



2024 Research Award Program Applicant Instructions

- Career Development Awards**
- Fellowships**
- Grants**

August 2023

Dermatology Foundation
847-328-2256
dermatologyfoundation.org
dfrap@dermatologyfoundation.org

Shaping the Future of Dermatology

Table of Contents

	Page
I. Introduction	1
II. Research Award Program Overview	2
III. Award Descriptions and Eligibility Requirements	
A. Career Development Awards	6
B. Fellowship	13
C. Research Grants	14
IV. Preparing and Submitting Application Materials	15
V. Application Review	20
VI. Renewing a Career Development Award	22
Exhibit: Career Development Award Renewal Application	23
VII. Dermatology Foundation Forms	
Exhibits:	
A. NIH Biosketch	24
B. Chair's Comments of Support	25
VIII. Frequently Asked Questions	28

I. Introduction

The Dermatology Foundation was established nearly 60 years ago to provide research funding that would enable advancements in patient care by helping to develop and retain talented new physician-scientists and investigators. Today, the Foundation remains fully committed to furthering the specialty of dermatology by offering a variety of funding opportunities through its Research Award Program. In 2022, \$2.8 million dollars in research funds were awarded to fifty-seven (57) individuals.

All DF-funded research must be conducted in the U.S. under the sponsorship of a department/division of dermatology that is ACGME-approved for training in dermatology. Applicants must meet the DF's general eligibility requirements, in addition to award-specific requirements on or before July 1, 2024. Applicants belonging to minority populations are encouraged to apply.

The Dermatology Foundation encourages applications concerning health issues impacting minority groups, including, but not limited to, racial minorities, sexual-gender minorities, and underserved/disadvantaged populations.

Key Program Updates

- All applications for a DF career development award, fellowship or research grant must be submitted via the [CDAFG Research Award Portal](#). Further details are provided in section D of the Research Award Program Overview. A [CDAFG Award Portal Instructions](#) has been prepared to highlight the steps needed to submit an application online.
- The Hidradenitis Suppurative Foundation will be funding a single career development award for research addressing HS. Relevant HS applications may be funded in any CDA category.
- The Diversity Research Supplement Award (DRSA), available to former DF career development award recipients, has two application deadlines each year – May 1 and November 1st. Watch for separate DRSA information, including a unique application portal, on the DF website.

2024 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 preparing their submission. Applications for the 2024 award year must be **received** by the Dermatology Foundation as noted below. Applications received after the deadline will not be considered for funding. The DF will confirm receipt via email (candidates not receiving confirmation are encouraged to contact the office). Questions regarding the application process may be directed to DF staff at dfrap@dermatologyfoundation.org or (847) 328-2256.

Important Dates

*New CDA, Fellowship, and Grant Application Deadline: **October 16, 2023***

*CDA Renewal Deadline: **November 1, 2023***

*Announcement of 2024 Award Recipients: **March 9, 2024***

II. Research Awards Program Overview

A. Foundation Awards

The Dermatology Foundation provides early research support in the form of career development awards (CDAs), a fellowship, and grants. The CDAs provide the potential for three years of salary support for junior faculty in the early stages of their career, (i.e., through the level of Assistant Professor). The Foundation fellowship provides an annual salary stipend and is not intended for faculty. Research grants provide seed money for a variety of dermatologic research projects.

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

All DF-funded research must be conducted in the U.S. under the sponsorship of a department/division of dermatology that is ACGME-approved for training in 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, and throughout the term of the award.

An individual who is a prior or current principal investigator (PI) on a federal grant is not eligible to receive a DF career development award, fellowship, or grant. The following two exceptions apply:

1) CDA awardees may have effort on an NIH grant as long as they are **not the senior PI** who initiated the application, and they **do not have direct reporting responsibilities** for this or prior federal awards. Total support from all federal grants must be **less than 20% of their total effort** during the term of the DF award.

OR

2) The individual is the recipient of an NIH training grant or an equivalent grant from another granting agency.

Upon receipt as the PI of a federal grant, a DF CDA or grant will be withdrawn. Note, an individual who receives a federal grant that eliminates their status as a "new investigator" is not eligible to maintain/receive a DF CDA.

