

Postdoctoral Fellowship Grants (2024-2027)

Guidelines and General Instructions for Application

KEY DATES

Application Release Date:	June 1, 2023
Application Deadline:	September 7, 2023 at 5:00 PM EST
Peer Review Process:	September – November 2023
Applicant Notification Date:	December 2023
Earliest Project Start Date:	March 1, 2024
Latest Project Start Date:	July 1, 2024

Introduction

LYMPHOMA RESEARCH FOUNDATION OVERVIEW:

The Lymphoma Research Foundation (LRF) remains dedicated to finding a cure for lymphoma through an innovative research program and by supporting the next generation of lymphoma researchers. LRF provides education for people with lymphoma, their loved ones and caregivers, including comprehensive disease guides and facts sheets, in-person conferences and online resources. The Foundation also provides continuing medical education programs designed to increase the knowledge, skills and performance of healthcare professionals. The Foundation's support services, including the LRF Helpline, Clinical Trials Information Service, financial assistance programs and Lymphoma Support Network, provide direct support to people with lymphoma. To learn more about the Foundation, visit lymphoma.org.

POSTDOCTORAL FELLOWSHIP GRANT OVERVIEW:

The Lymphoma Research Foundation (LRF) maintains a strong commitment to supporting early career investigators and ensuring they can build a successful career in the field of lymphoma research. The LRF Postdoctoral Fellowship Grant is designed to support investigators at the level of advanced fellow or postdoctoral researcher in laboratory or clinic-based research with results and conclusions that must be clearly relevant to the treatment, diagnosis or prevention of Hodgkin and/or non-Hodgkin lymphoma, including chronic lymphocytic leukemia. Areas of research may include, but are not limited to, etiology, immunology, genetics, therapies and transplantation. Historically, successful applications in this program have focused on basic, translational, and epidemiological research. The LRF Grantee must spend 80 percent of their time in research during the award period.

New for 2024: In recognition of the need for more research and salary support at the fellowship level, LRF is pleased to announce an increase in the Fellowship Grant award amount and duration. The LRF Postdoctoral Fellowship now provides a total of \$195,000 to grantees over three years. \$60,000 each year may be allocated to the PI's salary and fringe. Incidental funds of \$5,000 per year may be budgeted for research supplies or professional development expenses such as tuition, registration fees, and travel for courses and meetings. This Grant does not provide for institutional overhead.

SPECIAL INITIATIVE FUNDING:

For the 2024 cycle, the Lymphoma Research Foundation has opened several special research initiatives which reserve funding for exemplary projects in specific patient populations and researchers that self-identify as an individual from an underrepresented group. Special initiatives include:

JAIME PEYKOFF FOLLICULAR LYMPHOMA INITIATIVE POSTDOCTORAL FELLOWSHIP GRANT: A minimum of one fellowship grant will be awarded to a project focused exclusively on research in adult follicular lymphoma, as part of the LRF's Follicular Lymphoma Initiative. Grantees awarded through the FL Initiative will be required to attend certain Initiative programs, such as the biannual FL Scientific Workshop (next scheduled for spring 2024).

FOLLICULAR LYMPHOMA POSTDOCTORAL FELLOWSHIP GRANT: A minimum of one fellowship grant will be awarded to a project focused exclusively on research in adult follicular lymphoma, supported by a generous LRF donor.

LRF HEALTH EQUITY INITIATIVE POSTDOCTORAL FELLOWSHIP GRANT: A minimum of one fellowship grant will be awarded to an applicant that self-identifies as from an underrepresented group in the lymphoma and CLL research fields. The LRF refers to the Association of American Medical College's definition of underrepresented groups which includes but is not limited to Asian Americans, Asian Canadians, American Indian/Alaska Native or First Nations, Black/African American, African Canadians, Hispanic/Latino, and Native Hawaiian/Other Pacific Islander and Women. Applicants that meet these additional criteria are strongly encouraged to apply. The applicant must also be a citizen or permanent resident of the United States or Canada and meet all other eligibility criteria for the Fellowship grant (see "Applicant Eligibility").

