

## Guidelines

## Jane Coffin Childs Memorial Fund for Medical Research

Deadline date for this application period is **February 1<sup>st</sup>, 2017 at 5:00 PM EST**

Please review your application before final submission. No changes will be made to the application once you have submitted it.

Each section of the application is to be completed.

You will need to have a Sponsor letter. An email will be sent to the Sponsor with instructions. Please make sure that you fill your name out in Section 1, last name, first name. The Sponsor email will use that information to identify you. In the email that is sent to the Sponsor. The deadline for these letters is February 17, 2017.

You will need to have 3 References. Your PhD advisor and 2 other letters do not include your Sponsor as a reference. An email will be sent to the referees with instructions. Please make sure your name has been completed in Section 1. The deadline for these letters is February 17, 2017.

All Sponsor and Referees will be notified by email through the application process. The email they receive will outline the information that is required.

The following information will be uploaded to your application:

Proposal statement:	2 pages of text font no smaller than 12 and margin $\geq .25$
Figures:	2 pages (optional)
References:	1 page (no more than 40 citations)

Publications: Please include a link to your top 3 publications. Then list the remainder of your publications. Publication format is as follows: Author(s), Publication year, Title, Publication or Journal name, Volume number, Page number range.

Use the following format for all publications, omitting the link after the third publication.

Goellner EM, Grimme B, Brown AR, Lin YC, Wang XH, Sugrue KF, Mitchell L, Trivedi RN, Tang JB, Sobol RW. Overcoming Temozolomide Resistance in Glioblastoma via Dual Inhibition of NAD<sup>+</sup> Biosynthesis and Base Excision Repair. Cancer Research. 2011;71:2308- Link <http://cancerres.aacrjournals.org/content/71/6/2308.long>

If you are having trouble fitting all of your publications on one page try using “et al” for publications that have more than 3 authors.

NOTE: If your publications have a change during the application process (ie sent on the application as submitted and then the publication is accepted) please send an email to the Fund ([jccfund@yale.edu](mailto:jccfund@yale.edu)) in the Subject line please put “(your name) and Publication update” and we will make sure that the information is sent to the reviewers.

Research Experience: this is to be in narrative form (do not list dates and positions only) Please start with your thesis work, you can list other experience that you feel is relevant.

When you have successfully submitted your application an email will be sent to you stating that you have successfully submitted your application.

Once your application is submitted there will be no changes allowed. Any updates that you feel are relevant are to be emailed to the Fund ([jccfund@yale.edu](mailto:jccfund@yale.edu)).

Signature page with applicant signature, department head signature and grants/contract/fiscal office signature is a separate document. It is a separate page. This page is at the end of the application but is not submitted with the application. You can also find a copy of this form on the [jccfund.org](http://jccfund.org) website in the “Fellowship Information” pull down menu “Important Dates and Documents”. The deadline for submission of the Signature page is February 17.