Fellowship recipients may receive NIH training grants or an equivalent grant from another granting agency.

Important Note: The Foundation utilizes the NIH definitions of "principal investigator" and "co-investigator" to administer this policy, as found in the Glossary of NIH Terms.

II. Research Awards Program Overview (cont.)

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. Public Health Career Development Award	One
3. Clinical Career Development Award in Dermatologic Surgery	One
4. Dermatopathology Research Career Development Award	One
5. Medical Dermatology Career Development Award	One
6. Pediatric Dermatology Career Development Award	One
7. Science of Human Appearance Career Development Award	One
8. Women's Health Career Development Award	One
9. Research Career Development Award	One
10. Diversity, Equity, Inclusion Career Development Award	One
11. Dermatologist Investigator Research Fellowship	Up to two
12. Patient Directed Investigation Grant	One
13. Basic Science Research Grant	One

D. Application Process

Candidates are expected to personally prepare and submit their application materials to the Foundation and are to be submitted via the [CDAFG Research Award Portal](#) for CDAs, fellowships and grants. Section IV provides detailed instructions for preparing a research proposal and application package. The DF has also prepared a [CDAFG Award Portal Reference Instructions](#) for first time users of the new application portal. 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 the 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 attachments and letters cover the necessary topics before they are submitted online. Once an application has been submitted, it cannot be altered.

II. Research Awards Program Overview (cont.)

F. Application Deadline

Applicants must submit their applications and supporting materials on or before the application deadline via the [CDAFG Research Award Portal](#). Upon receipt of a new submission, the Foundation will confirm receipt via email. Candidates who do not receive a confirmation email are encouraged to contact the DF office.

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. The score sheets used by the committee are presented in section V and may be helpful in creating an application package.

Recipients of the 2024 awards will be presented on the DF [website](#).

H. Award Terms, Conditions, and Funds Distribution

The Foundation's research award 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. The DF uses the National Institutes of Health definition of direct costs.

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% in October following the conclusion of the award term. 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 date.

DF awards are assigned to individuals. However, award checks are made payable to institutions and are sent to the fiscal officers at the address noted on the application for administration. Award recipients are responsible for ensuring the final reports are submitted up to 60 days following the end of the funding period.

II. Research Awards Program Overview (cont.)

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 submit a renewal application online and an interim research report by **November 1**. CDA recipients applying for a second or third year of funding are not eligible to apply for a DF grant.

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 in their research, the period of time the projects have been underway will be considered. The Foundation will announce the renewed career development awards on the DF website. 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 Award 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 by commencement of award funding (on or before July 1).**

An applicant must apply for a specific award. The following pages provide a detailed description of the Dermatology Foundation's early career funding opportunities:

- A. Career Development Awards
- B. Fellowship
- C. Research Grants

A. Career Development Awards

The Foundation offers ten 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 to 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 is commensurate with peers within the institution. A CDA recipient may seek simultaneous grant support from other agencies to provide for the non-salary components of the research being performed under the auspices of an award.

Please note the following important eligibility requirements for **all** DF Career Development Awards, which must be met at the time of funding (July 1) as noted below:

- 1. Candidates with an M.D.; M.D., Ph.D.; or D.O. *must be no greater than 12 years beyond their terminal degree – as of January 1, 2024.***
- 2. Candidates with a Ph.D. *must be no greater than 8 years beyond their terminal degree – as of January 1, 2024.***
- 3. Junior faculty member in a department or division of dermatology with an ACGME-approved dermatology residency program, through Assistant Professor level.** Applicants can include instructors, postdoctoral fellows on an NIH T32 training grant and assistant professors.

III. Award Descriptions and Eligibility Requirements (cont.)

A. Career Development Awards (cont.)

4. Anyone who is a prior or current principal investigator (PI) on a federal grant is not eligible to receive a DF career development award. The following two exceptions apply:

- CDA awardees may have effort on an NIH grant as long as he/she is not the senior PI who initiated the application, and he/she does not have direct reporting responsibilities for this or prior federal awards. Total support from all federal grants must be less than 20% of their total effort during the term of the DF award.

