such as non/minimally-invasive devices, peels, fillers, antioxidants, retinoids, and other topical and systemic agents. Research focusing on skin cancer or actinic keratosis is not suitable for this award category.

The research proposal is expected to be hypothesis-driven. The successful applicant will likely make cell and molecular or biophysical measurements on altered human skin in relation to normal skin. This CDA will not support clinical trials. However, it will support mechanism of action research on devices and agents such as those mentioned above.

The applicant is required to spend sufficient time to carry the project to completion. **The career plans, required in the research proposal, will detail the ways in which the applicant, aided by one or more mentors, will acquire expertise in the science of human skin appearance.** The applicant's mentor and mentorship program are very important selection criteria.

III. Award Descriptions and Eligibility Requirements (cont.)

A. Career Development Awards (cont.)

5. Science of Human Appearance Career Development Award (cont.)

Applicant Eligibility Requirements:

- M.D.; M.D., Ph.D.; Ph.D.; or D.O. degree
- M.D. applicant must have completed a U.S. dermatology residency program
- Ph.D. applicant must have completed at least 2 years post-doctoral training
- M.D. applicant must have a strong laboratory collaborator. Ph.D. must have a strong connection with an M.D. conducting appearance work
- Junior faculty member in a department or division of dermatology, through Assistant Professor level, at the time of funding
- High level of interest in the science of human skin appearance
- Strong institutional commitment for the individual's career development
- NOT available to a recipient of a federally-funded career development award

6. Women's Health Career Development Award

This award is intended to focus on women's health issues where further research is needed. Funding is available for research in the areas of women's health issues, which range from disorders that affect primarily women, such as lupus and scleroderma, to the effects of hormones and environmental factors on the skin and cutaneous aging.

Applicant Eligibility Requirements:

- M.D.; M.D., Ph.D.; Ph.D.; or D.O. degree
- Appropriate initial training in biomedical research (i.e., two to three-year fellowship or postdoctoral training)
- Junior faculty member in a department or division of dermatology, through Assistant Professor level, at the time of funding
- Proposed research focuses on women's health issue (see above)
- Junior investigator in the early stages of academic career
- Demonstrates a strong commitment to skin research
- Strong institutional commitment for the individual's career development
- NOT available to a recipient of a federally-funded career development award

III. Award Descriptions and Eligibility Requirements (cont.)

A. Career Development Awards (cont.)

7. Research Career Development Award

This award assists an individual in the transition from fellowship to established investigator. It provides career development support in skin research for a junior investigator.

Applicant Eligibility Requirements:

- M.D.; M.D., Ph.D.; Ph.D.; or D.O. degree
- Appropriate initial training in biomedical research (i.e., two to three-year fellowship or postdoctoral training)
- Junior faculty member in a department or division of dermatology, through an Assistant Professor level, at the time of funding
- Junior investigator in the early stages of his/her career
- Demonstrates a strong commitment to skin research
- Strong institutional commitment for the individual's career development
- NOT available to a recipient of a federally-funded career development award

B. Fellowships

The Dermatology Foundation offers two fellowships that are intended to advance the research careers of individuals in the early stages of career development. These awards are not intended to support faculty members—i.e., Assistant Professors or above are not eligible. Fellowships provide annual salary stipends. The award may be supplemented by department funds, NIH training grants, mentors' R01/P01 grants, and other granting agencies providing support equivalent to a training grant. Award funds cannot be used for payment of indirect costs.

In certain cases (i.e., importance of project or unusual merit in execution) consideration may be given for one additional year of support. To apply for a second year of support, the applicant must submit a new application package for competitive renewal. A second-year application should clearly set forth any changes in experimental direction or methods, and include a detailed progress report covering work already accomplished. A request for a second year of funding is unusual, and will be judged scientifically on an equal basis with requests for new support. In addition, the second-year application will be subject to the institution's quota for new fellowship applications.

III. Award Descriptions and Eligibility Requirements (cont.)

B. Fellowships (cont.)

1. Dermatologist Investigator Research Fellowship

This fellowship supports dermatologists who desire research training and have a commitment to an academic career in medical and surgical dermatology. Consideration will also be given to individuals with substantial training in other areas who are entering into skin research. Applicants may NOT apply simultaneously for this award and a Foundation grant.

Award Amount:

$30,000 salary stipend

Applicant Eligibility Requirements:

- M.D.; M.D., Ph.D.; or D.O. degree
- Completed training in a 3-year U.S dermatology residency program OR completed one year of 4-year U.S. dermatology residency program and will be in lab or research year during award period
- Assistant Professor or above is not eligible
- Must devote 75% of time to cutaneous research
- Mentor has an academic appointment in dermatology or another program at the sponsoring institution that is approved by the dermatology chair
- May only receive simultaneous salary support from department funds, NIH training grant, mentor's R01/P01 grant, and other granting agency providing support equivalent to a training grant

2. Fellowship in Pediatric Dermatology

The Foundation's pediatric dermatology fellowship fosters the development of clinical scholars in pediatric dermatology that will advance the field through patient care, research and teaching. This award is co-sponsored by the DF and the Society for Pediatric Dermatology. The successful candidate must demonstrate a record of academic interest through publication and/or research. The ability to apply for competitive renewal of this award makes a second year of training possible to enable fellows without any previous pediatric training to complete the requirement of two years of fellowship training for accreditation in pediatric dermatology.

