



## **NATIONAL HEMOPHILIA FOUNDATION**

*for all bleeding and clotting disorders*

### **Application Guidelines for NHF's Judith Graham Pool Postdoctoral (JGP) Research Fellowship**

#### **Eligibility**

- Applicants must have completed doctoral training and must enter the JGP fellowship program from a doctoral, postdoctoral, internship or residency training program. Established investigators or faculty members are not eligible. Applicants must be affiliated with domestic organizations such as universities, colleges, hospitals and laboratories. US citizenship is not required
- Only non-commercial institutions and investigators associated with a non-commercial institution are eligible for NHF grant funding.

#### **Funding**

Judith Graham Pool (JGP) Postdoctoral Research Fellowship recipients can receive funding of up to \$42,000 a year. The JGP fellowship can be awarded for up to two consecutive years. Continuation of a JGP fellowship for a second year requires the submission of a continuation application and approval by the NHF Research Review Committee.

NHF is a nonprofit 501c3 organization and as such, grant funding is based upon fundraising efforts; Therefore, all grants and fellowships are contingent on available funds.

The funds awarded shall be used solely for the purposes specified in the application submitted to NHF as executed by the candidate and in strict compliance with the budget annexed to said application, or any subsequent budget approved by NHF. Grant periods normally run from July 1 to June 30 for each year of the grant. In special circumstances, NHF may approve an alternative date on which funding can start, provided permission has been obtained in advance. All grants shall be activated no later than December 31 of the year awarded. If not activated within this six-month period, the application must be resubmitted and will have to compete on an equal basis with the new grant applications when they are reviewed the following year.

It is permissible for an applicant's research project to receive additional funding from another source. However, all current and pending funding sources for the applicant's research project must be communicated to the NHF Research Department.

## **Terms**

It is expected that the JGP fellow will spend at least 90% of his/her time on the research project for which funding is requested. The remaining 10% of his/her time may be devoted to teaching or clinical work that is relevant to the research.

In the event that a possible “change in status” would impact pending JGP Application, applicants are required to notify the NHF Research Department immediately.

## **Application Forms**

Applicants can download the JGP application form from the NHF website at <http://www.hemophilia.org/NHFWeb/MainPgs/MainNHF.aspx?menuid=74&contentid=534&rptname=research>.

Letters of reference must be sent from:

- a. Sponsor
- b. Current department Chairperson
- c. Doctoral advisor, former professor or scientist familiar with candidates' current work or potential for research activities (if possible, this should be from another institution).

## **Instructions for Completing JGP Application**

### *Description of proposed research project.*

The research description should include sufficient information needed for evaluation of the project, independent of any other document. Be specific and informative, and avoid redundancies. There is a limit of 8 pages for the description of your research project. Applications exceeding the 8-page limitation will not be reviewed.

Address the following in the research proposal:

1. Specific aims for the project. Include a statement of your hypotheses.
2. Background and significance. Describe the background leading to the present application, evaluate existing knowledge, and identify gaps the project is intended to fill.
3. Preliminary studies by applicant, if any. (If none, state "none".) Relevant manuscripts and published papers by the applicant may be submitted as supplemental materials. No more than two relevant publications can be submitted with the application.
4. Experimental design and methods. Describe the research design and the procedures to be used to accomplish the specific aims of the project. Indicate how the data will be collected, analyzed, and interpreted. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. (If statistics are used, how many individuals will be required for significance? And how will they be analyzed?)
5. State if work requires human research, animal care, biosafety, or radiation safety, and provide date of committee approval. If work requires IRB/IACUC approval, fill out the assurance/certification page.

6. Include at least one-half page that deals with anticipated problems and how they will be addressed.
7. Include at least one-half page that describes where future studies would be directed if all of the specific aims are accomplished.
8. Cited references.
9. Letters of recommendation and any letters from suppliers of major scientific materials (monoclonal antibodies, DNA clones, etc.) from other institutions. (Include as appendix)

### **Peer Review Process**

All NHF fellowship applications are subjected to a rigorous peer review process. Applications that are incomplete or that do not follow all instructions will not be considered. Applicants are assessed on scientific merit and relevance to NHF research priorities.

Applications will be peer reviewed by a select panel of NHF's Research Review Committee, a volunteer body composed of physicians and researchers. Final funding approval is granted by the National Hemophilia Foundation.

### **Authorized Expenses for Budget**

The following expenses are, when the National Hemophilia Foundation deems them justified by the research, permitted under the institutional overhead. All expenses must be accompanied by justification (use additional pages, if needed).

