Cystic Fibrosis Research Development Program
Fellowship Application
Policies and Guidelines

The Cystic Fibrosis Research Development Program is seeking applications for post-doctoral fellowship positions in laboratory-based research. Applicants may have M.D., Ph.D., D.V.M, D.O. or equivalent degree(s) and be a U.S. citizen, permanent resident, or non-resident working in a U.S. based laboratory. Funds are available for up to 2 years and include stipend, laboratory supplies and travel funds. The fellow must pursue a research question of direct relevance to cystic fibrosis.

Examples of relevant topics include but are not exclusive to:

a. Chronic lung inflammation
b. Lung microbiology and chronic infection.
c. Bacterial-host cell interactions
d. Bacterial physiology and antibiotic resistance as related to chronic airway infections
e. CF model systems
f. Lung transplantation

INSTRUCTIONS FOR COMPLETING THE APPLICATION

COVER LETTER/E-MAIL

Please submit a cover letter/e-mail including the names, institutions and e-mail address of 3 possible external reviewers for your project.

FACE PAGE

Please complete all requested information. Institutional sign-off is NOT required during the submission process. Awarded Fellowship Projects and the fellow and faculty sponsor/mentor will be linked to the University of Washington eGC1 and sign-off process for the non-competing renewal for the parent grant under Dr. Pradeep Singh (SINGH15R0).

The dates of the Proposed Project and the total Proposed Budget should be for the full 2 year period of the request. The parent budget fiscal year runs from October 1st – September 30th. In most cases, funding is awarded using this fiscal year cycle however requests for off-cycle funding may also be submitted.

Applications may be submitted prior to IRB and/or IACUC approval. Funding, however, will be withheld until final IRB and/or IACUC approvals have been obtained.

ABSTRACT AND SUMMARY OF RELEVANCE

Scientific Abstract

Provide a statement of **no more than 250 words** explaining the subject of the research proposal and its relationship to CF. This statement will be used for the scientific community.

Summary of Relevance to CFF mission

All applications are reviewed and scored not only on scientific merit but also on relevance to CFF's mission.
The mission of the Cystic Fibrosis Foundation is to cure cystic fibrosis and to provide all people with the disease the opportunity to lead full, productive lives by funding research and drug development, promoting individualized treatment, and ensuring access to high- quality, specialized care.

Provide a statement of **no more than 250 words** summarizing the relevance of the proposed research to the health and well being of CF patients, for a scientific audience who may or may not have a background in the subspecialty of the proposed research.

BUDGET

Please complete the detailed budget request and budget justification for **Year 1.** If Year 2 funding will be significantly different than Year 1, please include a second detailed budget and justification for **Year 2** as well.

The funding guidelines for post-doctoral Research Fellows under this award are similar to those offered through the Cystic Fibrosis Foundation's Postdoctoral Research Fellowship Program, that is a basic stipend level (salary and fringe benefits combined) of $42,000 for first year fellows and $43,680 for second year fellows. **Individual post-doctoral fellows may be supported by RDP funds for a maximum of two years.** A maximum of $1,000 may be requested to support travel for the fellow to attend one national scientific meeting each year. In addition, up to $3,000 for institutional expenses (equipment, supplies, tuition, fees, etc.) may be requested.

No indirect costs are allowed on RDP grants.

DETAILED BUDGET – DIRECT COSTS

Personnel - List the name and position of the applicant. Indicate the applicants institutional base salary and the percent of effort for which the allowed stipend will apply. List dollar amounts separately for salary and fringe benefits with the combined request not to exceed the total stipends listed above.

Consultant Costs - NA.

Equipment - NA.

Supplies – Provide an itemized listing of the types of supplies needed such as glassware, chemicals, miscellaneous supplies, animals, etc., in separate categories and give the estimated cost of each category. If animals are involved, state the number, unit purchase cost, and unit care cost.

Travel - Describe the purpose of any travel. Funds for travel outside the North American continent are not permitted. Also note that requests for travel funds should be limited to $1,000.00.

