

Program Announcement and Application Guidelines

Crohn's & Colitis Foundation Visiting Research Fellowship Short-Term Mentored Training Program

Effective January 1st, 2019

Crohn's & Colitis Foundation
National Office
Research & Scientific Programs Department
733 Third Avenue
Suite 510
New York, NY 10017

Foundation Contact:

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MISSION:

To cure Crohn's disease and ulcerative colitis, and to improve the quality of life of children and adults affected by these diseases.

Overview

The Crohn's & Colitis Foundation is committed to support research to find a cure and improve the quality of life for IBD patients. In line with this mission the Foundation created the **Visiting Research Fellowship**, to promote career advancement for talented junior investigators, dedicated to IBD research, and enable knowledge-sharing among leaders in IBD field. This program will accelerate research by promoting a greater number of talented IBD researchers in the field through the mentorship of young scientists in a cutting edge IBD laboratory.

The Crohn's & Colitis Foundation's Visiting Research Fellowship program will offer postdoctoral fellows working in the United States the opportunity to spend up to 12 weeks at a cutting-edge, NIH-funded laboratory under the mentorship of a leader in IBD research. The extramural lab rotation is designed for post-doctoral students in the first three (3) years of their fellowship who are seeking to strengthen their expertise in IBD-focused research. Program will also provide the opportunity for participants to visit the biopharmaceutical laboratory at Gilead discuss their research with bioindustry scientists.

In addition, the Visiting Research fellows will receive a Professional Level Crohn's & Colitis Foundation Membership and a travel grant for participation at the annual Crohn's & Colitis Congress. The Foundation will select up to 3 fellows to participate and complete this program in 2019.

Key Dates

- Announcement September 1st, 2017
- Application deadlines for the current announcement is:
 - March 15th, 2019 at 8pm EST
- Decisions and announcements 30 days after the application deadline

Program Goals

The program has the following goals:

- Provide mentorship and technical training in a state-of-the-art research lab focused on IBD in academic lab settings
- Train fellows on cutting-edge research techniques relevant to IBD, with an emphasis on preclinical research most closely relevant to human disease
- Share evidence-based and expert opinions to encourage innovative research in emerging biomedical research areas
- Expand professional network of the trainees
- Gain initial insight on biopharmaceutical research and interaction with industry research team

Funding Terms

Each award will cover the travel, living expenses and research expenses on a weekly basis for any period of 3 weeks (minimum) up to 12 weeks (maximum) at the host laboratory. Itemized list of funding is described in Appendix C. The allowance for travel, transportation and meals is described in the Foundation Travel & Expense Policies, appendix D.

The foundation provides a Foundation Professional Level Membership and travel grant to participate in the Crohn's & Colitis Congress (January 2020 in Las Vegas, NV).

Eligibility

Applicant:

- Eligible applicants can be postdoctoral fellows or junior faculty members (clinical or research)
- Eligible applicants must demonstrate strong interest in IBD research
- Fellows should be willing to spend a minimum of three weeks at the host lab and maximum of three months; with authorization from the home institution
- Fellows must be currently living and authorized to work in the United States

Mentor:

- Mentor should be a faculty member in an academic institution in the United State
- Mentor must be the head of an NIH-funded laboratory
- Mentor should be Senior Research Scientist specializing in IBD research, or technology that can be applied to IBD

Submission Guidelines

- A.** All applications should be submitted to proposal central at <https://proposalcentral.altum.com/>. The Guidelines for electronic submission are described in Appendix A.
- B.** The application should include:
- 1) NIH Biosketch of the applicant and the host PI
 - 2) A personal statement describing the considerations for selecting the host lab and how the acquired expertise will help the applicant advance research focused on IBD.
 - 3) A letter of intent/commitment from the host institution describing the relevant expertise and availability of resources and staff, required for the training.
 - 4) An outline of the training plan including the goal(s), the protocol of the new methodology, experimental timeline and required resources. Please accompany the protocol by references published by the host laboratory.
 - 5) Budget/ Budget justification and the list of the current support of the hosting PI

6) Letters of recommendation from the primary PI (home PI) and host PI (optional)

- C. All sides should review the Three-side contract (Appendix B) stating acknowledgement and agreement with the terms of the training program, to be signed by the primary PI, hosting PI and the trainee after being selected as the winners of the award.

Review Process and Scoring

The Crohn's & Colitis Foundation will rank each candidate using objective criteria and scoring, including: review of CV for IBD research experience, number and impact of publications in IBD research, and number of years in post-doctorate fellowship. The research grant review committee will rank participants using a subjective score guideline that assesses academic achievement and potential, and personal statement. Applicants will also be required to submit a letter of recommendation from their home institution and a letter of intent to mentor from the host institution.