RESEARCH OBJECTIVES AND EVALUATIVE FACTORS:

All projects must be focused on hypothesis-driven research in lymphoma – the Foundation considers "lymphoma" to encompass all recognized lymphoma subtypes listed in the in the 5th edition WHO classification of lymphoid malignancies, including chronic lymphocytic leukemia (CLL). Projects which combine the study of lymphoma/CLL with another cancer or hematologic malignancy not included in the WHO classification of lymphoid malignancies (including myeloma and leukemias) will not be accepted. Bench, translational, and clinical research projects are all eligible. Applications will be reviewed by members of LRF's Scientific Advisory Board (SAB).

Evaluation of applications will be based on, but not be limited to the following factors:

- Overall research proposal and its relevance and significance to lymphoma research
- Applicant's prior research experience
- Applicant's potential for and commitment to research career in lymphoma
- Sponsor's qualifications and record of success in training researchers
- Letters of support provided by senior faculty
- Assessment of program and facilities available to support the project

APPLICANT ELIGIBILITY:

To account for training delays or furloughs that may have occurred as a result of the COVID-19 pandemic, LRF is temporarily extending the maximum eligibility for each track by one year, the new limits are noted in the section below.

1. Applicants must hold an MD, PhD, or equivalent degree. MD applicants must have completed at least two years (24 months) of their fellowship work at the start of the award period. All applicants should not have completed more than six years (72 months) of their fellowship or postdoctoral work at the start of their award period (March 1, 2024 or the start date indicated in their application budget).
2. Individuals who currently or have previously held faculty positions prior to the start date stated in their application budget are not eligible to apply; awarded applicants may move into faculty positions during the award period.
3. Applicants must be affiliated with a sponsoring academic or nonprofit research institution in the U.S. or Canada, be legal to work in either country for the duration of the LRF Grant and intend to pursue a career in lymphoma research. Applicants based at the NIH or another U.S. government entity are not eligible to apply for LRF Fellowship Grants. Citizenship or permanent residency is not required for general Fellowship Grant eligibility but may affect eligibility for Health Equity Initiative funds.
4. Applicant must secure a primary sponsor at their home institution who will supervise the proposed research project. The sponsor's role is to assure (on behalf of the Institution) that the specific aims of the project are met and to present the Institution's role in the development of the applicant's career. **The primary sponsor may support only one applicant to the LRF Fellowship program per grant cycle.** Associate sponsors (including at other institutions) are permitted but not required.
5. Applications are encouraged from qualified individuals without regard to age, race, religion, sex, creed, national origin or any other characteristics protected by law.
6. During the award period, the Grantee must spend a minimum of 80 percent of his/her time in research without major patient care, teaching, or administrative responsibilities except as such responsibilities relate directly to a pre-clinical or clinical lymphoma research project.
7. The LRF Grantee may not hold another competitively applied for fellowship and/or a grant that primarily supports Principal Investigator (PI) salary during the period of the LRF Grant, except if awarded as part of an NIH Institutional Training Grant (T32/K12 or equivalent). Supply and material costs for the clinical research project should be supported by another grant or from institutional funds. The percent of research time for the PI on all active grants should not add up to more than 100%. LRF must be informed as to the sources and the amounts of all extramural/non-institutional funding received by the Fellowship recipient during the term of the LRF Grant, and reserves the right to determine that the LRF Grant may not be held concurrent with other funding.
8. A previous LRF Fellowship Grant recipient cannot apply for another LRF Fellowship Grant other than in exceptional circumstances, which is decided on a case-by-case basis. However, applicants from previous years who did not receive an award are welcome to apply if they still meet eligibility requirements – please see the section on resubmissions in the Research Proposal section on page 4.
9. All LRF applications are self-initiated. LRF does not invite applications from selected individuals or laboratories.

PUBLIC ACCESS POLICY – PubMed CENTRAL:

LRF funded researchers are required to submit, or have submitted for them, to the National Institutes of Health's PubMed Central database an electronic version of the author's final manuscript including all modifications from the publishing and peer review process (the "postprint") upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication. This requirement applies to all grants awarded after May 1, 2012, whether LRF funds the research in whole or in part.

All scientific progress reports must include the PMC ID number (PMCnnnnn) to publications in Pub Med Central supported by the Lymphoma Research Foundation starting on May 1, 2012.

