

**Damon Runyon Fellowship Award**

<https://www.damonrunyon.org/for-scientists/application-guidelines/fellowship>

2018-07-30

**Program Description**

The Foundation encourages all theoretical and experimental research relevant to the study of cancer and the search for cancer causes, mechanisms, therapies and prevention.

Candidates must apply for the fellowship under the guidance of a Sponsor—a scientist (tenured, tenure-track or equivalent position) capable of providing mentorship to the Fellow. In addition to aiding in the planning, execution and supervision of the proposed research, the Sponsor's role is to foster the development of the Fellow's overall knowledge, technical and analytical skills, and capacity for scientific inquiry. The Sponsor is also expected to assist the Fellow in attaining his/her career goals. Assistant Professors with limited mentorship are strongly encouraged to identify a more established scientist to co-sponsor the candidate.

Awards are made to institutions for the support of the Fellow under direct supervision of the Sponsor. Candidates who have already accepted a postdoctoral research fellowship award are not eligible.

**Selection and Review**

The Fellowship Award Committee will review applications and select awardees for approval by the Damon Runyon Cancer Research Foundation's Board of Directors. The primary criteria used to evaluate applicants are:

- the quality of the research proposal (importance of the problem, originality of approach, appropriateness of techniques and clarity of presentation)
- the qualifications, experience and productivity of both the candidate and the Sponsor
- the quality of the research training environment in which the proposed research is to be conducted and its potential for broadening and strengthening the candidate's ability to independently conduct innovative and substantive research. The proposed research and training environment should represent a new opportunity for the candidate to expand his/her scientific skill set. Direct extensions of the candidate's graduate work (in approach, technique or exact area of study) will not be funded.

Damon Runyon Postdoctoral Research Fellowships are granted for a four-year term with second-, third- and fourth- year funding contingent upon satisfactory progress reports. Fellows in their first and third years of funding will attend Damon Runyon Fellows' Retreats designed to foster collaboration and interaction between scientists working in different fields relevant to cancer.

**Funding**

No part of this grant can be used for indirect costs or institutional overhead.

**Award Stipends**

Year of Award	Stipend	Expenses
Year 1	\$52,000	\$2,000
Year 2	\$54,000	\$2,000
Year 3	\$57,000	\$2,000
Year 4	\$60,000	\$2,000

**Expense Allowance**

The \$2,000 expense allowance is awarded to the laboratory in which the Fellow is working and can be used by the Fellow for his/her educational and scientific expenses. With written request to the Foundation from the Fellow, the expense allowance may be used to defray the cost of health benefits. The Fellow determines how he/she would like to spend the money with approval from his/her sponsor. It is not an allowance for institutional overhead, postdoctoral scholar registration fees or postdoctoral fellowship taxes. Institutions may not automatically deduct any fees from this allowance without the

Fellow's approval. If you have any questions on how the money may be spent, please contact the Foundation (212.455.0520 or [awards@damonrunyon.org](mailto:awards@damonrunyon.org)).

#### **Dependent Child Allowance**

The Foundation also provides a Dependent Child Allowance of \$1,000 per child per year. (There is no allowance for a spouse.) Eligible Fellows must submit a dependent child allowance form and a copy of the birth or adoption certificate for each child.

#### **Eligibility**

Applicants must have completed one or more of the following degrees or its equivalent: MD, PhD, MD/PhD, DDS, DVM. The applicant must include a copy of his/her diploma to confirm date of conferral. (If an applicant has not yet received his/her PhD diploma but has successfully completed all PhD requirements, including PhD defense, he/she may submit a letter from the graduate school explicitly stating such, with the date of the successful PhD defense and date of degree conferral.)

Level 1: Basic and physician-scientists must have received their degrees no more than 18 months prior to the application deadline date.\* Applicants must not have been in their Sponsors' labs for more than one year prior to the application deadline date\* and are expected to devote 100% of their time and effort to Damon Runyon-supported research activities.

\*The applicant must include a copy of his/her diploma to confirm date of conferral. (See Deadlines chart.)

Level 2: Physician-scientist applicants (MD, MD/PhD, DDS, DVM or the equivalent) must have completed their residencies and clinical training, must be board eligible in the United States at the start date of the Damon Runyon Fellowship, and be able to devote at least 80% of their time and effort to Damon Runyon-supported research activities. Applicants may apply at any time prior to their initial assistant professorship appointment (or equivalent); postdoctoral fellows, clinical fellows and clinical instructors are eligible to apply. Candidates holding or awarded NIH K awards at the time of application are not eligible to apply. Candidates holding institutional K12 awards may apply, but must turn-back K12 funding if they are awarded a Damon Runyon Fellowship.