The final decision will reflect the combination of the following criteria:

- Academic achievements and productivity of the applicants based on the curriculum vitae, i.e., research experience, publication record in IBD field, fellowships and other research training experience
- Appropriate selection of the host laboratory, based on the publication describing relevant area of research or technique
- Future academic potential of the applicants based on the personal statements and proposed aims

Contact Information

For additional information please submit your queries to Natasha Shtraizent NShtraizent@crohnscolitisfoundation.org

Appendices

Appendix A: Policies and Instructions for Electronic Application

General information

The full applications are due on

- **March 15th 2019 at 8pm EST (for training in 2019)**

Access to the electronic version will be closed by 8:00 pm ET. Copies of the full application must be submitted via the Proposal Central system. **Paper copies of the application are not accepted.**

Note: No supplemental materials will be accepted after the submission deadline unless requested by staff for administrative purposes or requested by the reviewers for clarification.

To start the application process follows the steps below:

- A. Register by clicking on “first time user.” This will generate a confirmation number which will be emailed to the email connected to this account. Confirm your registration by submitting this number when prompted.
- B. Once you are a registered user, please click on “grants opportunities” on the far right of the page.
- C. Scroll down to “Visiting IBD Research Fellowship” and click “Apply now”.
- D. On the Title Page, enter your title and “save” the application.
- E. The navigation bar on the left will now become interactive for you to continue uploading your application.
- F. Once completed, please validate and submit the application.

Instructions for Electronic Submission

1) Title page

Enter your title (the purpose of your training program) and “save” the application

2) Templates and Instructions

- Program Description and Guidelines, Three-sides Contract, and a New Vendor Form are available for download.
- New Vendor Form *Required (part of Attachments section)
Complete so that, in the event of award, the institution is eligible to receive payment from the Foundation. This document provides instruction on how payment will be sent to the institution and should not include information on the Investigator. This is required even if institution has received Foundation funding in the past.

3) Enable other Users to Access the Proposal

Add personnel that can have access to review and edit the proposal. Applicants are encouraged to grant access to the primary PI and the hosting PI to review the application.

4) Applicant/ Fellow

Applicant is the postdoctoral trainee conducting research in the laboratory of primary PI and applying to be a short-term visiting trainee in the laboratory of host PI.

5) Institution and Contacts

Provide contact information of the signing staff officials at the institution where the host PI is located and where the study will take place.

6) Primary PI /Host PI/ Key Personnel

The applicant will provide contact information of the primary PI, host PI and key personnel that will be available to teach and supervise the trainee.

7) Letters of Reference

- Letter of recommendation from the primary PI
- Letter of recommendation from the host PI (optional)

8) Summaries

Personal Statement

Your personal statement should be a clear, concise overview in simplified language, appropriate for both scientific and non-scientific reviewers. Please address the following question to provide enough essential information that the Reviewers will be able to evaluate your application. The statement should include the following information:

- What prior experiences have sparked your interest in Inflammatory Bowel Disease?
- What is the particular area/technology you plan to learn?
- How will getting these skills impact your current program to be more effective in IBD?
- Why are you choosing this particular laboratory?
- What are your career plans?

Training plan:

An outline of the training plan including the goal(s), the protocol of the new methodology, experimental timeline and required resources. Please accompany the protocol by references published by the host laboratory.

Relevance of the Project to IBD

Provide a description of how this training is explicitly related to IBD research.

9) Budget Period Detail

List the expenses associated with research and living during the training. Please refer to the budget limits (Appendix C).

10) Budget Summary Detail

Justification of the budget for each week of the training (3-12 weeks)

11) Current and Pending Financial Support

If the host PI has current financial support for this project type into the textbox the name of the institute/group that funds this research.

12) Organization Assurance

Human/Animal Studies Approval/GMO

All activities involving human subjects or vertebrate animals must be approved by an appropriate institutional review board (IRB) or equivalent prior to the start date of award. Indicate with "Yes" or "No" response, and if yes indicate date of approval and attach approval in that Attachments Section.

Copies of the IRB approval should be provided to the Foundation's Research Department. If approval is not available at the time of application, provide a date of anticipated approval. **This approval must be received before the start date of the approved funding.**

13) Upload Attachments

Applicant Biosketch

A short biosketch (two page maximum, NIH format)

Host PI Biosketch

A short biosketch (two page maximum, NIH format)

References/ Appendices- Optional (part of Attachments section)

Uploaded reference material may include, but not limited to:

- Article references, supporting the expertise of the host PI in the required methodology /focus of training.

Human and/or Animal Approvals- Optional

Upload IRB approvals for human and animal research

Letter of intent/commitment from the host institution describing the relevant expertise and availability of resources and staff, required for the training.

Signed Signature pages

This document is generated by the PDFs and Signature Pages module after submitting all the forms and uploading all the required documents. Module PDFs and Signature Pages is located on the navigation bar on the left-hand side.

14) Validate

Click *Validate* to check for any missing REQUIRED information or files. All missing required information will be listed on the screen.

