

YALE UNIVERSITY SCHOOL OF MEDICINE
JAMES HUDSON BROWN - ALEXANDER BROWN COXE
Postdoctoral Fellowships in the Medical Sciences
2017

BACKGROUND

The James Hudson Brown Memorial Fund provides funds for research in the medical sciences, including clinical medicine and public health. The Alexander Brown Coxe Memorial Fellowships in the Biological Sciences support investigators of promise in the comprehensive field of the biological sciences.

Together, the income from these funds is used in support of new postdoctoral fellows.

DEADLINES

Letters of Intent due: February 24, 2017

Applications due: Friday, March 3, 2017

Notification: late-April /early-May 2017

Fellowship Period: July 1, 2017 - June 30, 2018

ELIGIBILITY

- Applicant must have an M.D., Ph.D., or other doctoral degree as of July 1, 2017.
- Awardee must have an appointment as a postdoctoral fellow or postdoctoral associate at the Yale University School of Medicine on or before July 1, 2017.
- **Applicant must have had no more than two (2) years of postdoctoral research experience at the commencement of this fellowship on July 1, 2017.** Time spent in clinical training programs (e.g. internships, residencies, clinical years of fellowship training) should not be counted as research experience unless the training program included an extensive research component.
- **There are no citizenship restrictions.**
- A faculty member may sponsor only one applicant each year.

TERMS OF THE AWARD

- The Brown-Coxe Fellowship stipend is a minimum of \$47,484 plus fringe benefits for the one-year period from July 1, 2017 through June 30, 2018. This award is not intended for partial year funding, is not to be prorated, and is not renewable. The fellowship is expected to begin on July 1, 2017.
- Stipends may be supplemented from other private funds, gifts, or foreign government funds, but cannot be supplemented with funds from PHS research grants. These Fellowships cannot be used as supplements to salary stipends awarded by other sponsors.
- Stipends can be used only for salary support for the fellow. **The fellow must conduct research at the Yale University School of Medicine.** This award cannot be transferred to any other institution.

Download a complete Brown-Coxe Fellowship packet, including application forms and instructions, at:

<http://your.yale.edu/research-support/office-sponsored-projects/funding/scholar-awards/brown-coxe-fellowships>

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Postdoctoral Fellowships in the Medical Sciences 2017

BACKGROUND

The James Hudson Brown Memorial Fund was established in 1944 by a bequest of Marie B.C. Brown in memory of her husband. The income provides funds for research in the medical sciences, including clinical medicine and public health. Individuals who hold an M.D. and/or Ph.D. degree and who have demonstrated their ability to carry on original research of a high order are eligible to receive these fellowships.

The Alexander Brown Coxe Memorial Fellowships in the Biological Sciences were established in 1927 by a gift from the family of the late Alexander Brown Coxe, B.A., 1887. The income may be awarded annually to investigators of promise in the comprehensive field of the biological sciences.

The intention of the School of Medicine is to use these funds in support of investigators who are at the beginning of their postdoctoral research. These awards are **not** considered appropriate for more senior individuals and should **not** be considered a means for partial support of such postdoctoral scientists.

DEADLINES

Letters of Intent due: February 24, 2017

Applications due: Friday, March 3, 2017

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Notification: late-April /early-May 2017

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ELIGIBILITY & REVIEW CRITERIA

- Applicant must have an M.D., Ph.D., or other doctoral degree as of July 1, 2017.
- Awardee must have an appointment as a postdoctoral fellow or postdoctoral associate at the Yale University School of Medicine on or before July 1, 2017.
- **Applicant must have had no more than two (2) years of postdoctoral research experience at the commencement of this fellowship on July 1, 2017.** Time spent in clinical training programs (e.g. internships, residencies, clinical years of fellowship training) should not be counted as research experience unless the training program included an extensive research component.
- Applicants for Brown-Coxe Fellowships are **not** required to be U.S. citizens or permanent residents.