III. Award Descriptions and Eligibility Requirements (cont.)

B. Fellowships (cont.)

2. Fellowship in Pediatric Dermatology (cont.)

Award Amount:

$45,000 salary stipend

Applicant Eligibility Requirements:

- M.D.; M.D., Ph.D.; or D.O. degree
- Completed training in U.S. dermatology residency program
- Board eligible or certified in dermatology
- Is within five years of completion of residency at time of funding
- Assistant Professor or above is not eligible
- Must devote 50% of time to proposed research
- Mentor is a pediatric dermatologist and a member of the Society for Pediatric Dermatology
- May only receive simultaneous salary support from department funds, NIH training grant, mentor's R01/P01 grant, and other granting agency providing support equivalent to a training grant

C. Research Grants

Dermatology Foundation grants are annual awards of $20,000. They provide funding that enables recipients to initiate a research project. All grants require the submission of a budget that details the planned use of award funds, and a research/development proposal. Award funds may not be used for the payment of indirect costs or salary for the principal investigator.

1. Patient Directed Investigation Grant

The Patient Directed Investigation Grant exists to support medical and surgical dermatologic studies that have the potential to directly benefit patients. Funding is intended to enhance the career development of clinical investigators in the early stages of career development. Applications will be judged by the Medical and Scientific Committee's panel of recognized experts in applied medical and surgical dermatology. It is the expectation that the recipients of this award will be the future clinical leaders in dermatology, helping to shape the future of the specialty. Recipients may apply for a second year of funding on a competitive basis.

III. Award Descriptions and Eligibility Requirements (cont.)

C. Research Grants (cont.)

1. Patient Directed Investigation Grant (cont.)

Applicant Eligibility Requirements:

- M.D.; M.D., Ph.D.; or D.O. degree
- Completed training in U.S. dermatology residency program
- Clinical investigator in early stages of academic career
- Project not funded from other sources

2. Research Grant

The Foundation's Research Grants provide financial support for research projects in dermatology and cutaneous biology that benefit the dermatology community at large. Special funding is available for research projects relevant to epidermolysis bullosa.

Applicant Eligibility Requirements:

- M.D.; M.D., Ph.D.; Ph.D.; or D.O. degree
- Investigator in the early stages of academic career
- Project not funded from other sources
- Epidermolysis Bullosa—project is relevant to Epidermolysis Bullosa

3. Dermatopathology Grant

The grant provides financial support for dermatopathology research projects that benefit the specialty of dermatology.

Applicant Eligibility Requirements:

- M.D.; M.D., Ph.D.; or D.O. degree
- Dermatologist or pathologist who will have completed a dermatopathology fellowship in a division or department of dermatology, pathology or dermatopathology at the time of funding, and is attempting to embark on a research career.
- Research proposals may include bench research, classical epidemiology, outcomes analysis or other approaches and should be clearly related to advancing the field of dermatopathology
- Investigator in the early stages of academic career
- Project not funded from other sources

III. Award Descriptions and Eligibility Requirements (cont.)

D. Program Development Grant

The Program Development Grant is a unique grant that provides funding to support the development of the scientific infrastructure in a dermatology division which has not successfully competed for Foundation funding during the last five years. Unlike other Foundation awards, this grant is available to the chair, chief or research director of a department or division of dermatology. The award has a one-year term and offers up to $10,000 in infrastructure support. Funds may be used (but are not limited) to:

-- Acquire critical research equipment
-- Stimulate a promising pilot project
-- Facilitate travel of accomplished scientists to the department
-- Support visits by young potential investigators to established programs at other institutions

Applicant Eligibility Requirements:

- Applicant must be the chair/chief or research director of the department/division of dermatology
- Dermatology department/division is accredited for residency training in the U.S.
- Department/division has not successfully competed for funding from the Foundation during the past five years
- Project not funded from other sources

IV. Preparing and Submitting Application Materials

A. Preparing an Application Package

To begin your application for a new research award, you will need to download an application checklist from the Foundation website, **www.dermatologyfoundation.org**. **This form contains the complete list of application materials you will need to prepare and send to the Foundation to be considered for an award.** There are four checklists (presented below). Each one is designed to be used for a specific award or category of awards. Be sure to select the appropriate checklist for the award for which you wish to apply.

1. Career Development Award Application Checklist
2. Fellowship Application Checklist
3. Patient Directed Investigation Grant and Research Grant Application Checklist
4. Program Development Grant Application List

Carefully follow the completion instructions provided below for each item listed on your checklist under "Required Application Materials". **Your application package must include only the items identified on your award-specific application checklist**. Keep in mind that the table below contains items that may not be required for all awards. Do not attach any additional items (e.g., publications, cover letters, etc.).

Application Materials	Completion Instructions
Application Checklist	The checklist will be the cover page for your application package. As noted earlier, it lists only those items you must prepare to apply for a specific award, and identifies those items that must have continuous page numbers. (Use the format "Page x", centered at the bottom of each page.) Complete all sections of this form and use it as a guide to ensure your package is complete prior to submitting it to the Foundation office.
Research Award Application	This standard application form is available on the Foundation website and is used for all awards. Use Word or Adobe Acrobat to complete this form. Carefully check (✓) the award you wish to apply for at the top of the form. Complete all remaining sections of this form. Note that the title of your project is limited to 100 characters including spaces and punctuation. Be sure to check "Yes" in box 3l if your project involves human subjects and will require IRB review. Print out the completed form and obtain all required signatures. This will be page one of your application package. *Foundation grant applicants should not complete boxes 3n, 4d and 4e.*
Applicant's Biographical Sketch	Download and complete the Foundation's biographical sketch form. This form is similar to the NIH standard format but requires additional information. See the sample form provided in section VII of this booklet for precise instructions. **Your biographical sketch should be no greater than four (4) pages in length**. Be sure section D is complete and the pages are numbered appropriately.
Mentor's Biographical Sketch	***For all CDA and Fellowship Applicants –*** Attach your mentor's biographical sketch in the standard NIH format. **It must not exceed four (4) pages**. Do not use the DF biosketch form. Be sure to enter appropriate page numbers at the bottom.