OR

- The individual is the recipient of an NIH training grant or an equivalent grant from another granting agency.

Important Notes: An individual who receives a federal grant that eliminates their status as a “new investigator” is not eligible to maintain/receive a CDA. The Foundation utilizes the NIH definitions of “principal investigator” and “co- investigator” to administer this policy, as found in the Glossary of NIH Terms.

5. Research award recipients may not simultaneously hold a DF career development award and a grant. As a result, applicants applying for a new career development award may also apply for a grant though they cannot receive funding for both. Current CDA recipients applying for a second or third year of funding **cannot** apply for a DF grant.

6. Strong institutional commitment for the individual’s career development.

The award-specific eligibility requirements for each DF career development award are presented below.

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.

Applicant Eligibility:

- 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)
- Clinically oriented investigator in the early stages of academic career
- Demonstrates a strong commitment to skin research

III. Award Descriptions and Eligibility Requirements (cont.)

A. Career Development Awards (cont.)

2. Public Health Career Development Award

The Public Health CDA supports the establishment and/or development of careers in public health. Research proposals may concern health care policy, epidemiological research, outcome studies, comparative effectiveness research, information system development, teledermatology, or other topics relating to public health.

Applicant Eligibility:

- M.D.; M.D., Ph.D.; Ph.D.; or D.O. degree
- MD applicants must have completed training in a U.S. dermatology residency program
- Formal relationship with a mentor who possesses recognized expertise in health policy or public health research
- Clinically oriented investigator in the early stages of academic career

3. Dermatologic Surgery Clinical Career Development Award in

The Dermatologic Surgery CDA supports clinically relevant research projects that will further the practice of dermatologic surgery and develop the teaching, research and/or leadership abilities of dermatologic surgeons. These projects may include, but are not limited to, clinical research projects addressing severe dermatologic diseases requiring procedural interventions (including surgical, laser, and other physical interventions), patient safety, wound healing, clinical outcome measures, cosmetic dermatology, or the basic sciences.

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:

- M.D.; M.D., Ph.D.; or D.O. degree
- Completed training in a U.S. dermatology residency program
- Completed at least one-year post-residency surgical training in the U.S. at the time of funding
- Under the mentorship of an experienced faculty member (e.g., a dermatologic surgeon, a dermatologist, or a basic or clinical investigator with experience and expertise of relevance to the proposed project)

III. Award Descriptions and Eligibility Requirements (cont.)

A. Career Development Awards (cont.)

4. Dermatopathology Research Career Development Award

The Dermatopathology CDA supports the academic career development of future intellectual leaders who demonstrate a strong commitment to advance the fields of dermatopathology and dermatology through research and/or education.

Applicant Eligibility:

- M.D.; M.D., Ph.D.; or D.O. degree
- Completed training in a U.S. dermatology or pathology residency program and a U.S. fellowship program in dermatopathology
- Under the mentorship of an experienced investigator(s)
- Mentor must have an academic appointment in dermatology or another program at the sponsoring institution that is approved by the dermatology chair
- Demonstrates a strong commitment to skin research that can advance the field of dermatopathology

5. Medical Dermatology Career Development Award

This Medical Dermatology 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.

Applicant Eligibility:

- M.D.; M.D., Ph.D.; or D.O. degree
- Completed training in a U.S. dermatology residency program
- Under the mentorship of an experienced medical dermatologist

III. Award Descriptions and Eligibility Requirements (cont.)

A. Career Development Awards (cont.)

6. Pediatric Dermatology Career Development Award

The Pediatric Dermatology Career Development Award supports future intellectual leaders, educators, clinical scholars, and/or translational investigators in aspects of the specialty that relate to dermatologic diseases in infants and children.

Applicant Eligibility:

- M.D.; M.D., Ph.D.; or D.O. degree
- Completed training in a U.S. dermatology residency program and a U.S. fellowship program in pediatric dermatology
- Demonstrates a strong commitment to skin research that can advance the field of pediatric dermatology
- Under the mentorship of an experienced educator, clinician, or laboratory-based investigator
- Mentor must have an academic appointment in dermatology or another program that is approved by the dermatology chair

7. Women's Health Career Development Award

This Women's Health CDA 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:

- 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)
- 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

III. Award Descriptions and Eligibility Requirements (cont.)

A. Career Development Awards (cont.)

8. Science of Human Appearance Career Development Award

This Science of Human Appearance 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 hypopigmentation, 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.