The proposed research must be conducted at a university, hospital or research institution.

No more than two Damon Runyon Fellows will be funded to work with the same Sponsor at any given time.

Only one fellowship application will be accepted from a Sponsor, co-Sponsor or Fellow per review session; there is no limit, however, to the number of applications from an institution.

Postdoctoral training in the same institution in which the applicant received his/her degree is discouraged, particularly if it is in the same department. (If either situation applies, the applicant must address the reason(s) in his/her application.) Proposals to continue training in the laboratory where the applicant received his/her PhD will not be considered. Proposals that are direct extensions of graduate work will not be funded.

Candidates who have already accepted a postdoctoral research fellowship award are not eligible.

Candidates who are pursuing a degree are not eligible.

Candidates applying to work in foreign-based or United States government laboratories may be awarded a fellowship if the program represents an unusual opportunity for postdoctoral training.

Foreign candidates may apply to do their research only in the United States.

#### **Terms of the Award**

All awardees must adhere to the terms of both our award statement and our invention policy.

Please note: The Damon Runyon Cancer Research Foundation will not modify the terms of its policies at the request of individual institutions. Policies have been approved by our Board of Directors, and we do not have the resources to negotiate separately with the many institutions that receive our support.

All awards are made to the sponsoring institution for support of the designated Fellow. An award does not constitute an employer-employee relationship between the Foundation and the recipient.

Supplementation of stipends is permitted from either the host institution or sponsor's grants, but not by any other fellowship awards or grants. The total stipend should not exceed the level of support for other professionals at the same level of training in that institution.

Fellows are permitted to obtain additional awards or grants to cover research expenses only. Fellows are not permitted to hold any other award or grant that supplements their stipend. Fellows are required to seek approval from the Foundation before applying for any other award or grant. Budgetary overlap is not allowed. Therefore, it is critical that all current and pending grant support for your research be reported to the Foundation and the relationship of that support to the Damon Runyon funded project be explained.

Damon Runyon Fellowship awards are intended for full-time research.

Physician-scientists must devote their principal time and effort (at least 80 percent) to Damon Runyon-supported research activities. Activities constituting the remaining 20 percent of time and effort should be clearly specified in the application and in the annual progress report.

Damon Runyon Fellows are not permitted to pursue additional degrees during the course of their fellowship.

The Damon Runyon Foundation will allow up to 12 weeks of paid parental leave for birth/adoptive parents consistent with their institution's policy. The Foundation must be notified in advance of the leave. Should the Fellow and/or Sponsor wish to discontinue the project, leave the designated institution or modify any aspect of the award, he or she must seek approval from the Damon Runyon Cancer Research Foundation in advance. Failure to comply with this requirement may jeopardize any future awards to the institution and/or Sponsor by the Foundation.

### **Confidentiality Agreements**

Fellows may not enter into confidentiality agreements that prevent or delay them from publishing and/or presenting their Damon Runyon-supported research.

### **Reporting**

#### **Scientific**

Second-, third- and fourth-year funding of awards is contingent upon satisfactory review of the annual progress reports. All reports are kept strictly confidential. The reports serve as an auditing tool to monitor research progress and assure that the Fellow's research is on target with the funded project.

At the end of the 11th, 23rd and 35th months of funding, the Fellow must submit a detailed progress report that includes:

- 1) A summary of research performed during the award year and evaluation of the results. The summary should be technical, but targeted to a general scientific audience. It should be sufficiently detailed such that the Fellow's research activities over the award year are clearly articulated. Figures and references may be included if appropriate. The report must be signed by both the Fellow and the Sponsor. The report should not exceed three pages.
- 2) A brief, lay abstract of research performed during the award year, including how the research is relevant to cancer. The lay summary should not exceed one page.
- 3) A bibliography of publications from the award year (submit pdf copies of publications).
- 4) A request for Open Access fee reimbursement, if applicable.
- 5) A list of conferences and seminars attended and presentations given during the award year.
- 6) A brief description of collaborations and partnerships related to the Damon Runyon-funded research, with either academic and/or industry scientists. Please identify your collaborator(s) and his/her academic/industrial affiliation(s).
- 7) A brief summary, from the Sponsor, assessing the Fellow's scientific progress and professional development.
- 8) A completed intellectual property disclosure form.
- 9) A completed expense allowance usage form.