IV. Preparing and Submitting Application Materials (cont.)

A. Preparing an Application Package (cont.)

Application Materials	Completion Instructions
Summary of Career Goals	On a separate sheet, briefly sketch your future goals in dermatology. Describe concisely your research project, and document clearly and specifically the importance of this award for your career plans**. Limit your summary to one (1) page with 1" margins and at least 12 pt. font and 6 lines per vertical inch**. Label this item "Summary of Career Goals." Place your name, institution and award in the top right corner and apply the appropriate page number at the bottom, in the required format. *This item is not required for Derm. Surg. CDA, Med. Derm. CDA, and all Foundation grant applicants.*
Detailed Budget	***For ALL Grant Applicants –*** Provide a detailed budget on a separate sheet. Label it "Budget" and limit it to one page. Be sure to provide a header with your name, award and institution, and a page number at the bottom. Include a concise statement of how you propose to allocate funds (i.e., amount and purpose). Additional instructions follow: ***1. For All Research, Dermpath and Patient Directed Grant Applicants*** – List each item of equipment with a unit acquisition cost of $500 or more. Itemize supplies such as glassware, chemicals and animals in separate categories. For animals, state how many are to be used, and unit purchase/care costs. Remember, no salary or benefits for the applicant are to be included. ***2. For All Program Development Grant Applicants –*** Separately list each item of equipment with a unit acquisition cost of $2,000 or more and provide a supply budget by category.
Research Proposal	The DF utilizes three research proposal formats that are presented below. Be sure to select the format required for the award for which you are applying. Projects for career development awards should be three years in duration. Your research proposals must describe a proposed project in sufficient detail for adequate evaluation by the Medical and Scientific Committee. Make every effort to be succinct. Use figures or tables that are clear and summarize your plans. Place your name, institution and award in the top right corner and number the pages appropriately. **Font size must be at least 12 pt**, no more than 15 characters per inch, and no more than six lines within a vertical inch. **Leave one inch margins** on all sides of the proposal text. **Do not append any material to your research proposal including submitted or published manuscripts. Adhere to the noted page limitations. Applications exceeding the maximum number of allowable pages will be returned.**

IV. Preparing and Submitting Application Materials (cont.)

A. Preparing an Application Package (cont.)

Application Materials	Completion Instructions
Research Proposal Format #1	***Use Research Proposal Format #1 to prepare a proposal for:*** • ***Physician Scientist, Health Care Policy, Science of Human Appearance, Women's Health and Research Career Development Awards*** • ***All Foundation Fellowships*** • ***All Research, Dermatopathology, and Patient Directed Investigation Grants*** Organize the document into the six sections below. **Items 1-6 must not exceed ten (10) pages in total, including figures, tables and literature cited.** 1. Specific Aims – Identify what you intend to accomplish and the hypothesis that is to be tested. 2. Background and Significance – Describe why the research is important and what has already been done in the field. Evaluate existing knowledge in the field, and specifically identify the possible contribution your investigation may make. 3. Preliminary Studies – Detail what you have already accomplished on the project. 4. Experimental Design/Training – Identify how you are going to accomplish the research. Describe in detail the experimental design, the process to be used, and the manner in which the data will be analyzed. Do not include details of established laboratory procedures. Define the circumstances under which the training is to be received. 5. Organizational Structure – Describe in detail your organizational structure vis-à-vis dermatology and your mentor. Include where the work will be performed, who will pay for the supplies, animals, and what your clinical and/or teaching duties will be during the period of the award. (Be sure your supporting letter from the chair/supervisor describes the nature of the linkage to a department/division of dermatology.) 6. Literature cited.
Research Proposal Format #2	***Use the following instructions to prepare a research proposal for the Dermatologic Surgery and Medical Dermatology Career Development Awards.*** **Items 1-2 below cannot exceed ten (10) pages, including figures and tables.** 1. Project – The research proposal must be focused with clear aims which upon successful completion will add to the knowledge base of dermatologic surgery (for the Dermatologic Surgery CDA) or non-procedural dermatology (for the Medical Dermatology CDA).

IV. Preparing and Submitting Application Materials (cont.)

A. Preparing an Application Package (cont.)

Application Materials	Completion Instructions
Research Proposal Format #2 (cont.)	a. The applicant shall describe (**in no more than five pages**) a project that develops new information in the field. The project outline should include the area of interest, details of the project, a three-year project timeline, discussion of how the project will add to the knowledge base of the field (i.e., dermatologic surgery or non-procedural dermatology), and description of the applicant's time to be committed to the project. b. Keeping in mind that this section accounts for 80% of the application evaluation, the applicant shall describe (**in no more than three pages**) his/her strengths, career development plans, mentorship and environment. 2. Literature Cited – This information is limited to **two pages** of the proposal.
Research Proposal Format #3	***Use the following instructions to prepare a research proposal for the Program Development Grant***. The application proposal should be brief, **not exceeding two (2) pages**. It should include an overview of the goal(s) that can be achieved or more closely approached by the seed funding offered through the Program Development Grant.
Department Chair's Comments of Support	***For All Career Development Award and Fellowship Applicants –*** This form is a critical element in your application package. The Chair's Comments of Support form is to be completed by the chair of the department or division of dermatology at your institution and covers the following topics: 1. Outline of a plan defining the department's commitment to the applicant including a description of the training environment, the supervision that will be provided, the qualifications of the mentor for development of the applicant's career, and departmental commitments to the applicant including salary and space allocations. Plan must encompass a 3-year period for CDA applicants. 2. Plans for future funding of the applicant 3. The importance of the award and the project to the institution 4. The department's track record in obtaining NIH funding 5. Certification that the applicant will devote the time required to the proposed research project
Letter of Support from Chair	***For all Grant Applicants –*** This letter of support from the department chair is required for grant applications <u>only</u> if the applicant <u>is not</u> submitting a career development award application.
Letter of Support from Mentor	***For all CDA and Fellowship Applicants –*** The letter of support from your mentor must cover the description of the training environment and supervision that will be provided.
Letter of Support from Immediate Supervisor	***For all Grant Applicants –*** Provide an original letter of support from your supervisor.
Two to Three Additional Letters of Support	***For all CDA and Fellowship Applicants –*** You must submit two to three additional letters that support your selection for an award. These letters must be submitted as part of your application package.