Applicant Eligibility:

- 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
- High level of interest in the science of human skin appearance

III. Award Descriptions and Eligibility Requirements (cont.)

A. Career Development Awards (cont.)

9. Research Career Development Award

This Research CDA 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:

- 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 investigator in the early stages of his/her career
- Demonstrates a strong commitment to skin research

10. Diversity, Equity, Inclusion Career Development Award

The Dermatology Foundation is pleased to offer a career development award developed to support research addressing dermatologic issues impacting groups *underrepresented or underserved in medicine*, including, *but not limited to*:

Racial and ethnic minorities,
sexual and gender minorities,
and underserved/disadvantaged populations (as defined by the NIH)

Applicant Eligibility:

- 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)
- Proposed research must address an issue impacting groups underrepresented or underserved in medicine
- Junior investigator in the early stages of his/her career

Demonstrates a strong commitment to skin research

III. Award Descriptions and Eligibility Requirements (cont.)

B. Fellowship

The Dermatology Foundation offers a fellowship that is intended to advance the research careers of individuals in the early stages of career development. **Each awarded fellowship, in the amount of \$30,000, provides an annual salary stipend and is not intended for faculty.** The award may only 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.

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.

Applicant Eligibility:

- 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 grants, mentors' R01/P01 grants, and other granting agencies providing support equivalent to a training grant

IV. Preparing and Submitting Application Materials

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, salary, or travel for the principal investigator. ***M.D.; M.D., Ph.D.; and D.O. applicants must be no greater than 12 years beyond their terminal degree, and Ph.D. candidates must be no greater than 8 years beyond their terminal degree – as of January 1, 2024.***

1. Patient Directed Investigation Grant

The Patient Directed Investigation Grant exists to support translational studies that have the potential to benefit patients directly. Such studies may concern medical dermatology, dermatologic surgery, procedural dermatology, pediatric dermatology, or other aspects of the specialty that impact patient care. Funding is intended to enhance the career development of patient-oriented clinical investigators in the early stages of their career development. Applications will be judged by the Medical and Scientific Committee's panel of recognized experts in applied medical, surgical, procedural, and pediatric 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.

Applicant Eligibility:

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

2. Research Grant

The Research Grants provide financial support for research projects in dermatology and cutaneous biology that benefit the dermatology community at large.

Applicant Eligibility:

- 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
- NOT available to residents unless in a research year of a 4-year program defined by no more than 20% of time devoted to clinical responsibilities

IV. Preparing and Submitting Application Materials

A. Completing an Application

Your CDA, fellowship or grant application must be submitted via the DF's [CDAFG Research Award Portal](#). To begin, view the list of items below and determine those that you need to assemble to apply since requirements vary by award type. All required documents must be uploaded in a pdf.

Application Information	Required Award Application Materials (x)		
	CDA	Fellowship	Grant
1. NIH Biosketch (<i>include past, current, pending funding</i>)	x	x	x
2. Mentor's Biosketch	x	x	
3. Summary of Career Goals	x	x	
4. Detailed Budget (for grants only)			x
5. Research Proposal	x	x	x
6. Department Chair's Comments of Support (<i>Form on DF website</i>)	x	x	
7. Department Chair Letter of Support			x
8. Letter of Support from Mentor	x	x	
9. Letter of Support from Supervisor			x
10. Two to three additional Letters of Support	x	x	optional
11. Short Project Summary	x	x	x
12. Long Project Summary	x	x	x
13. Black & White photo (jpg)	x	x	x
14. Original figures	optional	optional	optional

The following pages detail the content required for each item. Keep in mind that the table below contains all possible award items and exceptions. Do not attach any additional items (e.g., articles, cover letters, etc.). All required documents must be uploaded in separate pdfs.