Other Expenses - Itemize other expenses by major categories, such as duplication costs, publication costs, computer charges, equipment maintenance, etc. Justify all items.

Subcontracts –NA.

BUDGET JUSTIFICATION

Use this page to describe the nature of costs listed in the "Detailed Budget." Costs should be described in terms of major categories, such as Personnel, Consultant Costs, Equipment, etc.

BIOGRAPHICAL SKETCH

Include an NIH Biographical Sketch for the applicant and faculty sponsor/mentor. Do not exceed **five (5) pages** per person.

OTHER SUPPORT

Provide a list of all current and pending other support for applicant and faculty sponsor. There is no page limitation for Other Support. NIH Other Support pages are accepted.

FACILITIES AVAILABLE

Describe the facilities and equipment available at the applicant's organization that will be used for this project. Describe their pertinent capabilities, proximity, and anticipated extent of use. If facilities or equipment at a consultant's or collaborative site will be used, they should be identified and clearly described. Use continuation pages, if necessary.

Describe **facilities** in terms of relevant areas, such as laboratory, clinical, animal, computer, office, etc. Provide any **additional information** about the environment, including any support services available that will be utilized for this project.

LETTERS OF REFERENCE

Letters of Support and Reference are weighted heavily in the review. Please begin the process early to insure letters are submitted by the due date.

At least 2-4 Letters of Support/Reference are required as follows:

- **The Sponsor(s) for this award** – A Letter of Support from the current Sponsor(s) should clearly identify the merits of the applicant and must include a description of CF-specific and other training the applicant will receive while working under the Sponsor's direction (i.e., seminars, new techniques, professional development, etc.).
- **Other individuals** – Letters of Reference from 1-3 other individuals familiar with the applicant's scientific interests and abilities (with no more than two [2] from the same institution) should attest to the candidate's academic qualifications, motivation, and research potential.

Names and Addresses of References

List the names, titles, and contact information of the individuals who have been asked to submit Letters of Reference on the applicant's behalf.

Invite Referees to Submit Letters

Letters of Reference should be submitted directly to Dr. Pradeep Singh, Professor, Microbiology (206 221-7151) singhpr@uw.edu and Donna Crist, Program Manager (206 884-7544) donna.crist@seattlechildrens.org prior to the application deadline.

RESEARCH PLAN

(7 pages maximum)

The research plan for **Fellowship** project applications is limited in length to seven (7) single-sided pages, including the Literature Cited. Applications exceeding this page limit will not be reviewed.

If the Fellowship project is dependent upon or related to any Core included in the RDP, there must be a description of the relationship.

A. Hypothesis and Specific Aims. State concisely and realistically the intent of the proposed research and the hypothesis to be tested. Do not exceed one page. **When preparing the specific aims, keep in mind the mission of the Cystic Fibrosis Foundation.**

B. Background and Significance. Briefly describe the background of the present proposal. Critically evaluate existing knowledge and specifically identify the gaps that the project is intended to fill. Concisely state the importance and rationale of this research by relating the specific aims to longer-term objectives. This section should also show the potential importance of the proposed work to CF. In addition, the applicant should describe the relationship of the proposed work to his/her long-term career goals. Preference will be given to those applicants who have expressed an interest in a long-term career in CF-related research.

C. Preliminary Results. If applicable, provide a detailed discussion of any preliminary results.

D. Experimental Design and Methods. Provide a detailed discussion of the experimental design and methods to be used to accomplish the specific aims. Describe the protocols, including methods for new techniques, and explain potential advantages over existing methodologies. Discuss the data expected to be obtained and the means by which data will be analyzed and interpreted. If clinical studies are involved, provide details of the methods for patient selection and care. Discuss potential difficulties and/or limitations of the proposed procedures and alternative approaches to achieve aims. Point out any procedures, situations or materials that may be hazardous to personnel or patients and the precautions to be exercised. Since Research Grants are reviewed by CFF's Research and Research Training Committee those applications that include methodologies requiring sampling of materials from human subjects will only be considered under this mechanism if the sampling method constitutes minimal patient risk (e.g., venipuncture) and patient samples or data are anonymous. The level of risk and measures taken to assure patient anonymity to the PI and other professional personnel, unless the PI or other professional personnel are care providers, should be described.