At the completion of the fellowship, the Fellow must submit a detailed progress report that includes:

- 1) A summary of research performed during the period of the Fellowship and evaluation of the results. The summary should be technical, but targeted to a general scientific audience. It should be sufficiently detailed such that the Fellow's research activities over the award period are clearly articulated. Figures and references may be included if appropriate. The report must be signed by both the Fellow and the Sponsor. The report should not exceed three pages.
- 2) Two abstracts (one lay and one scientific) of his/her accomplishments over the term of the award.
- 3) A bibliography of all publications resulting from the research (submit pdf copies of publications).
- 4) A request for Open Access fee reimbursement, if applicable.
- 5) A list of conferences and seminars attended and presentations given during the award year.

- 6) A brief description of collaborations and partnerships related to the Damon Runyon-funded research, with either academic and/or industry scientists. Please identify your collaborator(s) and his/her academic/industrial affiliation(s).
- 7) A statement indicating how the Damon Runyon award made a difference to the Fellow.
- 8) A statement of future plans.
- 9) An up-to-date curriculum vitae.
- 10) A brief summary, from the Sponsor, assessing the Fellow's scientific progress and professional development.
- 11) A completed intellectual property disclosure form.

#### Financial

The institution's financial officer must maintain a separate account including receipts for each fellowship, and this account must be available for audit by representatives of the Foundation. Reports of expenditures on forms provided by the Foundation must be submitted within 60 days of the end of each award year. Any unexpended expense allowance may be carried over to the next award year, but any unexpended stipend must be returned to the Foundation at the end of each fellowship year. Upon termination or expiration of the fellowship, a final report of expenditures, with the refund of any unexpended balance, must also be submitted within 60 days.

#### Financial Expenditure Report Preparation Guidelines:

- 1) Please use the Damon Runyon Fellowship Financial Expenditure Report form.
- 2) Indicate any carry-over of the previous year's expense allowance in the second row as an amount received in addition to the current year's \$2,000 allowance.
- 3) If the expense allowance was used for travel, please provide the following details:
  - a) name and location of scientific meeting or conference attended
  - b) dates of meeting/conference
  - c) use of funds; restricted to registration fee, lodging, meals, transportation (if by train or plane, must be coach class ticket only).
- 4) If the expense allowance was used for supplies, please provide a list of the general categories of the supplies. If any one piece of equipment purchased costs \$1,500 or more, please provide the name of the item, date of purchase, and price.
- 5) The only allowable purchases that may be listed in the "other" category are:
  - a) health insurance (if requested by the Fellow)
  - b) scientific subscriptions
  - c) contact our office for approval of any items not listed here
- 6) The Foundation requires that the Dependent Child Allowance be reported as received in the annual financial report, but does not require reporting on how the allowance is spent.

#### Publications, Presentations and Websites

Publications (including abstracts of presentations at scientific or clinical meetings) resulting from projects supported by the Foundation must carry the following acknowledgment: "[Name of Awardee] is a Damon Runyon Fellow supported by the Damon Runyon Cancer Research Foundation (DRG-[\_\_\_\_])." Contact awards@damonrunyon.org if you do not know your DRG.

Awardees should identify themselves as Damon Runyon Fellows, particularly when presenting their work at professional conferences and on their websites. Download a copy of the Damon Runyon Cancer Research Foundation logo for inclusion in Power Point presentations, posters, and on your website.

#### Damon Runyon Dale F. Frey Award for Breakthrough Scientists

At the end of the Fellowship, there are often a select few Damon Runyon Fellows who have greatly exceeded the Foundation's highest expectations. To catapult their research careers—and their impact on cancer—the Foundation will make an additional investment in these exceptional individuals by selecting them as recipients of the Damon Runyon Dale F. Frey Award for Breakthrough Scientists. Damon Runyon Fellows are eligible to apply for the Dale F. Frey Award one time only, in the fourth year of their award.

## Forms for Awardees

Award Statement  
Award Acceptance Form  
Dependent Child Allowance Form  
Expense Allowance Usage Form  
Expenditure Report Form  
Invention Policy  
Intellectual Property Disclosure Form  
Progress Report Form- Year 1  
Progress Report Form- Year 2  
Progress Report Form- Year 3  
Progress Report Form- Final  
Contact Information

Award Programs | 212.455.0520 | [awards@damonrunyon.org](mailto:awards@damonrunyon.org)

<https://www.damonrunyon.org/for-scientists/application-guidelines/fellowship/forms>  
Damon Runyon Fellowship Award Application Guidelines

Application must be submitted through proposalCENTRAL by 4:00 PM Eastern Time on August 15, 2018. Application instructions and relevant forms are available on the site.