IV. Preparing and Submitting Application Materials

Application Materials	Completion Instructions
1. NIH Biographical Sketch PDF	Download and complete the NIH's biographical sketch form. Be sure to provide complete ongoing and completed research support information in Section D. The DF asks that you include past, current, and pending research on the final page. Your biographical sketch should be no greater than five (5) pages in length. Be sure the pages are numbered appropriately.
2. Mentor's Biographical Sketch PDF	For all CDA and Fellowship Applicants – Attach your mentor's biographical sketch in the standard NIH format. It must not exceed five (5) pages. Be sure to enter appropriate page numbers at the bottom.
3. Summary of Career Goals PDF	On a single page, 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 This item is not required for Derm. Surg. CDA, Med. Derm. CDA, or Grant applicants.
4. Detailed Budget PDF	For ALL Grant Applicants – Provide a detailed budget on a separate page. 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: 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, salary, benefits, or travel for the applicant are not to be included.
5. Research Proposal PDF	The DF utilizes two 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 of every page 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. Citations may be in a smaller font but must be written out and not a hyperlink. 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 not be considered. <i>Please note: the PDF of your research proposal must be live, not scanned.</i>

IV. Preparing and Submitting Application Materials

Application Materials	Completion Instructions
<p>Research Proposal Format #1</p>	<p>Use Research Proposal Format #1 to prepare a proposal for:</p> <ul style="list-style-type: none"> • Physician Scientist, Public Health, Dermatopathology Research, Science of Human Appearance, Women’s Health, Pediatric Dermatology, Diversity, Equity, Inclusion and Research Career Development Awards • Dermatologist Investigator Research Fellowship • Patient Directed Investigation and Research Grants <p>Organize the document into the six sections below. For CDA applications, items 1-6 must not exceed ten (10) pages in total, including figures, tables and literature cited. For Fellowship and Grant applications, items 1-6 must not exceed six (6) pages total.</p> <ol style="list-style-type: none"> 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 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/supervisor (for grants). 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.
<p>Research Proposal Format #2</p>	<p>Use the following instructions to prepare a research proposal for the Dermatologic Surgery and Medical Dermatology Career Development Awards.</p> <p>Items 1-2 below cannot exceed ten (10) pages, including figures and tables.</p> <ol style="list-style-type: none"> 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

Application Materials	Completion Instructions
Research Proposal Format #2 (cont.)	<ol style="list-style-type: none"> 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. 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. <p>2. Literature Cited – This information is limited to two pages of the proposal.</p>
6. Department Chair's Comments of Support PDF	<p>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 can be downloaded from the DF website and is to be completed by the chair of the department or division of dermatology at your institution and covers the following topics:</p> <ul style="list-style-type: none"> 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/resources devoted to support the applicant including salary and space allocations. The plan must encompass a 3-year period for CDA applicants. Plans for future funding of the applicant The importance of the award and the project to the applicant and the institution The department's track record in obtaining NIH funding Certification that the applicant will devote the time required to the proposed project Certification of effort for any federal funding.*
7. Department Chair Letter of Support PDF	<p>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.</p>
8. Letter of Support from Mentor PDF	<p>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.</p>
9. Letter of Support from Immediate Supervisor	<p>For all Grant Applicants – Provide an original letter of support from your supervisor.</p>
10. Two to Three Additional Letters of Support PDF	<p>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 on letterhead and submitted as part of your application package. These letters are optional for Grant Applicants</p>

*See General Eligibility Requirements.

IV. Preparing and Submitting Application Materials

Application Materials	Completion Instructions
11. Short Project Summary PDF	In a separate document, briefly describe your research proposal in for use in the DF's printed or digital award announcements. Be certain to summarize its relevance to the advancement of dermatology and patient care. Use language directed to a practicing dermatologist or sophisticated lay audience. Do not exceed 65 words. Keep in mind that a description of commonly treated conditions, such as psoriasis, acne, and melanoma, is not needed. Label the page "Short Project Summary." 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.
12. Long Project Summary PDF	On a separate sheet of paper, describe in greater detail your proposal and its significance. 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 "Long Project Summary" and place your name, institution and award name in the top right corner of the document.
13. Black and White Photo (headshot) jpg	For all CDA and Fellowship Applicants – Provide a file containing a black and white photo of yourself dressed professionally (vertical orientation, headshot only). The photo file must be at least 300 dpi at 8x10. A jpg file is preferred
14. Original Figures PDF	For additional clarity, you may submit a separate PDF of your original figures that are included in your research proposal. (Do not provide figures that are not included in your research proposal.)