E. Consultant Arrangements. If the proposed project includes consultant arrangements and/or collaboration with other individuals outside the applicant's group, describe the working relationships and support this description by letter(s) of intent signed by collaborating individual(s). If clinical material required by this grant is to be furnished by other individuals, include a statement from these individuals agreeing to their participation and precautions taken to ensure anonymity of patients.

F. Literature Cited. References should be numbered in the sequence that they appear in the text and listed at the end of the Research Plan. Each citation must include the names of authors, the name of the journal or book, volume number, page number and year of publication (titles are optional).

ORGANIZATION ASSURANCES & CERTIFICATIONS (to be completed upon notification of award)

Research Involving Human Subjects

CFF policy pertaining to the protection of individuals as research subjects requires that for each proposal submitted, the applicant institution certify in writing that an Institutional Review Board (IRB) has reviewed and approved the procedures for the use of human subjects, or human organs, tissues and body fluids, in the proposed research, in accordance with Department of Health and Human Services policies. This certification **must** be received prior to activation of any grant. If the approval is pending, give the date when it is expected. The approved certification should be submitted as soon as it is available.

Research Involving Recombinant DNA

All research involving recombinant deoxyribonucleic acid (DNA) techniques and human gene transfer supported by CFF must meet the requirements contained in the document *NIH Guidelines for Research Involving Recombinant DNA Molecules*. This publication and announcements of modifications and changes to the *NIH Guidelines* may be accessed at http://oba.od.nih.gov/rdna/nih_guidelines_oba.html. The purpose of these guidelines is to specify practices for the construction and handling of: (i) recombinant deoxyribonucleic acid (DNA) molecules, and (ii) organisms and viruses containing recombinant DNA molecules. As defined by those guidelines, recombinant DNA molecules are either: (i) molecules that are constructed outside living cells by joining natural or synthetic DNA segments to DNA molecules that can replicate in a living cell; or (ii) molecules that result from the replication of those described in (i) above.

Many types of studies involving recombinant DNA are exempt from the *NIH Guidelines* while others are prohibited. The applicant organization is required to establish and implement policies that provide for the safe conduct of the research in full conformity with the *NIH Guidelines*. This responsibility includes establishing an Institutional Biosafety

Committee to review all recombinant DNA research to be conducted at or sponsored by the applicant organization, and to approve those projects it finds are in conformity with the Guidelines.

CFF policy pertaining to recombinant DNA research requires that the applicant institution certify in writing that an institutional committee has reviewed and approved the procedures involving recombinant DNA in accordance with the *NIH Guidelines*. Applicants that do not have institutional committee approval must submit a recombinant DNA application to the applicant institution BEFORE the CFF application deadline. Certifications need not accompany the application, but all required certifications should be available upon request by CFF.

Research Involving Animals
Grant applications submitted to CFF involving the use of animals must meet the guidelines of the National Institutes of Health, U.S. Public Health Service, which require that all proposed studies be reviewed and approved by an Institutional Animal Care and Use Committee (IACUC). In addition, CFF grantee institutions and laboratories must be accredited by the American Association for Accreditation of Laboratory Animal Care (AAALAC) and/or have other verifiable assurances that the institution and laboratory meet appropriate standards. **Applicants that do not have institutional committee approval must submit an IACUC application to the applicant institution BEFORE the funding begins.** Certifications need not accompany the application. Applicants must be able to provide copies of all required certifications upon request.

Additional Materials
- Letters of reference, support, and collaboration.
- Other materials pertinent to the grant proposal, not already described.

Keep in mind that extensive appendix material may not be reviewed. Please upload only the most relevant documentation.