

## VIII. Frequently Asked Questions

### 1. If I receive a research award, is it possible to transfer it to another institution?

No award transfers will be considered or granted. Award recipients moving to a new institution have the option to reapply for funding using the DF's new award procedures and forms. CDA recipients reapplying will be limited to a total of 36 months of funding. All such applications will be reviewed by the DF's Medical and Scientific Committee.

For additional information, contact the DF office.

### 2. Can I apply for a career development award and a grant?

If you are applying for a *new* career development award, you may submit a separate application for a grant. However, please be aware you are only able to receive funding for one award.

Current CDA recipients applying for a second or third year of funding cannot also apply for a grant.

### 3. 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.

### 4. 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 31 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. Award funds cannot be disbursed without formal documentation that identifies the start and end date of the approval period.

### 5. 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; 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. 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.

## VIII. Frequently Asked Questions (cont.)

**6. 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. 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.

**7. 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.

**8. 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.

**9. 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.

**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. You must also submit a PDF of your proposal.

**11. To meet the application deadline, can my application be postmarked by October 15<sup>th</sup>?**

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

Medical and Scientific Committee  
Dermatology Foundation  
1560 Sherman Avenue, Suite 500  
Evanston, IL 60201-4808

Applications received after the application deadline will be returned.

## VIII. Frequently Asked Questions (cont.)

### 12. When will the award recipients be announced?

Award recipients will be announced at the Foundation's Annual Meeting of Membership on the Saturday of the AAD Annual Meeting. If you are unable to attend the meeting, you will find a list of the recipients on the DF website following the Annual Meeting.

### 13. Do you have any suggestions for strengthening my application?

Every applicant is strongly encouraged to seek guidance from their mentor and chair in developing their research proposal and application materials. The following is a list of helpful hints offered for consideration.

- a. ***Ensure your materials are complete and address all requested topics/areas*** -- especially the letter of support from your mentor and the Comments of Support Form completed by your chair. This information is extremely important and enables the Medical and Scientific Committee to fully evaluate your application.
- b. Have one (or more) established investigators review a draft of the proposal, and allow sufficient time for revision and timely submission.
- c. Attempt to make applications specific. For example, if a proposal concerns a particular disease, specify inclusion and exclusion criteria; if several subtypes of the disease of interest exist, specifically state which subtypes will be studied.
- d. Consider including a power analysis demonstrating the minimum number of subjects (i.e., animals or humans) needed for experiments to be informative.
- e. In studies involving multiple aims, note the peril of having second- and third-order aims dependent upon an initial aim that may or may not be attained.
- f. If the project is highly dependent upon the participation and/or expertise of a key collaborator, consider obtaining a letter of support from this individual that acknowledges his/her commitment to the project.
- g. Include where possible and appropriate preliminary data in support of the proposed aims of the application.

### 14. I have a DF Career Development Award (CDA) that is in year 2 of funding and just received a promotion to Associate Professor. Am I still eligible for my CDA?

Yes. New (i.e. Year 1) CDA recipients may be no greater than an Assistant Professor at the time of funding (July 1).