IV. Preparing and Submitting Application Materials (cont.)

A. Preparing an Application Package (cont.)

Application Materials	Completion Instructions
Layman's Short Statement	On a separate sheet of paper, briefly describe your research proposal in layman's terms for use in the DF's printed award announcements. **Do not exceed 65 words.** Label the page "Layman's Short Statement." Place your name, institution and award name in the top right corner of the document. Be sure your margins are set at 1" and your font is no smaller than 12 pt. No page number is necessary.
Layman's Long Statement	On a separate sheet of paper, describe in greater detail your proposal and its significance, in layman's terms. **Do not exceed one page.** Be sure to set your margins to 1" and use a font no smaller than 12 pt. Label the page "Layman's Long Statement" and place your name, institution and award name in the top right corner of the document. No page number is necessary.
Original Figures	Your proposal will be copied in black and white for the committee of reviewers. For clarity, you must submit your color figures in a PDF format so they can be shared with the reviewers. Send to dfrap@dermatologyfoundation.org.
8" x 10" Black and White Photo (headshot)	***For all CDA and Fellowship Applicants –*** Enclose an 8" x 10" glossy black and white photo of yourself dressed professionally with your name and institution marked on the back (vertical orientation, headshot only). A digital photo file is preferred and must be at least 150 dpi at 8x10. You may submit the photo file on a CD with your application package or send it to dfrap@dermatologyfoundation.org.

B. Submitting Your Application

Using your checklist as a guide, place all the items identified under Required Application Materials in the order they are presented. Be sure the pages of your package have been numbered, and that your name, institution and award are in the header of your proposal document. Use a binder clip to secure your application package—do not staple. Your final package must include the originals of your application materials and one photocopy. The Foundation recommends you retain a copy of your materials for your own records.

Once your final package is complete, and you are certain it meets all of the Foundation's criteria, send it to the following address:

Medical and Scientific Committee
Dermatology Foundation
1560 Sherman Avenue, Suite 870
Evanston, IL 60201-4808

Your application package must be sent so that it arrives at the Foundation office on or before October 15, 2010. Application materials received after the deadline will be returned. If you have any questions concerning application submission requirements, contact the Foundation staff at (847) 328-2256 or dfrap@dermatologyfoundation.org.

V. Application Review

The Foundation's Medical and Scientific Committee uses a weighted-value methodology to critique and rank award applications. Committee members evaluate each application using the criteria displayed in the following table, and assign a score for each category (Candidate, Mentor, etc.) using the scale presented below. Two score sheets are used by the committee – one version for Career Development Awards and Fellowships and a second for Patient Directed, Basic Research, and Dermatopathology Grants. An application's overall score is the sum of the weighted values for all categories. Applicants are encouraged to consider the committee's scoring process when developing their application materials.

A. Score Sheet for Career Development Awards and Fellowships

1 – Outstanding 2 – Excellent 3 – Good 4 – Fair 5 – Poor

Award Application Criteria	(A) Weighted Value X	(B) Reviewer's Score	(C) = Weighted Score
Candidate – *Potential to become one who advances the science and practice*	45%		
Potential for independent research career in dermatology Track record in research (publications, other grants) Adequate training for the project			
Mentor and Environment – *Mentor, quality of department or plans, and environment*	25%		
Able to mentor on the project Track record of developing trainees Other resources (e.g., grants for supplies, etc.) Adequate space and resources for project Strong environment for collaboration and mentoring Department with track record of developing trainees Plan for career development Commitment of chair of Department of Dermatology			
Project – *Description and significance*	30%		
Relevance to dermatology Quality of written application Likelihood of success Novel, innovative research NIH-fundable work Possibility of future work independent of mentor			

Overall Preliminary Score : _____

V. Application Review (cont.)

B. Score Sheet for Patient Directed, Basic Research, and Dermpath Grants

1 – Outstanding 2 – Excellent 3 – Good 4 – Fair 5 – Poor

Award Application Criteria	(A) Weighted Value X	(B) Reviewer's Score	(C) = Weighted Score
Candidate Potential for independent research career in dermatology Track record in research (publications, other grants) Adequate training for the project	40%		
Mentor and Environment Adequate space and resources for project Strong environment for collaboration and mentoring Department with track record of developing trainees Plan for career development Commitment of chair of Department of Dermatology	20%		
Project Relevance to dermatology Quality of written application Likelihood of success Novel, innovative research NIH-fundable work Possibility of future work independent of mentor	40%		

Overall Preliminary Score : _____

VI. Renewing a Career Development Award

All career development awards may be renewed annually for up to three years of total support. To be considered for a second or third year of funding, you must complete and submit a renewal application package. Approval of your renewal application is dependent upon availability of funds, evidence of significant progress on the research project, continued commitment to career development and the pursuit of additional funding.

A. Preparing Your Renewal Request

Your renewal package must include the following items:

1. Renewal Application Form
2. Articles, Chapters and Abstracts
3. Interim Research Report
4. Comments of Support form completed by Dermatology Department Chair or Division Chief

Follow the detailed instructions provided below. For items 1-3, apply continuous page numbers at the bottom (centered, in the format "Page x").