PHYSICIAN PAYMENTS SUNSHINE ACT:

Please be advised that a portion of LRF's funding for certain Postdoctoral Fellowship Grants is underwritten by manufacturers of pharmaceutical drugs and devices and/or other entities who are required to report payments or transfers of value made to U.S. physicians and teaching hospitals under the federal Physician Payments Sunshine Act. LRF's understanding is that payments made to the recipient of a Postdoctoral Fellowship Grant that has been supported by one of these entities are reportable as research grants under the Sunshine Act if the applicant is a licensed physician (MD or equivalent) in the United States. Applicants will be notified at the time of the award letter if their grant payments are considered reportable.

Application Process

SUBMISSION INFORMATION:

All interested grant applicants must submit their applications online through Proposal Central (<https://ProposalCentral.altum.com/>) by **5:00 PM EST on September 7, 2023**. Applicants are encouraged to contact LRF at researchgrants@lymphoma.org for questions or concerns relating to issues of eligibility for or responsiveness to this RFP.

To avoid being rushed at deadline, applicants are encouraged to register and complete a professional profile at Proposal Central **now**. Applicants should make sure their grants and contracts office has registered their institution and signing officials with Proposal Central, and that they acquaint themselves with any internal approval processes required by their institution's grant office.

Applications that do not meet eligibility requirements, or that exceed page limitations, will not be reviewed.

RESEARCH PROPOSAL FORMAT:

Use the template supplied by Proposal Central and upload as a PDF document. **Please be sure to follow the page limit and font instructions as listed on the first page of the template. Margins should be no smaller than .75 inches.**

The Research Proposal description should discuss the nature of the proposed research plan and should cover the following points:

1. SCIENTIFIC ABSTRACT
2. SPECIFIC AIMS – To be accomplished within the period of the award.
3. BACKGROUND AND APPLICANT ROLE – This should include a detailed description of the contribution you, as the applicant, made to the development of this project and what your role will be in the execution of the project going forward. Please clearly state whether you will be doing the work on all research aims or if any work will be done by collaborators.
4. PRELIMINARY STUDIES
5. EXPERIMENTAL DESIGN AND METHODS- Provide evidence of appropriate facility resources for the proposed research, as well as any resources provided by pharmaceutical partners or other collaborating entities (support letters from these entities should be included as part of the Appendix). If patient tissue samples are required for this project, please include plans for how these samples will be obtained.
6. MILESTONES – Please include the estimated timeline for the execution of this research plan within the grant period. For example, projects involving clinical trials should include a timeline for accrual, and those involving collection of data or patient samples a timeline for completing that collection. Projects with translational aims

involving analysis of samples should clearly state the plan for covering the cost of the analysis and completing that analysis within the grant period. If you anticipate transitioning to a faculty position during the grant, please include your anticipated plan for how your transition will impact your research project.

7. **RELEVANCE TO THE UNDERSTANDING AND TREATMENT OF LYMPHOMA** - Please explain the potential impact of your research project on the scientific understanding of lymphoma and/or patient care.
8. **RESPONSE TO FEEDBACK (resubmissions only)** – If you are resubmitting the same project you submitted in a previous LRF application cycle and received written feedback with your response letter, summarize any changes made to the project as a result of the feedback provided. If you did not receive written feedback, please note you did not receive written feedback and address any changes made from the previous submission. You may use up to one extra page on your research proposal to include this section. If you have applied to the LRF Postdoctoral Fellowship Grant previously but have a new project do not complete this section.
9. **REFERENCES**

Limit Sections 1-7 of your Research Plan to **8 pages, including tables and figures**, as per instructions on the template. If you are completing the Response to Feedback section, you may use one additional page. References and any table of contents are not included in the page limit.

Please note proposals that exceed page limits will not be reviewed.