B. Submitting Your Application

Assemble all the items identified under Required Application Materials. All required documents and letters should be in individual PDF files. Be sure the pages of your package have been numbered per the instructions, and that your name, institution, and award are in the header of your proposal document. Visit the DF's [CDAFG Research Award Portal](#) to submit your application. You will be asked to complete a profile before entering your application. The profile and password are linked to all DF award portals, enabling you to apply for a Diversity Research Supplement Award or Mid-Career Award in the future.

The DF has prepared a [CDAFG Research Award Portal Instructions](#) which is available for new users of the system.

Once you submit your application, the DF will confirm receipt of your application. Candidates who do not receive confirmation within five (5) business days of submission are encouraged to contact the DF office.

If you have any questions, 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 separate scoring methodologies are used by the committee – one version for Career Development Awards and Fellowships, and a second for 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 – <i>Potential to become one who advances the science and practice</i> Potential for independent research career in dermatology* Track record in research (publications, other grants) Adequate training for the project	45%		
Mentor and Environment – <i>Mentor, quality of department or plans, and environment</i> 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	25%		
Project – <i>Description and significance</i> Relevance to dermatology Quality of written application Likelihood of success Novel, innovative research NIH-fundable work Possibility of future work independent of mentor	30%		

Overall Preliminary Score: _____

**Does not apply to Med Derm and Derm Surg CDAs*

V. Application Review (cont.)

B. Score Sheet for 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%		
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: _____

C. Common Proposal Omissions

The Medical & Scientific Committee reviews many proposals each year. Committee members have found that research award applicants sometimes omit information that is important to their review. As a result, the committee suggests applicants include the following items in their DF award application materials:

- (1) If appropriate, include power calculations in the project description.
- (2) If preliminary data is available, be sure to provide this information in the proposal.
- (3) Letters of support from anyone who will play a significant or collaborative role in the proposed project should also be included in the final package.

Applicants are encouraged to consider these items and to consult with their mentor and/or department chair in developing their final research/project proposal. Additional helpful hints are provided in Section VIII, Frequently Asked Questions.

VI. Renewing a Career Development Award

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 via the DF's CDAFG Research Award Application Portal. All CDA recipients eligible for renewal will receive an email requesting completion of a renewal application with a link to the portal in September. Renewal applications must be completed online no later than November 1.

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. Please note, research award recipients may not simultaneously hold a DF career development award and a grant. As a result, current CDA recipients applying for a second or third year of funding cannot apply for a DF grant.

A. Preparing Your Renewal Request

Assemble the following items to request renewal of your career development award for year 2 or 3.

1. Updated NIH Biosketch (please add past, current, and pending research)
2. Letter of Support completed by Dermatology Department Chair or Division Chief
3. Research Progress Report
4. Articles, Chapters and Abstracts

Follow the detailed instructions provided below. For items 1-4, apply continuous page numbers at the bottom (centered, in the format "Page x").

IMPORTANT CDA Renewal Application Deadline: November 1, 2023	
Renewal Application Materials	Completion Instructions
1. NIH Biosketch* PDF	Provide an updated NIH biosketch. Be sure to include updates to funding you have received since your original application or last renewal request.
2. Department Chair's Letter of Support PDF	The Chair's letter of support should provide comments of support that you believe the committee needs to consider in evaluating the applicant's CDA renewal. It should include a description of the institutional support the CDA recipient received in the last year. It should also include any changes in the departmental commitment to the applicant including training environment, additional funding—including NIH, department resources, and mentorship
3. Research Progress Report PDF	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.

*See II.B. General Eligibility Requirements.

VI. Renewing A Career Development Award (cont.)

Renewal Application Materials	Completion Instructions
4. List of Articles, Chapters and Abstracts PDF	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 <i>enclose one copy</i> . Place your name, institution, and award in the right header of this document.
5. Additional Attachments PDF	Combine in a single PDF any abstracts, presentations, reviews, and peer-reviewed articles.