Renewal Application Materials	Completion Instructions
1. CDA Renewal Application Form	Download this form from the Foundation website (dermatologyfoundation.org). Complete all sections of the form in Word or Adobe Acrobat. Print out a copy and be certain to obtain the required signatures. Use section 5 of the form as a checklist to be sure you have attached all the required material.
2. Article, Chapters and Abstracts	Prepare a list of your articles, chapters and abstracts that have resulted from your project. Please separate abstracts, peer-reviewed manuscripts, reviews and presentations. Indicate "published, in press, submitted, or presented" for each item and *enclose copies*. Place your name, institution and award in the right header of this document.
3. Interim Research Report	On separate sheets, state your original specific aims, and summarize your results and conclusions thus far. Indicate the present and potential significance to the field of dermatology. Use language directed to a sophisticated lay or clinical dermatologic audience. Restate your project goals and specific aims for the coming year. **Do not exceed two pages.** Use a 12 pt font with margins of 1". Place your name, institution and award in the right header of this document. Optional: Send a PDF of any original figures presented in this report to dfrap@dermatologyfoundation.org or provide on a CD.
4. Department Chair's Comments of Support	The Chair's Comments of Support form is a critical component of your renewal request. The Chair's Comments of Support form is to be completed by the chair of the department or division of dermatology at your institution and covers the following topics: 1. Outline of a plan defining the department's commitment to the applicant including a description of the training environment, the supervision that will be provided, the qualifications of the mentor for development of the applicant's career, and departmental commitments to the applicant 2. Plans for future funding of the applicant 3. The importance of the award and the project to the institution 4. Description of institutional support provided to the individual over the past year 5. The department's track record in obtaining NIH funding 6. Certification that the applicant will devote the time required to the project

VI. Renewing a Career Development Award (cont.)

B. Submitting Your Renewal Package

Once all components of your package are complete, make one photocopy of all items. Use a binder clip to secure your pages—do not staple. Submit the complete package (items 1 – 4) and the photocopy to the Foundation at the following address for **receipt on or before November 1, 2010.**

Dermatology Foundation
1560 Sherman Avenue, Suite 870
Evanston, IL 60201-4808

If you have any questions regarding the renewal application process, please contact the Foundation staff at (847) 328-2256 or dfrap@dermatologyfoundation.org.

Career Development Award Renewal Application

Exhibit VI

1. RENEWAL INFORMATION

1a. RENEWAL APPLICATION TYPE

- ☐ Physician Scientist Career Development Award
- ☐ Clinical Career Development Award in Dermatologic Surgery
- ☐ Clinical Career Development Award in Health Care Policy
- ☐ Medical Dermatology Career Development Award
- ☐ Women's Health Career Development Award
- ☐ Science of Human Appearance Career Development Award
- ☐ Research Career Development Award

1b. TITLE OF PROJECT	**1c. CURRENT YEAR OF AWARD** ☐ First year ☐ Second year

1d. CURRENT AFFILIATION	**1e. DATES OF CONTINUATION OF AWARD** Beginning _____/_____/_____ Ending _____/_____/_____	**1f. AMOUNT OF CONTINUATION OF AWARD** **$**

2. APPLICANT and PROJECT INFORMATION

2a. NAME (Last, First, Middle Initial)	**2b. DEGREE (S)**

2c. CURRENT POSITION TITLE	**2d. CURRENT MAILING ADDRESS**
2e. TELEPHONE AND FAX (Area Code, Number and Extension) Tel Fax	
2f. E-MAIL ADDRESS	**2g. HUMAN SUBJECTS RESEARCH REQUIRING IRB REVIEW AND APPROVAL** ☐ Yes ☐ No
2h. DATES OF CURRENT RESEARCH	**2i. INSTITUTION WHERE RESEARCH IS TO BE PERFORMED**

3. FISCAL OFFICER

3a. NAME AND TITLE Name Title	**3b. MAILING ADDRESS**
3c. TELEPHONE AND FAX Tel Fax	**3d. E-MAIL ADDRESS**

4. SIGNATURES

4a. MENTOR	**4b. SIGNATURE OF MENTOR / DATE** _____/_____
4c. DERMATOLOGY DEPARTMENT CHAIR OR DIVISION CHIEF	**4d. SIGNATURE OF CHAIR OR CHIEF / DATE** _____/_____

4e. APPLICANT SIGNATURE / DATE "I certify that the statements in this application are true to the best of my knowledge. I am not a recipient of a federally-funded career development award as defined by the award eligibility requirements. In the event that as a principal investigator, I receive salary support from the NIH or another federal agency, I understand that my Dermatology Foundation award will be terminated as of the day I begin to receive such funds. I agree to immediately notify the Foundation in writing upon notification of another award. Any unused funds will be returned to the Foundation. I hereby agree to provide a written progress report and a financial report to the Foundation within 30 days of the termination of the career award."

_____/_____

5. RENEWAL APPLICATION CHECKLIST

- ☐ 5a. List your articles, chapters and abstracts that have resulted from this project. Indicate published, in press, submitted or presented. Separate abstracts, presentations, reviews and peer-reviewed articles. Enclose copies.
- ☐ 5b. On separate sheets, state your specific aims, and summarize your results and conclusions thus far. Indicate the present and potential significance to the field of dermatology. Use language directed to a sophisticated lay or clinical dermatologic audience. Restate your project goals and specific aims for the coming year. Do not exceed two pages. Optional--include two copies of any original figures used (CD or via email to dfrap@dermatologyfoundation.org)
- ☐ 5c. Attach the Department Chair's Comments of Support form completed by your department or division chair.
- ☐ 5d. Make a photocopy of the application form and items 5a – 5c (except original figures).
- ☐ 5e. Send your complete renewal package and photocopy to the Foundation for receipt **on or before November 1, 2010**.