A **complete** application will also include the following elements:

1. **Key Personnel, Institution, and Application Signature Page:** Proposal Central will produce an electronic signature page from the information entered in the Key Personnel section and any person designated the Grants Officer or Signing Official on the Institution section. After adding and saving individuals, a green box should appear at the top of the screen noting that the person has been given Edit access and designated as a signatory on the application. **The PI, their Primary Sponsor, and either the Institutional Signing Official or an authorized Grants Officer should log in individually to Proposal Central and electronically sign where indicated.** An automated email will be sent from Proposal Central to each signee, but signatories can also log in to their Proposal Central account and access the application from their “Home” tab.
2. **LRF Waiver:** Download the template from Proposal Central. The original of the Waiver must be signed by the applicant, the primary sponsor, and an authorized signing official of the sponsoring institution (please confirm appropriate signing officials with your institution’s grant office). The waiver may be signed in ink or with an electronic signature program such as Adobe or DocuSign, and then uploaded in the Attachments section as a PDF.
3. **ORCID:** The Lymphoma Research Foundation strongly encourages all applicants to set up an ORCID profile and link it to their grant application. Follow the steps in the “Applicant” screen of the Proposal Central application to link your existing profile or set up a new one.
4. **Non-Technical Abstract:** Fill out the text window in Proposal Central. This is a brief description (100 words or less) of the proposed project presented in terminology for the general public. It should be understandable to the average reader of a daily newspaper. Please note Proposal Central accommodates additional characters in the abstract section, please try to stay as close to 100 words (500-800 characters) as possible.
5. **Technical Abstract:** Fill out the text window in Proposal Central. In addition to describing the project using technical language, the Technical Abstract should explain (in 100 words or less) the significance of the proposed work to the field of lymphoma.

6. **Keywords:** In Proposal Central, please select all applicable keywords in each of the four Areas of Study categories. A thorough, accurate selection of keywords will enable LRF to match your application with appropriate reviewers. If you are having trouble seeing the full keyword list, try increasing the width of your browser window.
7. **Collaborative Partners:** In the designated question of the Organizational Assurances section of the Proposal Central application, list any non-key personnel labs/institutions, consortia, cooperative groups, industry partners, or other collaborative partners that will be providing significant material resources to the project (i.e. funding, access to therapies, statistical or sample analysis, data or tissue samples, etc.). Please indicate whether requests for this support are pending or approved. **Support letters confirming support or resources for the project are required for any entity who are indicated as having approved their support in the Organizational Assurances section – please note that if you are receiving samples and/or data from multiple researchers or institutions through a consortia or collaborative project, one letter from the head of the project confirming their support will suffice.** Letters should be uploaded in the Attachments section and will count towards the appendix page limit (see page 7).
8. **Statement of Level of Effort:** In Proposal Central, provide the approximate percentage of time that the applicant will devote to each work activity (e.g., research, clinical, teaching, administration, other). At least 80 percent of the applicant’s time must be devoted to research. The total of these items must not exceed 100 percent.
9. **Current and Pending Research Support:** In Proposal Central, list all active and pending research support for the applicant. Include all individual and institutional support available for the proposed work during its duration. For each item, provide a source of support, identifying number, project title, name of principal investigator/program director, annual direct costs, and total period of support. Failure to provide evidence of sufficient supporting funds for the proposed research can invalidate the application. *Note: Proposal Central now records other support in your personal profile. Follow the instructions in the application system to enter or import information from your profile to this section.*

Research support for the primary sponsor should be indicated using the Sponsor Support template and uploaded as an attachment; list all active research support and highlight lymphoma/CLL specific support, indicating if the support will apply to the project proposed in the application. Associate sponsor support is only required if the support is funding any portion of the applicant’s project.
10. **Sponsor’s Letter of Support:** This letter should demonstrate the primary sponsor’s support of your project and commitment to provide the necessary training and supervision. All letters should be submitted on institutional letterhead. Upload in PDF format in the Attachments section. **Please note your primary sponsor must be based at your home institution.** If secondary sponsors are not being counted towards the three blinded support letters (below), please include their support letters in the appendix.
11. **Additional Letters of Support:** In addition to providing a letter of support and commitment from the applicant’s primary sponsor, enter three additional individuals into the Proposal Central application who are familiar with your past work and/or training and who are providing letters of recommendation – this may include any secondary sponsors on the project. Proposal Central will automatically notify these individuals via email, and their (blinded) letters of support will be included with your submission once uploaded. Applicants are encouraged to confirm with the individuals who will supply letters that they have received the email from Proposal Central and that they have been able to log in to the system well before the deadline. **Letters must be fully submitted before the application deadline or the system will prevent you from submitting your application.** If you have additional letters of support you may upload these in the appendix, but they will count towards your appendix page limit. For technical assistance submitting letters, please refer to the Proposal Central technical helpline information on page 8.
12. **Organization Assurances:** In Proposal Central, please indicate if human subjects, vertebrate animals, recombinant DNA, and/or biohazards are used in the proposed research proposal. If the answer is yes, please note whether

