

**AMERICAN-ITALIAN CANCER FOUNDATION'S (AICF)  
INTERNATIONAL, POST-DOCTORAL RESEARCH FELLOWSHIP PROGRAM**

**APPLICATION GUIDELINES**

- Fellowship candidates may apply to conduct research in basic or translational science, or to perform clinical research.
- 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.
- Fellowships are offered in the United States or in Italy. If applying for a fellowship in the United States, applicants must be Italian citizens and cannot have resided in the United States for more than one year at the time of application.
- Fellowships are awarded for a two-year period. Renewal of the fellowship for the second year may be taken into consideration on individual basis after evaluation of the project progress. In order to secure funding for the second year, the Fellow must prepare an interim research report detailing progress to-date. AICF must also receive a request for renewal from the institution and a letter from the mentor detailing the Fellow's progress. Interim reports will be reviewed by AICF's Scientific Advisory Board. AICF retains the right to cease funding after the first year if satisfactory progress has not been made or due to unforeseeable circumstances.

**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
- Long-term potential of the candidate as a researcher
- 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

Prospective fellows requesting two years of funding from AICF may apply from January 5, 2015 through March 31, 2015.

**Notification:** All AICF fellowship applicants will be notified of a decision on or before July 1, 2015.

**Fellowship Stipends and Expenditure Reports:** Fellowship stipends, anticipated to be \$40,000 for each AICF Fellow for 2015-16, are meant to cover living expenses only and do not include reimbursement for any indirect costs that may be incurred by the host institution. Fringe benefits may not be charged to the fellowship award. 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 for preparing a report on expenditures for AICF at the end of the grant period.

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 must submit a summary report or abstract not exceeding two pages, describing the results of their research and fellowship training by March 31<sup>st</sup>, 2016. AICF must also receive a request for renewal from the institution and a letter from the mentor detailing the Fellow’s progress to-date. These reports will be reviewed by the Scientific Advisory Board to approve continuation of funding for a second year. 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 the possibility 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.

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<sup>1</sup> The July installment at the end of the second year is paid upon receipt of the fellow’s final research report and the institution’s financial report (due by July 31<sup>st</sup>).

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. The transfer request will be considered by the Executive Director and must include: a letter from the current mentor stating the reason for and approval of the transfer; a letter from the new mentor/institution agreeing to supervise the fellow's project and describing the research environment.
3. **Late Start of Fellowship Term.** Generally, fellowship terms begin on August 1<sup>st</sup>. In certain cases, AICF Fellows will be granted special permission by the Executive Director to begin their fellowship term at a later date, thereby extending the fellowship term by an appropriate number of months to encompass a one-year period.

### **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. After the first year of funding, the mentor must submit an endorsement letter describing the Fellow's progress to-date.

**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, 2015

**Notification Date:** On or before July 1, 2015

**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 with a description of funding opportunities available at the institution, along with completed page four of the fellowship application
5. The mentor's biosketch
6. The research proposal (a 150-word maximum version and 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
7. Copy of academic transcript(s), including the highest degree granted

**The completed fellowship application must be e-mailed to Executive Director Cristina Aibino at [caibino@americanitaliancancer.org](mailto:caibino@americanitaliancancer.org) with a copy to Program & Development Associate Taylor Damele at [tdamele@americanitaliancancer.org](mailto:tdamele@americanitaliancancer.org)**

**In addition, the following supplementary information is required to be mailed directly to Executive Director Cristina Aibino with original signature.**

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

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

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

**THE COMPLETED FELLOWSHIP APPLICATION, INCLUDING ALL SUPPLEMENTAL INFORMATION, FOR APPLICANTS WHO ARE NOT CURRENTLY AICF FELLOWS MUST BE RECEIVED NO LATER THAN MARCH 31, 2015. NO APPLICATIONS WILL BE ACCEPTED AFTER THIS DATE.**

## 2015-16 AICF FELLOWSHIP APPLICATION

Please complete the following application with all supplementary materials and **return by email in PDF form on or before March 31<sup>st</sup>, 2015**. Completed applications should be emailed to Executive Director Cristina Aibino at [caibino@americanitaliancancer.org](mailto:caibino@americanitaliancancer.org) with a copy to Program Associate Taylor Damele at [tdamele@americanitaliancancer.org](mailto:tdamele@americanitaliancancer.org).

### **TYPE (CHECK ONE)**

- Fellowship in the United States  
 Fellowship in Italy

### **CANDIDATE INFORMATION:**

Name: \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Citizenship: \_\_\_\_\_ Social Security or ID #: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Permanent Home Address: \_\_\_\_\_

\_\_\_\_\_

Current Mailing Address (if different from above): \_\_\_\_\_

\_\_\_\_\_

If currently living in the United States, how long have you lived here? \_\_\_\_\_  
YEAR(S) MONTH(S)

### **EDUCATION**

Please have a copy of academic transcripts (i.e. copia ufficiale delle valutazioni accademiche della carriera studente) and degree(s) sent directly to AICF.

<b><u>Institution</u></b>	<b><u>Degree/Field</u></b>	<b><u>Degree Month/Year</u></b>
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**PROJECT TITLE:**

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**RESEARCH PROPOSAL**

Please submit two versions of your proposal: a short version of 150 words or less and an extended version not to exceed two pages. The proposal should include:

- a. Summary of the proposed research project, including specific aims and methodology
- b. Statement outlining the potential significance of the proposed research project

**SUPPLEMENTARY INFORMATION**

- Curriculum vitae, including research and professional experience. List in chronological order positions held, professional experience, and citations of publications (in chronological order and with full bibliographic information, including titles, pages, publisher, etc.). Include a one-page version and an extended version
- The mentor's biosketch
- A letter from the candidate describing how the proposed research and training relates to his or her future career aspirations (one page maximum)
- Applicants who are already in the United States must also answer the following questions:
  - How is your position being funded at the present time?
  - What are your plans if you do not receive the AICF fellowship?

**LETTERS OF RECOMMENDATION (hard copy with original signature to be mailed to AICF)**

3. 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 with page four of the fellowship application.*
4. Two additional letters of recommendation on institutional or business letterhead

Candidate's Signature

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**HOST INSTITUTION**

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Name of Mentor Title

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Host Institution

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Street Address

---

City State Zip Country

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Telephone Fax

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Email Address

**SPONSORING INSTITUTION**

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Name of Sponsor Title

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Sponsoring Institution

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Street Address

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City State Zip Country

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Telephone Fax

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Email Address

**TO BE COMPLETED BY MENTOR AND HOST INSTITUTION:**

**Candidate's Name:** \_\_\_\_\_

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**Name of Administrative Officer at Host Institution**

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**Signature**

**Date**

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**Name of Mentor**

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**Signature**

**Date**

Please attach a statement of acceptance on business letterhead, including:

- (1) A brief summary of the research environment;
- (2) Advanced training opportunities for the candidate;
- (3) Description of funding opportunities available to the candidate at the institution;
- (4) Ways candidate will be recognized as the "American-Italian Cancer Foundation Fellow" by the host institution during the fellowship period; and
- (5) Affirmation that the candidate will be able to attend at least one international meeting (please list the meeting(s) candidate may expect to attend)

**Statement of acceptance should not exceed 500 words.**

**Please mail directly to:**

Cristina Aibino, Executive Director  
American-Italian Cancer Foundation  
112 East 71<sup>st</sup> Street, Suite 2B  
New York, NY 10021