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.