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ELIGIBILITY & REVIEW CRITERIA *(continued ...)*

- Applications should demonstrate the promise and track record of the candidates. Criteria to be considered will include:
 - The descriptions of the applicant's past accomplishments and promise in the letters of recommendation.
 - The applicant's publications
 - The quality of preliminary data (if any)
 - The originality, quality, and preparation of the project and the proposal.

Candidates with the PhD must have a first author English language publication -- published or in press (accepted for publication).

Candidates with the MD only who have a first author English language publication published or in press (accepted for publication) compete more successfully, in general, than candidates with the MD who do not yet have a first author English language publication published or in press.

- During the review process, applications from individuals with prior postdoctoral experience will be held to a more rigorous standard than those from less experienced investigators. Applications from more experienced applicants will be expected to show greater scientific maturity in the development of the research plan, and the publication records and track records of the applicants will be expected to be more extensive.
- The Committee will also consider the quality of the research experience to be provided by the fellowship. Criteria to be considered will include:
 - The educational value of the proposed project for the application.
 - The track record of the laboratory in which the proposed research will be conducted.
 - The mentoring to be provided to the applicant.

- **At the time of application . . .**

A faculty member may sponsor only one applicant each year.

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- Stipends can be used only for salary support for the fellow. **The fellow must conduct research at the Yale University School of Medicine.** This award **cannot be transferred** to any other institution. Awards are not renewable.

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INSTRUCTIONS (4 pages)

Please read instructions very carefully. Applications that do not adhere strictly to all guidelines set forth in these instructions will be returned.

We will not review grant proposals that:

- Exceed page limits
- Do not meet typeface guidelines
- Include appendices
- Do not include the required number of letters of recommendation
(3 letters of recommendation **plus** one letter of support from the sponsor)
- Are not submitted by e-mail (or FTP) as a **single PDF file**
- Are not submitted using the file name formats specified in these instructions
- Do not include a face page with the required signatures

Application format requirements:

- One inch margins around entire page (top, bottom, left, right) on *non-form* pages.
- All sections typed using a 11-point font-size or larger in one of the following fonts: Arial, Helvetica, Georgia, or Palatino Linotype (same as NIH requirement)
- Horizontal type density: averaging not more than 15 characters per inch
- Vertical lines per inch: not more than 6 lines of type per inch.
- Application must be submitted by e-mail as a single PDF file.
Every effort should be made to compress the size of the PDF file.
Files which are still too large to submit by e-mail can be submitted by FTP.
- All letters should be addressed to:
James Hudson Brown – Alexander Brown Coxe Fellowship Committee
Yale University School of Medicine
- Applications must be assembled in the order listed below.
- Applications are *NOT* reviewed by the Office of Sponsored Projects. (OSP).

*Letters of Intent are due: **February 24, 2017***

This brief letter of intent is not binding, nor is it mandatory. However, it will help us in planning for the review of applications. Please include **ONLY** the following three items:

1. your name and department
 2. your mentor's name
 3. the title of your proposal
- E-mail your letter of intent to melanie.smith@yale.edu

Subject line of e-mail should read: BC17LOI -- LASTNAME, FirstName
Example: BC17LOI -- JOHNSON, James

Full applications are due: **Friday, March 3, 2017 by 4:30pm.**
Submit the full application as a single PDF file and forward by e-mail (or FTP) to
melanie.smith@yale.edu and cc: osp@yale.edu

Subject line of e-mail should read: BC17FINAL -- LASTNAME, FirstName
Example: BC17FINAL -- JOHNSON, James

PDF file name should read: BC17FINAL-LASTNAME-FirstName
Example: BC17FINAL-JOHNSON-James

Each application must include the following items, IN THE ORDER LISTED:

1. Face Page

Use the attached Face Page form. The following information is required:

