

2024 APPLICATION GUIDELINES



Application must be submitted through <https://application.jccfund.org/> by 12:00pm Eastern Time on February 1, 2024. Application instructions and required forms are available in the application portal.

No hard copies or emailed applications will be accepted.

ELIGIBILITY CRITERIA TO APPLY:

The applicant must meet all eligibility requirements as outlined here to apply: <https://www.jccfund.org/eligibility-criteria/>. Please check before proceeding.

APPLICATION GUIDANCE:

Please be sure to complete Section 1 (Applicant Information) properly, placing the applicant's **last name** and **first name** in the appropriate field boxes, as requested, as that will populate the templates sent to the applicant's sponsor and referees.

Please review your application and make sure each section of the application is completed before final submission. No changes will be made to the application once it is submitted.

SPONSOR LETTER – DUE FEBRUARY 1, 2024

One sponsor letter is required, indicating that the proposed sponsor has accepted the applicant into the laboratory and outlining the plans for the fellowship.

In Section 3 (Proposed Sponsor) of the application, the applicant will put in the proposed sponsor's contact information, including email address. The sponsor will receive an email from the JCC Fund with the instructions to complete the letter. The sponsor letter must be received via email by the JCC Fund on or before the February 1, 2024, 12:00pm deadline for the application to be complete and reviewed. Applicants can check the application website to verify that the sponsor's letter has been received.

The sponsor will be asked to comment on the quality of the applicant's training environment, especially the mentorship that the sponsor provides for the applicant. Sponsors are requested to describe their mentorship style and approach as well as their specific plan for developing and supporting the independent career of the applicant. Sponsors should indicate what percentage (___%) of this application proposal was written by the candidate and comment on how the applicant contributed to the design of the project.

If applying under the mentorship of two sponsors, sponsor letter, including the training plan for the candidate, must be written jointly. The sponsor letter is to be submitted by the Primary Sponsor with their biographical sketch. Each Co-Sponsor must submit his/her individual biosketch. This information is to be emailed as a separate PDF to jccfund@yale.edu with the file name including the Co-Sponsor's name. The subject line should read: Co-Sponsor Letter Request for Applicant Last Name, First Name and Co-Sponsor Name.

REFEEE LETTERS – DUE FEBRUARY 1, 2024

Three referee letters are required from qualified individuals, other than the applicant's Sponsor, who can evaluate the applicant's qualifications for the proposed research project and assess the applicant's potential for successful independent biomedical research. For applicants with a PhD, one referee letter should preferably come from the applicant's thesis advisor.

In Section 5 (Referee Letters) of the application, the applicant will put in the proposed referees' contact information, including email address. Each referee will receive an email from the JCC Fund with the instructions to complete the letter. All referee letters must be received by the February 1, 2024, 12:00pm deadline for the application to be complete and reviewed. Applicants can check the application website to verify that all three referee letters have been received.

Please alert sponsors and referees that they should be receiving the emails from the JCC fund. If the emails are not received, please ask that the referee or sponsor check their quarantine folders. If the email needs to be re-sent, send an email to the JCC Fund (jccfund@yale.edu), with the subject line: Re-Send request for **applicant last name** and **referee or sponsor last name** and include the Sponsor or referee's name and their email address in the email.

The following information will be uploaded to your application:

PROPOSAL STATEMENT:

Objective: State the specific research objectives/aims and method of approach of your fellowship project. Please avoid field-specific jargon and acronyms. The reviewers are not necessarily familiar with these so it will not benefit your application. The proposal must be targeted toward a general scientific audience. At the same time, the proposal needs to contain enough depth and detail to satisfy experts in your field.

Format: No more than two pages of single-space text. DO NOT EMBED FIGURES OR INCLUDE REFERENCES IN THE STATEMENT (they are included separately). Please save and upload as a PDF.

Figures to support proposal statement with Legends (optional):

Format: no more than 2 pages. Please save and upload as a PDF.

References to support proposal statement:

Format: Please save and upload the proposal statement references as a PDF. Reference should follow this format: Author(s), Publication year, Title, Publication or Journal Name, Volume Number, Page number range.

PUBLICATIONS:

Objective: In a separate document, list all of the publications for which the applicant is an author and include a hyperlink to each of the articles in the below format. Only list publications that are in the publication stage of "preprint," "in press" or "published." Do not send manuscripts in preparation or publications that have been submitted to a journal but are not in the stages listed above. For three of the applicant's publications, include a note following the reference regarding how this publication impacted the field, and what the applicant's contribution was to the publication. When complete, please save and upload document as a PDF to the online application, as directed.

Format: 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. 2011; Overcoming Temozolomide Resistance in Glioblastoma via Dual Inhibition of NAD⁺ Biosynthesis and Base Excision Repair, Cancer Research. 71:2308. (INSERT HYPERLINK TO ARTICLE LAST)

THESIS AND OTHER PREVIOUS RESEARCH EXPERIENCE NARRATIVE:

Objective: This is to be in narrative form (do not list dates and positions only) but describe your research experience. Please start with your thesis work and include other research or personal experience related to your research that you feel is relevant to your accomplishments to date.

Format: No more than one page of single-space text. Font size should be 12 point.

SPONSORING INSTITUTION SIGNATURES

Objective: The signature page verifies that the appropriate contacts at the sponsoring institute are aware of the applicant's submission to the Jane Coffin Childs Fund and are aware of the terms of the award as outlined on www.jccfund.org. If the applicant is awarded as a JCC Fellow, the award notification letter will be sent to the institutional contacts as noted.

Format: In the Section entitled Sponsoring Institution Signatures of the application, the applicant will fill in their name, the contact information for the Department Chair of the Sponsoring Institution, and the contact information for the Grant and Contract or Financial officer of the Sponsoring Institution. When complete, the applicant will generate a signature document by either printing the application and scanning the page or printing the application as a PDF and extracting the page. The signature page will then be emailed for signature by the applicant to the Department Chair and Grant and Contract officer for signatures. When all signatures have been added, the applicant can upload the document as a PDF to the application portal. The fully executed signature page is required to submit the application by the February 1, 2024, 12:00pm deadline for the application to be complete and reviewed.

COMPLETED APPLICATION VERIFICATION

When you have successfully submitted your application, an email will be sent to you stating that it has been received. Once your application is submitted there will be no changes allowed to the application. Any updates that you feel are relevant to your candidacy, such as acceptance of a manuscript, are to be emailed to the Fund (jccfund@yale.edu).