VII. Dermatology Foundation Application Forms

Every *new* award application requires four standardized forms:

1. Application Checklist
2. Research Award Application
3. Applicant Biographical Sketch
4. Chair's Comments of Support Form

While the application, Foundation biosketch form, and Comments of Support form are used for all awards, there are four award-specific versions of the checklist. Each is labeled to reflect its intended use (see below). Be sure to select the correct checklist for your application. The checklist provides a complete list of materials required to prepare an application package for a particular award.

1. Career Development Award Application Checklist
2. Fellowship Application Checklist
3. Patient Directed Investigation Grant and Research Grant Application Checklist
4. Program Development Grant Application Checklist

Applicants must download these forms from **www.dermatologyfoundation.org**, and use Microsoft Word or Adobe Acrobat to complete them. Candidates who wish to use Word must have Word 2000, Word 2002 or greater to successfully access and complete the required forms. Adobe Acrobat users must have the full version of 5.0 or greater, Standard or Professional edition. (The full version includes the "writer" component which is essential to complete the forms.)

Exhibits A - G are copies of all the Foundation's standardized forms required for new award applications.

Research Award Application

Exhibit VII–A

1. APPLICATION TYPE

Career Development Award
- ☐ Physician Scientist
- ☐ Dermatologic Surgery
- ☐ Health Care Policy
- ☐ Medical Dermatology
- ☐ Sci. Human Appearance
- ☐ Women's Health
- ☐ Research CDA

Fellowship
- ☐ Dermatologist Investigator Research
- ☐ Pediatric Dermatology

Grant
- ☐ Patient Directed Investigation
- ☐ Dermpath Grant
- ☐ Research Grant
- ☐ Epiderm. Bullosa
- ☐ Program Development

2. TITLE OF PROJECT (Do not exceed 100 characters.)

3a. NAME (Last, First, Middle Initial)

3b. DEGREE (S)

3c. DATE OF BIRTH

3d. CURRENT POSITION TITLE

3e. CURRENT MAILING ADDRESS

3f. POSITION DURING YEAR OF PROPOSED SUPPORT

3g. TELEPHONE AND FAX (Area Code, Number and Extension)

Tel Fax

3h. E-MAIL ADDRESS

3i. U.S. CITIZEN

☐ YES ☐ NO If no, visa status_____

3j. DERMATOLOGY FOUNDATION MEMBER

☐ YES ☐ NO

3k. AMOUNT REQUESTED

$_____ for period

beginning _____/_____/_____

ending / /

3l. HUMAN SUBJECTS RESEARCH REQUIRING IRB REVIEW/APPROVAL

☐ YES ☐ NO

3m. OTHER FUNDING

☐ I am \ ☐ I am NOT . . . currently **seeking funds** from other sources for this or other projects.

☐ I am \ ☐ I am NOT . . . currently **receiving support** from other sources for this or other projects

3n. PERCENT OF TIME TO BE SPENT ON RESEARCH TRAINING: _____% ***(required ONLY for Fellowships)***

4a. NAME OF SPONSORING INSTITUTION

4b. SPONSORING DIVISION OR DEPARTMENT

4c. DERMATOLOGY DEPARTMENT CHAIR OR DIVISION CHIEF

Name

Title

Address

Tel E-mail:

4d. MENTOR*

Name

Title

Address

Tel E-mail

4e. DERMATOLOGY CHIEF OF SERVICE (If not mentor.)*

Name

Title

Address

Tel E-mail

4f. FISCAL OFFICER

Name

Title

Address

Tel E-mail

4g. INSTITUTIONAL OFFICER (Dean or designated official.)

Name

Title

Address

Tel E-mail

5a. DERM. DEPT. CHAIR OR DIV. CHIEF SIGNATURE / DATE

_____/_____

5b. INSTITUTIONAL OFFICER SIGNATURE / DATE

_____/_____

5c. APPLICANT SIGNATURE / DATE "I certify that the statements in this application are true to the best of my knowledge. In the event that I receive simultaneous salary funds from any federal agency or research funds from any other source, as defined in the award eligibility requirements, I understand that my Dermatology Foundation award will be terminated as of the day I begin to receive such funds. I agree to immediately notify the Foundation in writing upon notification of another award. I agree that that salary/research funds awarded to me will only be used for the project/purpose stated in my application. Any unused funds will be returned to the Foundation. I hereby agree to provide a written progress report and financial report to the Foundation within 30 days of the termination of the award."

_____/_____

* See instructions--not required for all awards.

Career Development Award Application Checklist

Exhibit VII-B

Name of Applicant: _____
(Last) (First) (MI) (Degree)

Institution: _____

Title of Research Project: _____

_____
(Do not exceed 100 characters, including spaces and punctuation.)

Application Type:

Check (✓) the career development award for which you are applying.

- ☐ Physician Scientist Career Development Award
- ☐ Clinical Career Development Award in Dermatologic Surgery
- ☐ Clinical Career Development Award in Health Care Policy
- ☐ Medical Dermatology Career Development Award
- ☐ Science of Human Appearance Career Development Award
- ☐ Women's Health Career Development Award
- ☐ Research Career Development Award

Applicant Eligibility Requirements:

- ☐ Review the eligibility requirements for the above noted award in section III of the Applicant Instructions to be sure you are eligible for consideration.

Required Application Materials:

Assemble the following items, in the order presented, for your application package. Refer to the detailed application completion instructions to be certain you meet the specific format and content requirements for each component. For items 2-6, number the pages continuously. Once complete, place this form on top of all your application materials. **Submit all items listed below, and one photocopy of items 1-9 to the Foundation for consideration.**

- ☐ 1. Career Development Award Application Checklist
- ☐ 2. Research Award Application
- ☐ 3. DF Applicant Biographical Sketch
- ☐ 4. Mentor's Biographical Sketch
- ☐ 5. Summary of Career Goals*
- ☐ 6. Research Proposal
- ☐ 7. Department Chair's Comments of Support (form)
- ☐ 8. Letter of Support from Mentor
- ☐ 9. Two to Three Additional Letters of Support
- ☐ 10. Layman's Short Statement
- ☐ 11. Layman's Long Statement
- ☐ 12. 8" x 10" Black and White Photo
  - ☐ Enclosed on a CD
  - ☐ Sent via email to dfrap@dermatologyfoundation.org
- ☐ 13. PDF file of original figures (check one):
  - ☐ Enclosed on a CD
  - ☐ Sent via email to dfrap@dermatologyfoundation.org

*Not required as a separate item for the Dermatologic Surgery and Medical Dermatology Career Development Awards.

