

## **FELLOWSHIP APPLICATION GUIDELINES**

- First-year applicants to the American-Italian Cancer Foundation's International Post-Doctoral Research Fellowship Program must have received an advanced degree—a PhD, MD, DSc or DVM—no more than three years prior to the date of their applications. AICF's emphasis, however, is on funding post-doctoral researchers who will be completing their first full post-doctoral year of research during the AICF Fellowship period.
- Fellowship candidates may apply to conduct research in basic or translational science, or to perform clinical research.
- Fellowships are awarded for one year, with up to ten fellowships renewable for a second year, pending review by AICF's Scientific Advisory Board of an interim report prepared by the Fellow and a request for renewal from the host institution.
- It is expected that projects will have durations of approximately two years. Projects of second-year fellowship applicants must require a second year, and projects of second-year fellowship applicants must end after year two.
- AICF no longer requires that the fellow return to his or her country of origin after completing the fellowship.

**Review of Applications and Deadlines:** Each application received by the AICF office is reviewed to make certain it is complete and that it meets eligibility requirements; incomplete applications will not be reviewed by the Scientific Advisory Board. It is the responsibility of the applicant to ensure that all requirements are fulfilled and all letters of recommendation received by AICF by the stated deadlines.

Fellowship applications are evaluated for:

- Merit and relevance of the research proposal
- Qualifications and experience of the candidate and his or her mentor
- The training and research environment that will be made available to the candidate during the fellowship period
- Letters of recommendation

First-year AICF Fellows requesting renewal of their fellowships for a second year may apply from January 1 through February 29, 2012.

Prospective fellows requesting a first year of funding from AICF may apply from January 1 through March 31, 2012.

**Notification:** All AICF fellowship applicants will be notified on or before July 1, 2012.

**Fellowship Stipends and Expenditure Reports:** Fellowship stipends, anticipated to be \$35,000 for each AICF Fellow for 2012-13, are meant to cover living expenses only and do not include reimbursement for any indirect costs that may be incurred by the host institution. The stipend is paid to the host institution in the form of a restricted grant to the institution; the host institution is responsible for reimbursing the Fellow for living expenses as needed and preparing a report on expenditures for

AICF at the end of the grant period. Italians coming to the United States to complete their fellowships are tax exempt for up to two years, based upon the United States/Italy scientific education treaty.

Fellowships are paid in installments throughout the award term, which typically begins on August 1<sup>st</sup> and concludes on July 31<sup>st</sup>, as follows:

<b>In U.S.</b>	August		November	February		May	July <sup>1</sup>
<b>In Italy</b>		October			April		July

**Publications:** Copies of all publications must be sent to AICF by e-mail. Applications for renewal, as well as final reports, must include a list of publications. Publications (including abstracts of presentations at scientific meetings) must carry the following acknowledgment:

“Supported by an American-Italian Cancer Foundation Post-Doctoral Research Fellowship”

**Research and Training Reporting Requirements:** All AICF Fellows who will be completing one year only of the fellowship must submit a summary report or abstract not exceeding two pages, describing the results of their research and fellowship training after July 31, 2013; the application for renewal serves as an interim summary report for those chosen to complete a second year of the AICF Fellowship. Manuscripts in press or published should be attached to this report; manuscripts accepted for publication after the end of the fellowship period should be submitted to the AICF office at the time of publication.

**AICF Recognition:** All host institutions must acknowledge their “American-Italian Cancer Foundation Fellow(s)” as such on their websites and in all printed materials.

### Special Circumstances

1. **Early Termination of Research Project.** Should the Fellow and/or the sponsor consider discontinuing the project or leaving the designated institution, AICF’s Executive Director must be notified immediately. Failure to comply with these requirements will jeopardize possibilities for future AICF support to the host institution. At the discretion of the Executive Director, the stipend may be retracted (all monies that had been received by the host institution up to that date must then be returned to AICF) or pro-rated, based upon the number of months completed and work performed during this period. When pro-rating is approved, the Fellow will be required to submit a report on his or her work during the months completed.
2. **Transfers.** If a transfer is requested, letters from the AICF Fellow requesting the transfer and the current and new mentors/host institutions should be submitted to AICF at least two months before the transfer is to take place. Letters from both the current and new mentors/institutions, along with the new mentor/host institution’s description of their

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<sup>1</sup> The July installment is paid upon receipt of the fellow’s final report, which is due after July 31<sup>st</sup> if the individual will be completing one year only. The application for renewal serves as an interim report for those chosen to complete a second year of the AICF Fellowship.

research environment, are required for the transfer to be approved by AICF's Executive Director.