1. Salary and fringe benefits for the fellow.
2. Equipment and supply expenses necessary to fulfill the project's specific aims. (Also, if purchased solely with NHF funds, equipment should reside with the project for which it was funded.)
  - a. Equipment expenses may not exceed \$3,000 in any given year.
3. Travel expenses:
  - a. Directly related to the implementation of the research;
  - b. Expressly and solely for the purpose of reporting the results of NHF-supported research at suitable scientific or medical meetings;
  - c. Limited to \$1,000 maximum per year.
4. Costs associated with publication of the funded research.
5. Costs associated with making the products of the research (i.e., cell lines, DNA, protein, and other biological substances) available to others for research.

## **Unauthorized Expenses**

The following expenses are not permitted under NHF's JGP Fellowship program:

1. Salary or fringe benefits for anyone other than the grantee.
2. Salaries, travel, and/or housing related to sabbatical leaves.
3. Purchase or rental of office equipment (i.e., furniture, filing cabinets, or copy machines).
4. Indirect costs.
5. Consultant costs.
6. Expenses normally covered by the indirect cost of the grantee's institution.
7. Fees for tuition.
8. Membership dues, subscriptions, books or journals.

## **Biohazards**

The applicant and his/her sponsoring institution must acknowledge the use of any potential biohazards (as well as the safeguards to be employed) and accurately describe the circumstances of its usage in the research proposed within their application to NHF. Research projects which do not involve biohazards must also so state.

## **Human Subjects**

The applicant's institution has the primary responsibility for protecting the rights and welfare of human subjects in any research activity supported by NHF. Applicants requesting funding for research involving human subjects must submit written approval of the research project from the institution's Institutional Review Board.

## **Use of Animals in Research**

National Institutes of Health policy defines animals as "any live, vertebrate animal used or intended for use in research, research training, experimentation, or biological testing or for related purposes." NHF adheres to the following principles regarding the use of animals in research:

1. Animals shall be used in research only when no other means of obtaining scientifically sound, valid, and useful results are available.
2. The minimum number of appropriate animals required to obtain and validate results shall be used.
3. The acquisition, care and use of animals must be in accordance with all applicable federal, state, and local laws and regulations.

4. Certifications must be received from research facilities prior to being approved for a research grant that the facility(ies), its researchers, and employees adhere to the Animal Welfare Act, National Research Council Guide for the Care and Use of Laboratory Animals, the standards for laboratories established by the Association for the Assessment and Accreditation of Laboratory Animal Care International, and any appropriate U.S. Department of Agriculture or National Institutes of Health regulations and standards. No funds will be awarded until these materials are received, reviewed, and approved by NHF.
5. In cases requiring the death of an animal, only the most appropriate and humane form of euthanasia shall be used consistent with the purpose of the research.

## **SUBMISSION OF JGP APPLICATION**

**Applications must be received by 5:00 PM Eastern on Wednesday, February 15, 2012.** Applicants are responsible for ensuring that adequate time is allocated for postal delivery to meet this deadline.

Applications will not be considered for review unless signed by the applicant, the mentor and financial officer of the Institution.

One original application with all supporting documents must be mailed to:

### **Angelina Wang**

Director, Research and Medical Information  
National Hemophilia Foundation  
116 W. 32nd Street  
11th Floor  
New York, NY 10001

### **Inquiries**

For general questions on applications, policies, procedures and/or information regarding the Judith Graham Pool (JGP) Postdoctoral Research Fellowship, visit the NHF website at [www.hemophilia.org](http://www.hemophilia.org). For specific inquiries, please contact Angelina Wang, Director of Research and Medical Information at 212-328-3727 or [awang@hemophilia.org](mailto:awang@hemophilia.org)

### **Notification**

All applicants will be notified by NHF of the final decisions of the Review Committee. If selected, JGP recipient(s) will be required to send a letter of acceptance, enter into an acceptable agreement outlining obligations and understandings and submit semi-annual progress and financial reports from their institution stating the grant has been received and expended.

*The National Hemophilia Foundation is dedicated to finding better treatments and cures for bleeding and clotting disorders and to preventing the complications of these disorders through education, advocacy and research. Established in 1948, the National Hemophilia Foundation is a non profit 501(c)3 organization with chapters throughout the country. Its programs and initiatives are made possible through the generosity of individuals, corporations and foundations as well as through a cooperative agreement with the Centers for Disease Control and Prevention (CDC).*