Fellowship Application Checklist — Exhibit VII-C

Name of Applicant: _____
(Last) (First) (MI) (Degree)

Institution: _____

Title of Research Project: _____

_____
(Do not exceed 100 characters, including spaces and punctuation.)

Application Type:

Check (✓) the fellowship for which you are applying**.**

- ☐ Dermatologist Investigator Research Fellowship
- ☐ Fellowship in Pediatric Dermatology
  - If second year application check (✓) here ☐

Applicant Eligibility Requirements:

- ☐ Review the eligibility requirements for the above noted award in section III of the Applicant Instructions to be sure you are eligible for consideration.

Required Application Materials:

Assemble the following items, in the order presented, for your application package. Refer to the detailed application completion instructions to be certain you meet the specific format and content requirements for each component. For items 2-6, number the pages continuously. Once complete, place this form on top of all your application materials. **Submit all items listed below, and one photocopy of all items 1-9 to the Foundation for consideration.**

- ☐ 1. Fellowship Application Checklist
- ☐ 2. Research Award Application
- ☐ 3. DF Applicant Biographical Sketch
- ☐ 4. Mentor's Biographical Sketch
- ☐ 5. Summary of Career Goals
- ☐ 6. Research Proposal
- ☐ 7. Department Chair's Comments of Support (form)
- ☐ 8. Letter of Support from Mentor
- ☐ 9. Two to Three Additional Letters of Support
- ☐ 10. Layman's Short Statement
- ☐ 11. Layman's Long Statement
- ☐ 14. 8" x 10" Black and White Photo
  - ☐ Enclosed on a CD
  - ☐ Sent via email to dfrap@dermatologyfoundation.org
- ☐ 13. PDF file of original figures (check one):
  - ☐ Enclosed on a CD
  - ☐ Sent via email to dfrap@dermatologyfoundation.org

Patient Directed Investigation Grant and Research Grant Application Checklist

Exhibit VII-D

Name of Applicant: _____
(Last) (First) (MI) (Degree)

Institution: _____

Title of Research Project: _____

_____
(Do not exceed 100 characters, including spaces and punctuation.)

Application Type:

Check (✓) the grant for which you are applying**.**

- ☐ Patient Directed Investigation Grant
- ☐ Research Grant
  - ☐ Epidermolysis Bullosa
- ☐ Dermatopathology Research Grant

Applicant Eligibility Requirements:

☐ Review the eligibility requirements for the above noted award in section III of the Applicant Instructions to be sure you are eligible for consideration.

Required Application Materials:

Assemble the following items, in the order presented, for your application package. Refer to the detailed application completion instructions to be certain you meet the specific format and content requirements for each component. For items 2-5, number the pages continuously. Once complete, place this form on top of all your application materials. **Submit all items listed below, and one photocopy items 1-7 to the Foundation for consideration.**

☐ 1. Patient Directed Investigation Grant and Research Grant Application Checklist
☐ 2. Research Award Application
☐ 3. DF Applicant Biographical Sketch
☐ 4. Detailed Budget
☐ 5. Research Proposal
☐ 6. Letter of Support From Chair (required only if applicant is NOT also applying for a career development award)
☐ 7. Letter of Support from Immediate Supervisor
☐ 8. Layman's Short Statement
☐ 9. Layman's Long Statement
☐ 10. PDF file of original figures (check one):
  - ☐ Enclosed on a CD
  - ☐ Sent via email to dfrap@dermatologyfoundation.org

Program Development Grant Application Checklist

Exhibit VII-E

Name of Applicant: _____
(Last) (First) (MI) (Degree)

Institution: _____

Title of Research Project: _____

_____
(Do not exceed 100 characters, including spaces and punctuation.)

Applicant Eligibility Requirements:

☐ Review the eligibility requirements for the above noted award in section III of the Applicant Instructions to be sure you are eligible for consideration.

Required Application Materials:

Assemble the following items, in the order presented, for your application package. Refer to the detailed application completion instructions to be certain you meet the specific format and content requirements for each component. For items 2-5, number the pages continuously. Once complete, place this form on top of all your application materials. **Submit all items listed below, and one photocopy of items 1-5 to the Foundation for consideration.**

☐ 1. Program Development Grant Application Checklist
☐ 2. Research Award Application
☐ 3. Applicant Biographical Sketch
☐ 4. Detailed Budget
☐ 5. Research Proposal
☐ 6. Layman's Short Statement
☐ 7. Layman's Long Statement
☐ 8. If applicable, email PDF of original figures to dfrap@dermatologyfoundation.org or enclose on a CD.

Applicant Biographical Sketch

Exhibit VII-F

Name	**Position Title**

Education and Training
(Begin with baccalaureate or other initial professional education. Include medical internship, residency training and other postdoctoral training.)

Institution and Location/Hospital (For postdoctoral training, identify program name and director.)	**Degree** (If applicable)	**Year(s)**	**Major Field of Study**

Instructions:
The DF Biographical Sketch is required for ALL award applicants and may not exceed four pages. Complete sections A through D as directed.

A. Positions
List, ***in chronological order***, previous positions concluding with your present position. Identify the institution, program name and program director for all research positions.