<https://proposalcentral.altum.com/GrantOpportunities.asp?GMID=171>

No hard copies or emailed applications will be accepted.

## Application Deadlines

For the March deadline, applicants may apply for either the Damon Runyon Postdoctoral Fellowship Award or the Damon Runyon-Sohn Pediatric Fellowship Award, not both.

Application due on or before:	August 15, 2018
Degree conferred between*:	February 15, 2017 - August 15, 2018
Joined Sponsor's Lab on or after:	August 15, 2017
Selection meeting date:	November 8, 2018
Award begins first day of:	January, February, March, or April 2019

Application due on or before:	March 15, 2019
Degree conferred between*:	September 15, 2017 - March 15, 2019
Joined Sponsor's Lab on or after:	March 15, 2018
Selection meeting date:	May 3, 2019
Award begins first day of:	July, August, September, or October 2019

\*Include a copy of diploma to confirm date of conferral.

## Application Materials

### Reference Letters

Three letters of reference are required from qualified individuals, other than the candidate's Sponsor, who can evaluate the candidate's qualifications for the proposed research project and assess the candidate's potential for successful independent cancer research. For candidates with a PhD, one of the reference letters must come from the candidate's thesis advisor.

Referees must use our reference letter form. (Letters not on the required reference letter form will not be considered.)

The complete application should include the following in sequence order:

- Application cover sheet with all required signatures (electronic/scanned). If applying under the mentorship of two Sponsors, your second Sponsor must fill out the co-Sponsor cover sheet.
- Sponsor's biosketch in NIH format including a list of current funding. Do not include Sponsor's full bibliography. [If applying under the mentorship of two Sponsors, co-Sponsor must also submit a biosketch.]
- Sponsor's letter of support evaluating the candidate's qualifications for the proposed research project and an assessment of the candidate's potential for successful independent cancer research. [If applying under the mentorship of two Sponsors the letter should be written jointly by both sponsors]
- Sponsor's comprehensive and detailed training plan for the candidate, up to two pages. [If applying under the mentorship of two Sponsors, the training plan for the candidate must be written jointly and each co-Sponsor must submit his/her individual track record of mentorship with list of graduate and postdoctoral fellows trained.]
- Sponsor's mentorship track record with names and current positions of graduate and postdoctoral trainees from the past 10 years.
- Applicant's biosketch in NIH format.
- Applicant's bibliography of all published works.
- Applicant's letter, approximately two pages including:
  - ✓ description of previous research and teaching experience
  - ✓ statement on the transformative impact he/she had on his/her field of research as a graduate student
  - ✓ if applicant is training at the same institution in which he/she received his/her degree, an explanation of the reason(s) for remaining at the same institution (can be copied for page 2 of cover sheet)
- Statement of applicant's long-term commitment to a career in cancer research. This statement should be no longer than one paragraph and indicate what applicant plans to do after completing his/her postdoc.
- Research proposal including figures and/or tables incorporated into the text, not to exceed five pages of single-spaced, 12-point type with at least 0.5 inch margins. In the proposal, the applicant should:
  - ✓ provide a summary of the research proposed (this is in addition to the required summary form)
  - ✓ provide a brief background to the proposed research
  - ✓ state specific research objectives/aims
  - ✓ describe concisely the method of approach for the proposed research
  - ✓ explain the significance of the proposed research to the Foundation's goals: understanding the causes and mechanisms of cancer and developing more effective cancer therapies and prevention
  - ✓ demonstrate the relevance of his/her own background and the background and previous work of the Sponsor and any other investigators to the proposed research
  - ✓ list references including the full title of each work cited—references are not included in the five page limit
- Copy of the applicant's diploma. Applicants who have not yet received their PhD diploma but have successfully completed all PhD requirements, including PhD defense, may submit a letter from their graduate school explicitly stating such, with the dates of the PhD defense and degree conferral.
- Summary of Research Form, not to exceed one page.
- Collaboration Letters. If applicable, up to two letters from collaborators indicating their willingness to contribute equipment, materials, or expertise (not reference letters).