- 3. Late Start of Fellowship Term.** Generally, fellowship terms begin on August 1<sup>st</sup>. Italian fellows completing their AICF Fellowship in the United States cannot receive the first installment of their fellowship stipend without first receiving their social security number (SSN). For AICF Fellows entering the United States for the first time, the process of obtaining a visa and SSN may take up to three months. In these cases, AICF Fellows are typically allowed to begin their fellowship term at a later date, or once they receive their SSN, thereby extending the fellowship term by an appropriate number of months to encompass a one-year period. Unfortunately, AICF Fellows who begin the fellowship term later than August 1<sup>st</sup> may be ineligible to apply for funding for year two, due to timing issues.

### **Definition of Terms**

**Mentor:** The senior researcher, clinician, or physician who agrees to act as the supervisor for the candidate's proposed project. The mentor is the primary representative of the host institution and is required to provide a description of the research environment and an overview of the relevance and importance of the proposed research project. It is the obligation of the mentor to direct the fellow's scientific development by providing guidance and training for the duration of the fellowship. The mentor agrees to act as AICF's contact person, unless another contact is named. If a first-year AICF Fellow is requesting a renewal for a second year of funding, the mentor must submit an endorsement letter on or before February 28, 2012.

**Host Institution:** The cancer center, laboratory, or other administrative entity that employs the mentor; where the fellowship candidate's work is to be performed. Host institutions are not reimbursed for administrative costs or laboratory fees in conjunction with the fellow's work. Fellowship monies are paid to the host institution in the form of a restricted grant, and AICF Fellows are reimbursed for their living expenses, as needed; host institution representatives prepare a report on expenditures for AICF at the end of the grant period. The host institution is responsible for securing the appropriate immigration forms.

**Sponsor:** The senior professor, administrator or researcher in the institution where the fellowship candidate currently works/from which the candidate recently graduated. The mentor and the sponsor may be the same person, in cases where the sponsoring institution and host institution are the same; in this case, only one letter of recommendation from the sponsor/mentor is required. When the sponsoring institution and host institution are different, two letters of recommendation are required.

**Letters of Recommendation:** Letters sent directly to AICF from individuals recognized in the field of inquiry the candidate has proposed who are in a position to evaluate the candidate's qualifications and the relevance/importance of the proposed research project.

## **FELLOWSHIP APPLICATION INSTRUCTIONS**

**Application Due Date:** March 31, 2012

**Notification Date:** On or before June 30, 2012

**The application should consist of the following:**

1. Completed application form
2. Curriculum vitae and candidate's bibliography (one-page version as well as extended version)
3. A letter from the candidate describing how the proposed research and training relates to his or her future career aspirations (one page maximum)
4. A statement of acceptance from the mentor/host institution, along with page three of the fellowship application
5. The research proposal, (one-page version as well as an extended version not to exceed two pages) that includes:
  - a. Summary of the proposed research project, including specific aims and methodology
  - b. Statement outlining the potential significance of the proposed research project

**The completed fellowship application must be e-mailed to Executive Director Addie Backlund at [addiebacklund@americanitaliancancer.org](mailto:addiebacklund@americanitaliancancer.org) with a copy to Program Associate Elsa Di Ruggiero at [elsadiruggiero@americanitaliancancer.org](mailto:elsadiruggiero@americanitaliancancer.org).**

**In addition, the following supplementary information is required (to be sent directly to Executive Director Addie Backlund at [addiebacklund@americanitaliancancer.org](mailto:addiebacklund@americanitaliancancer.org) with a copy to Program Associate Elsa Di Ruggiero at [elsadiruggiero@americanitaliancancer.org](mailto:elsadiruggiero@americanitaliancancer.org)). DO NOT INCLUDE THIS INFORMATION WITH THE APPLICATION.**

1. One letter of recommendation from the sponsor/mentor (when they are the same person) or two separate letters of recommendation from the sponsor and mentor (when they are two different people) on institutional letterhead; the letters should include a statement of acceptance from the mentor/host institution and should be sent to AICF, along with page four of the fellowship application
2. Two additional letters of recommendation on institutional or business letterhead
3. Copy of academic transcript(s), including the highest degree granted

**Please address all letters of recommendation to:**

**Addie Backlund, Executive Director  
American-Italian Cancer Foundation  
112 East 71<sup>st</sup> Street, Suite 2B  
New York, New York 10021**

**THE COMPLETED FELLOWSHIP APPLICATION, INCLUDING ALL SUPPLEMENTAL INFORMATION, FOR APPLICANTS WHO ARE NOT CURRENTLY AICF FELLOWS MUST BE RECEIVED NO LATER THAN MARCH 31, 2012. NO APPLICATIONS WILL BE ACCEPTED AFTER THIS DATE.**