B. Academic Honors
List any academic honors you have received in this section.

C. Publications/Presentations
List your publications/presentations in chronological order. Please separate abstracts, presentations, reviews and peer-reviewed articles. Do not include manuscripts in-preparation.

D. Research Support
List any past (during the last three years), current, and pending research support. Identify for each item:

1. Title
2. Brief statement of project goal
3. Source of support
4. Start date/end date
5. Amount
6. Principal investigator
7. Any budgetary overlap with this application *(In instances of overlap, indicate how these applications will be adjusted if funding is received.)*

Department Chair's Comments of Support — Exhibit VII-G

Date: [insert date]

To: 2011 Medical and Scientific Committee

From: [insert your name]

Re: [insert applicant's name]

Award: [insert award category]

Instructions: ***This form must be completed by the Dermatology Department/Division Chair/Chief for all career development award and fellowship applicants.*** Please be sure to respond to each question ***thoroughly***. Keep in mind, the applicant's potential to contribute to dermatology, mentor, training environment, and the institution's support of the applicant are key criteria in the DF's application review process.

1. **Provide an outline of a plan* defining the department's commitment to the applicant including:**

   ****For Career Development Award applications, plan should cover a 3-year time period.***

   a. **a description of the training environment and the supervision that will be provided,**

   b. **the qualifications of the mentor for development of the applicant's career, and**

   c. **other departmental commitments to the applicant including salary and space allocations.**

2. **Describe future funding plans for the applicant.**

3. **Identify the importance of the award and the project to the institution.**

4. **Describe the dermatology department/division's track record in obtaining NIH funding including number of award recipients and awards received.**

5. **Describe any additional plans for the candidate's career development that are not identified in prior sections (e.g., applicant's likelihood for success).**

6. ***If the applicant is requesting renewal of a career development award for a second or third year*, describe the institutional support the individual has received in the last year.**

7. **Provide other comments of support below that you believe the committee needs to consider in evaluating this applicant's research proposal.**

8. **The applicant's position at the time of funding (i.e., July 1, 2011) will be:**

_____

9. **Certifications:**

For all CDA and Fellowship Applications and Renewals:

I certify _____ will have the protected time to complete the
(name of applicant)
proposed project.

_____ _____

Signature of Department Chair/Chief *date*

For Fellowship Applicants in a 4-year residency program:

I certify _____ will utilize DF funding during the
(name of applicant)
lab/research year of his/her residency.

_____ _____

Signature of Department Chair/Chief *date*

VIII. Frequently Asked Questions

1. **Can I apply for a career development award and a grant?**

   Yes. Be sure to submit a separate application package for each award. Remember that you are not required to submit a separate letter of support from your chair for your *grant* application.

2. **Can I apply for a fellowship and a grant?**

   No. If you are applying for a DF Fellowship, you are not eligible to apply for a grant.

3. **Must I have IRB approval for my research project at the time I apply for an award?**

   No. If your project involves human subjects, simply select "Yes" in box 3l on the award application form. If you are selected to receive the award, you must obtain and provide proof of IRB approval prior to the start of the award period—July 1, 2011. Award funds cannot be disbursed without formal documentation that identifies the start and end date of the approval period.

4. **I would like to apply for a career development award and it requires that I have a faculty position. My faculty position will not be effective until July 1, 2011; can I still apply for the award?**

   Yes. All of the award eligibility requirements must be met at or before the time of funding—i.e., as of July 1, 2011. Your application materials should clearly document that you will meet the faculty eligibility requirement by July 1. Specifically, your form of support from your Dermatology Department Chief or Chair should clearly state the faculty position you will have and the effective date. In addition, you will need to provide confirmation of your appointment just prior to the start of the award period.

5. **I am applying for a career development award (CDA) and have an NIH R01 application pending. If I receive the R01, what would happen to my DF CDA?**

   The DF requires all CDA award recipients to relinquish the CDA upon receipt of a federally funded award for which they are a PI and receive salary support. Therefore, if you were awarded a DF CDA and also receive the R01, the DF award would terminate on the effective date of the R01 grant.

6. **How many awards are funded in each award category?**

   The Foundation does not fund awards based on a quota. Instead, the number of awards funded each year is based on the number of meritorious applications submitted and available funds.

VIII. Frequently Asked Questions (cont.)

7. Can I submit my CV in the NIH format rather than on the DF's biosketch form?

No. Your CV must be submitted using the Foundation's biosketch form that is available on the DF website. The Foundation's biosketch was designed to capture information not found on the NIH form. If your application package does not contain the DF biosketch form, it will be returned.

8. Can my letters of support be sent later/separately?

Yes. Your letters of support may be sent separately. However, they must arrive on or before the application deadline of October 15, 2010.

9. Why do I need to provide copies of original figures?

Your proposal will be reproduced in black and white for the Medical and Scientific Committee reviews. The original figures are provided to the reviewers assigned to your application so they may fully evaluate your proposal. To submit original figures, please send them in a PDF format to dfrap@dermatologyfoundation.org or on a CD enclosed with your application package.

10. How many copies of the application package do I need to send?

You will need to send the Foundation one original and one photocopy of your full application package. Be sure to keep one copy for your records.

11. To meet the application deadline, can my application be postmarked by October 15th?

No. To be considered for a 2011 research award, your complete research application must be sent so that it is ***RECEIVED*** at the Foundation office ***on or before Friday, October 15, 2010***. Your application should be sent to the following address:

Medical and Scientific Committee
Dermatology Foundation
1560 Sherman Avenue, Suite 870
Evanston, IL 60201-4808

Applications received after October 15th will be returned.

12. When will the award recipients be announced?

The 2011 award recipients will be announced at the Foundation's Annual Meeting of Membership on Saturday, February 5, 2011 in New Orleans, LA. If you are unable to attend the meeting, you will find a list of the 2011 recipients on the DF website following the Annual Meeting.