- a. Applicant's name
- b. Current position
- c. Telephone number (daytime)
- d. E-mail address
- e. Yale address (department/section & building/room number)
- f. Current address and telephone (where we can reach you now)
- g. Project title
- h. For applications using animals, (your sponsor's) protocol must have been submitted to Yale's Office of Animal Research Support (OARS) for review by the Institutional Animal Care & Use Committee (IACUC) **prior** to submitting this application. The protocol number assigned by OARS must be listed along with the approval date. If the protocol has been submitted, but has not yet been approved at application time, list approval date as "pending." Requests to review this proposal for congruency with existing protocols should be made through OARS **after** notice of award, **not** before. Call the OARS office (203-785-5992) or see: <http://your.yale.edu/research-support/animal-research> for information/forms.
- i. For applications using human subjects, (your sponsor's) protocol must have been submitted to the Human Research Protection Program (HRPP) **prior** to submitting this application. The protocol number assigned by the HRPP must be listed along with the approval date. If the protocol has been submitted, but has not yet been approved at application time, list approval date as "pending."
After notice of award, applicants must adhere to any HRPP guidelines for submitting information about your award to be listed as personnel on the approved protocol. Call the HRPP Office (203-785-4688) or see: <http://your.yale.edu/research-support/human-research> for information and forms.
- j. Principal investigators, including applicants for these and other fellowships, are required by Yale University to file a **Conflict of Interest (COI) disclosure**, annually. See: <http://your.yale.edu/research-support/conflict-interest> for COI policies, procedures, and a link to the COI External Interests disclosure form.
Brown-Coxe Fellowship applicants are also required to complete on a one-time basis the **Sponsored Projects Administration for Faculty – Online (SPA)** at: https://bmsweb.med.yale.edu/tms/tms_enrollments.offerings?p_crs_id=1073 and the **Patent Policy Acknowledgement & Agreement** at: https://bmsweb.med.yale.edu/tms/tms_enrollments.offerings?p_crs_id=1761.
- k. Applicant's signature.
- l. Name and title of Yale faculty member sponsoring the applicant.
A faculty member may sponsor only one applicant for the 2017 competition.
- m. Sponsor's department.
- n. Sponsor's signature.
- o. Signature of the Business Manager of the responsible department.
- p. Department ORG Number to be used if a Brown-Coxe Fellowship is awarded.

2. **Abstract, Keywords & Confidential Letters of Recommendation** *(Use Form Provided)*
 - a. The abstract should be not more than 300 words and should provide an overview of the proposed research project in language understandable to a scientist or physician working in a *different* field.
 - b. Keywords - list five (5) keywords that describe this research.
 - c. On the same page, list the names, titles, and addresses of three (3) individuals who will write **confidential** letters recommending the applicant for this award. These 3 letters are in addition to the letter to be provided by your sponsor.
3. **Applicant's Biosketch** (5 page maximum) *New instructions!*

Use NIH fellowships format (11/16 revision, approved through 10/31/2018). Do **not** include part D. An eCommons ID is **not** required.
See: <http://grants.nih.gov/grants/forms/biosketch-blank-fellowship-format-Forms-D.docx> for the format page and <http://grants.nih.gov/grants/forms/postdocfellowshipbiosample-Forms-D.docx> for a sample "fellowship biosketch."

Note the following additional instructions:

 - a. When chronological order is requested, remember ... oldest item first, newest last.
 - b. For publications listed, papers in press (i.e. accepted for publication), papers submitted for publication, and papers presented at scientific meetings **may be included only** if these provide additional information of value in evaluating this application. Do **not** list papers "in preparation."
4. **Applicant's Other Support**

List all active support *and* pending proposals using NIH format (11/16 revision, approved through 10/31/2018) for Other Support. See format page at: http://grants.nih.gov/grants/funding/phs398/competing_othersupport.docx and a sample "other support" page at: https://grants.nih.gov/sites/default/files/competing_othersupport_sample.docx.