approval for use of these resources is approved or pending. Projects with approval should upload a file with correspondence confirming that approval has been granted; the entire assurance document is not needed. Projects whose approval is pending should upload a note indicating the approximate date when an approval is expected. Awarded applicants that are still pending at the time of application will need to provide proof of approval in order to receive the award.

13. **Applicant's Biographical Sketch:** Please follow the current NIH format and upload as a PDF. Please note the section on coursework completed is not required.
14. **Sponsor's Biographical Sketch:** Please follow the current NIH format and upload as a PDF. If any associate sponsors are listed they must also submit a biosketch.
15. **Budget:** Enter a budget in the Proposal Central template outlining the planned expenses for the grant. For salary, fill in \$65,000 for each year (fringe may be included in this amount). In the non-personnel section, outline the planned expenses for the \$5,000 incidental expenses each year. The start date for Year 1 should be no earlier than March 1, 2024 and no later than July 1, 2024. Applicants who require later start dates than July 1 should apply in the next application cycle. **Institutional overhead, visa costs, or salary for non-PI personnel are not allowable.**

APPENDICES:

The following additional documents **should be uploaded in PDF format**. Appendices 1-2 (and any additional support letters) should not exceed 30 pages total. Publication reprints are not subject to the 30 page limit but should not exceed five publications total. Please note that when animal, human subjects, and biohazards certification has been obtained (if applicable to the project), applicants need only to include the confirmation that approval has been granted, not the entire assurance document.

1. **Other Research Support for Mentor:** See "Current and Pending Research Support" on pg. 4 of the RFP.
2. **Support Letters from Pharmaceutical Partners or Other Collaborators:** See "Collaborative Partners" on pg. 4 of the RFP.
3. **Publication Reprints:** Each application is limited to 5 (five) publications.

PLEASE NOTE: Attachments/Appendices

When uploading documents to Proposal Central in the appendices, please be sure to follow the guidelines below in order to ensure that your attachments will be viewed by the reviewers as you intended.

- Review the permissions and security settings in the PDF attachment and be sure that the file is not password protected or locked for editing so that it can merge properly with the rest of the application when downloaded.
- Check any merged PDF documents created to make sure that each page is merged properly.

To check that the entire application is correct and in the proper order, please select the blue hyperlink "Signature Page(s)" in the left menu tab. Then, click the red button "Print Signature Pages and Attached PDF Files." This will create a merged PDF of your application, which includes the attachments that you uploaded. If any pages are missing, please contact PC customer support for further assistance.

FOUNDATION CONTACTS:

Whitney Steen
Director, Research Grants and Initiatives
Phone: 212-349-2910, press option 4 and then option 5

Tricia Mitchell
Research Program Coordinator
Phone: 917-750-1445

Grants General Email: researchgrants@lymphoma.org

TECHNICAL HELPLINE:

Questions concerning login access, difficulty uploading documents, and/or error messages from the Proposal Central electronic submission system should be directed to the Proposal Central helpline, which is available for questions from applicants during normal business hours (8:30 a.m. – 5:00 pm EST), Monday-Friday.

Phone: 800-875-2562(Toll free) or 703-964-5840

E-mail: pcsupport@altum.com

APPLICATION DEADLINES AND TIMETABLE :

- **Application**

**Submission Deadline: September 7, 2023 at 5:00PM EST.
EXTENSIONS WILL NOT BE GIVEN.**

- **Review**

September-November 2023

All applications will be reviewed by the LRF Scientific Advisory Board (SAB).