B. Submitting Your Renewal Request

Once all components of your package are complete, make sure each document is in a separate pdf as noted in the table above. The DF office will send you a unique link via email to a renewal record that has been created for you to update in the CDAFG Research Award Portal. Award renewal instructions are also provided in the CDAFG Research Award Portal Instructions. Or, contact the DF staff at dfrap@dermatologyfoundation.org or call (847) 328-2256 if you have questions.

Please remember to complete your submission by 11:59 p.m. on November 1, 2023.

OMB No. 0925-0001 and 0925-0002 (Rev. 11/16 Approved Through 10/31/2018)

BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors.
Follow this format for each person. **DO NOT EXCEED FIVE PAGES.**

NAME:

eRA COMMONS USER NAME (credential, e.g., agency login):

POSITION TITLE:

EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)*

INSTITUTION AND LOCATION	DEGREE (if applicable)	Completion Date MM/YYYY	FIELD OF STUDY

A. Personal Statement**B. Positions and Honors****C. Contributions to Science****D. Additional Information: Research Support and/or Scholastic Performance**

Note: The DF asks that you provide past, current, and pending research on the last page of your biosketch.



Date: [insert date]
To: 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:

- a. a description of the training environment and the supervision that will be provided,
- b. additional funds that are committed to support the applicant and their research,
- c. other departmental commitments and resources that will be devoted to support the applicant including, but not limited to, salary, protected time, personnel, and space allocations, and
- d. the qualifications of the mentor for development of the applicant's career.

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



2. Describe future funding plans for the applicant.
 3. Identify the importance of the project and the award to the applicant and the institution, including how this project will lead to future research proposals and the professional development of the applicant.
 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) will be (select one):
 - a. _____ Assistant Professor
 - b. _____ Instructor
 - c. _____ Postdoctoral fellow on a training grant
 - d. _____ Other (Please specify) _____
-



Department Chair's Comments of Support (cont.)

9. Please complete all certifications that apply.

a. For all CDA and Fellowship Applications and Renewals:

I certify _____
(Name of applicant)

will have the protected time to complete the proposed project.

Signature of Department Chair/Chief

Date

b. For Fellowship Applicants in a 4-year Residency Program:

I certify _____
(Name of applicant)

will utilize DF funding during the lab/research year of his/her residency.

Signature of Department Chair/Chief

Date

c. For all CDA Applicants:

Please certify that the applicant meets the DF's eligibility requirement regarding federal funding by selecting all options that apply below (a – c).

I certify _____
(Name of applicant)

is a "new investigator" as defined by the NIH, and . . .

a. ____ **IS NOT** a prior or current PI on a federal grant.

b. ____ **HAS effort on an NIH grant but** 1. is **NOT the senior PI** who initiated the application, 2. **DOES NOT HAVE** reporting responsibilities for this or other federal awards, and 3. has total support from all federal grants that is **less than 20% of their effort** during the term of the DF award.

c. ____ **IS** the recipient of an NIH training grant.

Signature of Department Chair/Chief

Date

VIII. Frequently Asked Questions

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

Award transfer requests - made any time after the applications are received - are not considered or granted. Award recipients moving to a new institution have the option to reapply for funding using the DF's new award procedures. 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.

4. If I receive a research award, is it possible to defer it to a later date?

DF awards cannot be deferred. Individuals are encouraged to apply for DF awards when they are ready/able to accept an award for the defined funding year.

a. 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.

b. 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.

c. 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 your online application. 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.

d. 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., 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.)

- e. 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. See section II-B for further information on NIH grants and DF eligibility.

- f. 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.

- g. Can my letters of support be submitted separately?**

No. Your letters of support must be uploaded into the Application portal at the time you are applying for funding.

- h. When will the award recipients be announced?**

The list of 2023 award recipients will be available at noon on the DF website on Saturday, March 18.

- i. 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).

- j. 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.

VIII. Frequently Asked Questions (cont.)

14. Do you have any suggestions for strengthening my application? (cont.)

- 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.