If other support is not available, include an Other Support page and state "none."
5. **Sponsor's Biographical Sketch (5 page maximum)**

Use NIH Format (10/15 rev.), parts B, C, and D. See format page and sample at: <https://grants.nih.gov/grants/forms/biosketch.htm>.
6. **Sponsor's Other Support**

Use NIH Format (11/16 rev.) for Other Support. See sample format page at: https://grants.nih.gov/sites/default/files/competing_othersupport_sample.docx.
7. **Letter of Support from Sponsor**

This letter must include a description of the facilities and equipment to be made available to the fellow, as well as a statement of the sponsor's support for the applicant and the project. **The sponsor's letter should also describe his/her role, if any, in writing the application.** Letter must be on letterhead and signed.
8. **Sponsor's Mentoring Plan for the Applicant (1 page)**

The sponsor must include a mentoring plan specific to this applicant. *(Use Form Provided)*
9. **Research Plans (6 pages, including figures) New instructions!**

The Research Plan is limited to a maximum of six (6) single-spaced pages in length, including figures, plus up to two (2) pages of references. The Research Plan must conform to the font size and margin requirements described at the beginning of these instructions. Applications with longer Research Plans and applications written with smaller fonts or without adequate margins or spacing will **not** be accepted. Do not

attach appendices, reprints, or cover letters. The Research Plan should be developed after discussions between the applicant and sponsor, **but this plan should be written by the applicant and should reflect the applicant's plans and ideas.**

The Research Plan should include a set of **specific aims** that define the goals of the one-year project to be performed under this fellowship.

The Research Plan should also include a description of the **experimental design and methods** that will be used to accomplish these goals. Describe the overall plan and timetable for the studies. Tell how the data will be collected, analyzed, and interpreted. If the project requires the use of techniques that are new to the applicant, describe how expertise or training will be obtained. Similarly, if unusual or scarce equipment or reagents are needed, describe how these will be obtained for the project.

Figures may be included within the six-page limit. Figure legends must conform to the font size requirements described above. Legends must be brief and should not be used to circumvent text page limitations.

10. **Literature Cited (2 pages)**

Up to two (2) pages may be used for any literature citations needed. Citations should list all authors, complete titles, and complete references.

11. **Relationship of the Project to the Applicant's Training and Goals (1 page)**

This section should describe the relationship of the research project to be performed under this year-long fellowship to the applicant's past training and experience and to the applicant's long range research and career goals. This section should not exceed one (1) page in length and should be written by the applicant.

12. **Three Confidential Letters**

Three (3) **confidential** letters of recommendation are required *in addition to the* Sponsor's letter of support. Confidential letters (on letterhead and signed) should be scanned into PDF format and e-mailed by recommenders directly to melanie.smith@yale.edu by the application deadline. Unsigned letters will not be given to or considered by the Committee.

Subject line of e-mail should read:

BC17Ref - Applicant's LASTNAME, FirstName - from Referee's LastName

Example:

BC17Ref - JOHNSON, James - from Smith

PDF file name should read:

BC17Ref-Applicant'sLASTNAME-FirstName-from-Referee'sLastName.pdf

Example:

BC17Ref-JOHNSON-James-from-Smith.pdf

Letters of recommendation must arrive by the application submission deadline or the application will be considered incomplete. It is the applicant's responsibility to check on and ensure receipt of these letters.

14. **Final Instructions**

- **INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.**
- No appendices or additional materials will be accepted with the application or after the application deadline.
- It is the responsibility of the applicant to notify the fellowship coordinator, by e-mail, about any changes in the status of their application (i.e. withdrawal of the application, publications accepted for publication after the deadline).

- If you have any questions regarding the application, eligibility, submission process, or guidelines, please contact the fellowship coordinator, Melanie Smith, by phone at 203-785-4978 or e-mail melanie.smith@yale.edu.

For complete Brown-Coxe Postdoctoral Fellowship information and forms:

<http://your.yale.edu/research-support/office-sponsored-projects/funding/scholar-awards/brown-coxe-fellowships>

last update: December 12, 2016

YALE UNIVERSITY SCHOOL OF MEDICINE
JAMES HUDSON BROWN - ALEXANDER BROWN COXE
Postdoctoral Fellowships in the Medical Sciences
2017

FREQUENTLY ASKED QUESTIONS

The James Hudson Brown Memorial Fund provides funds for research in the medical sciences, including clinical medicine and public health. The Alexander Brown Coxe Memorial Fellowships in the Biological Sciences support investigators of promise in the comprehensive field of the biological sciences.