- **Notification**

December 2023

Applicants will receive notification of funding decision no later than December 21, 2023. Individuals selected as LRF Grantees will receive with their notification an LRF Research Grant Agreement and Policy, Terms and Conditions for signature by the LRF Grantee, the sponsor, and the sponsoring institution.

- **Funding**

Earliest March 1, 2024, Latest July 1, 2024

Funding will begin no earlier than March 1, 2024, and must begin no later than July 1, 2024. Payments will be made semi-annually to the Sponsoring Institution, which will be responsible for disbursing funds to the LRF Grantee. **Applicants who need later start dates than July 1 should apply in the next cycle.**

GENERAL INFORMATION ABOUT THE APPLICATION AND AWARD PROCESS:

Applicants should follow the instructions on the Proposal Central website and in this RFP to complete the application. The application does not need to be submitted all at once; it will be saved on the Proposal Central server until completed. Incomplete applications cannot be submitted. A complete application must include all of the items listed on pages 4 through 6, including all required signatures. All applications must be submitted in English.

Applicants and their institution's grant office may also wish to review the sample Fellowship/CDA Research Grants Policy, Terms and Conditions, and the Grants FAQ, which are available on the LRF website at lymphoma.org/grants. All chosen awardees must adhere to all requirements as stated in the Policy, Terms, and Conditions. Please contact researchgrants@lymphoma.org with concerns or questions about the requirements.

After successful submission of an application, applicants will receive a confirmation email from Proposal Central. **Please check that the email associated with your Proposal Central account is one where you wish to receive notifications about your application, as all response letters will be sent to that email.**

If selected for award, payments will be made semi-annually to the sponsoring institution, which will be responsible for disbursing funds to the LRF Grantee. If the grantee leaves the sponsoring institution, the grant will be transferred to the Grantee's new Institution or payments will be ended early if the grantee moves to a non-eligible institution or is otherwise unable to continue their research project. The institution and/or sponsor cannot transfer LRF Grant funds to a different researcher if the original recipient becomes ineligible or unavailable.

All LRF applications, application evaluations, and priority scores are considered confidential and are made available only to the SAB, the Board of Directors (BOD), LRF and Proposal Central administrative staff, and other LRF representatives involved in the application process. Applications discussed during the final round of review may receive some feedback from the committee with their response letter, however, full critiques of applications, scores, and rankings are not made available to applicants. Although LRF and Proposal Central endeavor to protect the confidentiality of proposal and evaluation materials, confidentiality cannot be guaranteed.

LYMPHOMA SCIENTIFIC RESEARCH MENTORING PROGRAM APPLICATION CONSIDERATION:

LRF's Early Career Grants Program also includes the Lymphoma Scientific Research Mentoring Program (LSRMP), an education and mentoring program with two tracks: the Clinical Track, for clinical fellows and junior faculty with a focus in clinical research in the field of lymphoma, including epidemiology, and the Laboratory/Translational Track, for researchers at the levels of postdoctoral fellow, clinical fellow, or junior faculty with an interest in laboratory-based research including bench, translational, and pathology research, as well as statistical research. The program is two years in length and offers a broad education on research and career development as well as managing career and quality of life issues.

Program participants, called LRF Scholars, attend an initial LSRMP Workshop which is four days in length. The 2024 workshop will take place March 4-8, 2024 in Henderson, NV. Additional follow-up activities are held in Fall 2024 and 2025.

LRF Postdoctoral Fellowship Grant applicants may grant the LRF review committee permission to consider their Fellowship Grant application for the LSRMP by checking the box by checking the box at the bottom of the Title Page section of the online application. Applicants who check this box must be available to attend all LSRMP activities if chosen for the program. Please note that priority review will always be given to applicants who apply to the LSRMP directly and Fellowship applicants who check the LSRMP box are not guaranteed that their application will be reviewed by the LSRMP committee. Applicants with a strong interest in attending the LSRMP are encouraged to submit an application directly through one of the LSRMP tracks in order to ensure their application is reviewed.

For additional information on the LSRMP, please review the LSRMP RFP and FAQs at lymphoma.org/grants.

Postdoctoral Fellowship Award Eligibility Checklist

Use this checklist to help verify your eligibility. If you remain uncertain about eligibility after completing this form, please email researchgrants@lymphoma.org.

Applications must meet all of the following eligibility criteria in order to be reviewed.

ELIGIBILITY CRITERIA		
1	Applicants must hold an MD, PhD, or equivalent degree. MD applicants must have completed at least two years (24 months) of their fellowship work at the start of the award period (March 1, 2024). All applicants should not have completed more than six years (72 months) of their fellowship or postdoctoral work at the start of their award period. Individuals holding faculty positions prior to their proposed budget start date are not eligible to apply.	<input type="checkbox"/>
2	Applicants must be affiliated with a sponsoring institution in the U.S. or Canada for the duration of the LRF Grant. Citizenship is not required.	<input type="checkbox"/>
3	Applicant’s research project must involve bench, translational, and/or clinical research in lymphoma and/or chronic lymphocytic leukemia, but may not include other hematologic malignancies or cancers.	<input type="checkbox"/>
4	Applicant must secure a sponsor who will supervise the proposed research project. The sponsor’s role is to assure (on behalf of the Institution) that the specific aims of the project are met and to present the Institution’s role in the development of the applicant’s career. The sponsor may support only one applicant per cycle.	<input type="checkbox"/>
5	The applicant must spend a minimum of 80 percent of his/her time in research without major patient care, teaching, or administrative responsibilities except as such responsibilities relate directly to the proposed research project.	<input type="checkbox"/>
6	LRF Grants may be supplemented by funds from other sources. LRF must be informed as to the sources and the amounts of all extramural funding received by the LRF Fellow during the term of the LRF Grant. Failure to comply may result in termination of the LRF Grant.	<input type="checkbox"/>

Checklist for Applicants

2024 Postdoctoral Fellowship

Use this checklist as a tool to help in preparing your submission. Ensure that you allow **enough time** to complete the application process to meet the deadline of **5:00 pm (EST) September 7, 2023**, as late applications **will not be accepted**.

If this checklist is not part of the full RFP document, review the full RFP document at lymphoma.org/grants before starting your application.

Application and Submission Checklist

- Register and complete a professional profile at Proposal Central ([https://Proposal Central.altum.com](https://ProposalCentral.altum.com)).
- Ensure that your grants and contracts office has registered your institution and signing officials with Proposal Central, and that your primary sponsor has a Proposal Central account so they can sign your application.
- Three (3) letters of support **in addition to** your sponsor's letter, are required. Applications cannot be submitted if three support letters have not been uploaded - make sure your letter writers know and can comply with the application deadline.
- Begin the application process on the Proposal Central system. You do not need to complete the application all at once; your application will be saved on the server until completed. ***Incomplete applications cannot be submitted.*** See more on required Application parts below.
- Download and review with your institution's grant office the sample "Research Grants Program Policy, Terms and Conditions" at lymphoma.org/grants. **All** Applicants must adhere to all requirements as stated in the "Terms and Conditions."
- Have yourself, your Primary Sponsor and either your Institutional Signing Official or an authorized Grants Officer sign the Signature Page electronically through Proposal Central.
- Have yourself, your Primary Sponsor and your Institutional Signing Official sign the LRF Waiver, which may be signed in ink or by an electronic signature program such as Adobe Sign or DocuSign. The fully signed document should be uploaded in the Attachments section.

In addition, note the following required application components:

- Applicant Biosketch
- Sponsor Biosketch(es)
- Statement of Level of Effort
- Sponsor Letter(s) of Support

- Three (blinded) general Letters of Support
- Non-Technical Abstract
- Technical Abstract
- Areas of Study/Keywords – fill out through Proposal Central.
- Research Proposal – See RFP page 4 for detailed page limits and special instructions for resubmissions.
- Current and Pending Research Support
- Budget—Fill out through Proposal Central.
- Regulatory Documentation (IRB, etc.), if applicable to proposal -please note only confirmation of approval is required, not the entire assurance.
- Appendices – other attachments needed to support the application (limit 30 pages total):
 - Sponsor’s Research Support
 - Support letters from collaborators/pharmaceutical partners, if applicable to proposal
 - Publication Reprints -- not required. Publications are not subject to 30 page limit but no more than five (5) publications should be submitted.