Together, the income from these funds is used in support of new postdoctoral fellows.

Q1. For “Other Support” should I use Part D of the Fellowship Biosketch or should I use the “Other Support” format?

A1. Both applicants and sponsors should use the “Other Support” format. A format page and sample “Other Support” page (for new applications) are available at: <https://grants.nih.gov/grants/forms/othersupport.htm>

Q2. Can I submit an application if I have not submitted a letter of intent?

A2. Yes. Letters of intent help us in planning, but are not required and are not binding.

Q3. I was a postdoctoral fellow at another institution before arriving at Yale. Does that time count toward the two-year limit of eligibility?

A3. If the training program included an extensive research component, that time will count toward the two-year limit. Time spent as a researcher in industry may also count toward the two-year limit on “post” doctoral research experience. Any time spent conducting research, whether in industry or a university-based laboratory, beyond receipt of the doctoral degree may count toward the two-year limit.

If you have any questions about the timing and length of previously conducted research and how it might count toward the two-year limit, please address these questions BEFORE preparing your application. The Committee will not review applications from candidates whose prior research experience places them beyond the two-year limit.

Q4. Can I submit my application as separate (or several) PDF files?

A4. No. Applications must be submitted as a single PDF file.

Q5. My PDF file is too large to send by e-mail. Is there another way to submit the application?

A5. If you have already compressed the PDF file, you can send the PDF file by FTP (file transfer protocol). See: <http://its.yale.edu/services/email-and-collaboration-services/document-sharing-and-team-sites/secure-file-transfer-facility>

Q6. Can more than one candidate from a sponsor’s laboratory submit an application for the Brown Coxe Fellowship?

A6. No. A faculty member can sponsor only one applicant. He/she must decide at the time of application which candidate to sponsor for this Fellowship.

Q7. The biosketch form has only a half-inch margin. Do I need to reduce or make some other adjustment to the form to meet the one-inch margin requirement?

A7. No. Biosketches and other pre-formatted pages will be accepted as is, regardless of margin size.

Q8. My sponsor is known to be an excellent mentor. Does he/she need to include a mentoring plan in the letter of support?

A8. Yes. The mentoring plan must be included and it must be specific to the applicant.

Q9. I received a Brown-Coxe Fellowship last year. Can I re-apply since I'm still eligible?

A9. No. The Brown-Coxe Fellowship is not renewable.

Q10. Can my sponsor also write a letter of recommendation?

A10. No. The sponsor's letter is separate from AND in addition to the three letters of recommendation. Certainly, within the sponsor's letter will be points normally addressed in a letter of recommendation.

Please check back. Questions and answers will be added as the need arises.

Download a complete Brown-Coxe Fellowship packet, including application forms and instructions, at:
<http://your.yale.edu/research-support/office-sponsored-projects/funding/scholar-awards/brown-coxe-fellowships>

(PRINT: last name, first name)

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FACE PAGE

NAME

CURRENT POSITION

YALE TELEPHONE NUMBER

E-MAIL ADDRESS

YALE DEPARTMENT/SECTION & BUILDING/ROOM NUMBER

CURRENT ADDRESS & TELEPHONE NUMBER, IF DIFFERENT

TITLE OF PROPOSED RESEARCH PROJECT

ARE LABORATORY ANIMALS INVOLVED? Yes No

IACUC Protocol Number

Approval Date

ARE HUMAN SUBJECTS INVOLVED? Yes No

HIC Protocol Number

Approval Date

CONFLICT OF INTEREST DISCLOSURE FILED? Yes No

NAME & TITLE OF YALE SPONSOR

SPONSOR'S DEPARTMENT

SPONSOR'S SIGNATURE Date

APPLICANT'S SIGNATURE Date

BUSINESS MANAGER'S SIGNATURE Date

DEPARTMENT ORG # TO BE USED IF BROWN-COXE FELLOWSHIP IS AWARDED

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ABSTRACT PAGE

KEYWORDS - List five (5) keywords which describe the research:

NAMES, TITLES, and ADDRESSES of three (3) people who will be writing confidential letters of recommendation:

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