15) PDFs and Signature Pages

- Click *Print Signature Pages* to be signed by the applicant and the organization officials. Upload the signed document on the Upload Attachments module.
- Click *Print Signature Pages and Attached PDF Files* if you would like to save the full application for your records. Do not upload the full application with the signed signature pages in Upload Attachment module.

16) Submit

Only the applicant is authorized to submit the application.

Appendix B: 3-sided Program Agreement

Crohn's & Colitis Foundation Visiting Research Fellowship.

This agreement defines the roles and responsibilities between **the Crohn's Colitis Foundation** ("The Foundation"), _____>the applicant's primary PI ("Primary PI"), [insert name] _____ at the [institution] _____, and the hosting PI ("Host PI"), [name] _____ at [institution] _____. All program participants are required to sign this agreement, which will indicate that all parties understand the commitments contained herein to implement the program.

Program Description

Objectives:

- The training will take place for the period of _____
- The primary purpose of the training is _____

Training and Extracurricular professional engagement

- The Visiting Fellow is assigned a mentor, [name] _____ during the training at the laboratory of _____ at the [institution] _____.
- The training will include the following steps (check v if applies, N/A if does not apply):
 - Observing
 - Supervised hands-on training
 - Independent hands-on training
 - One-on-one meeting of the visiting trainee with the mentor
 - One-on-one meetings of the visiting trainee with the host PI
 - Weekly communication of the visiting trainee with the primary PI
 - Participation in clinical seminars (grand rounds)
 - Participation in departmental seminars
 - Participation in the group meetings
 - Participation in journal clubs

Roles and Responsibilities: Primary PI, [name] _____ and home institution _____

- Approve the release of the Visiting Fellow for the duration of the program (one month).
- Continue the Visiting Fellow on salary and with full benefits for the duration of this program (one month).
- The home institution, _____ shall ensure that Visiting Fellow meets minimum health standards. Upon request, the home institution, _____ shall provide the host-facility with a current health status report of the Visiting Fellow prior to beginning the rotation. The health status report may include, without limitation, (1) proof of immunity or immunization for measles, mumps and rubella, (2) proof of current diphtheria/tetanus immunization, (3) proof of immunity or immunization for varicella, (4) documentation of TB screen, (5) documentation of Hepatitis B antibody screen or signed declination statement, (6) date of last complete physical exam and (7) when appropriate for the specific rotation, documentation of completed background studies and drug screening.
- The home institution, _____ shall ensure that each Visiting Fellow maintains health insurance and professional liability insurance throughout the entire term of their Visiting Fellow IBD Rotation. The Home Institution, _____ agrees to provide the host facility and the Crohn's & Colitis Foundation with proof of coverage for both health insurance and professional liability insurance prior to participation in the program.

Roles and Responsibilities: Host PI, [name] _____ and host institution

- **Personnel**
- **Mentoring**
- Arrange housing accommodations for the Fellow, to be paid for by the Foundation.

Roles and Responsibilities: Visiting fellow, [name] _____

The Visiting Fellow will serve for the duration of one month from <_____> at <_____> in the manner described above.

- Once agreeing to participate in the Visiting Research Fellowship Program, Visiting Fellow agrees to notify the Crohn's & Colitis Foundation at least four (3) months prior to the start of the intended rotation date if he/she is unable to participate in the program. If Visiting Fellow is unable to participate and fails to provide four (3) months notice to the Crohn's & Colitis Foundation, then the Visiting Fellow must pay a \$500 penalty to the Foundation and a letter from his/her program director must be provided to the Foundation stating the reason that he/she is unable to fulfill the Agreement.
- The Fellow is required to keep all expense receipts and should submit them to the Foundation upon completion of his rotation. A copy of the Crohn's & Colitis Foundation Travel, Meals, Lodging & Expense Policy will be provided.
- Visiting Fellow shall maintain health insurance throughout the entire term at <_____>
- The Visiting Fellow covered by this Agreement will be governed in accordance with the policies and procedures established through Fellow's Home Institution. Visiting Fellows shall also follow applicable host-facility policies and procedures while completing their rotation.
- The Fellows will spend a day at a sponsor facility, Gilead. As a part of the visit the fellows will present an overview of their project and have a discussion with the members of the industry research and development team.
- The fellows will attend the annual Crohn's and Colitis Congress. (The Foundation to provide Travel, Meals, and Accommodation to Congress).

Roles and Responsibilities of the Crohn's & Colitis Foundation

- Provide funds to support expenses for laboratory supplies required for the training
- Assist the Fellow with all aspects of the application process
- Specify allowable living expenses and provide reimbursement policy.
- Provide travel grant / registration for attending the Crohn's & Colitis Congress and support associated travels expenses.

Mutual Agreements

- Visiting Fellows shall be considered part of <_____>'s work force as that term is defined in HIPAA to include trainees and students. If the Visiting IBD Research fellowship involves human samples or data, the host institution shall provide the necessary training specific to HIPAA.
- No party shall use the name, logo, or likeness of another party, or another party's employee or agent, in any publicity or advertising material without such other party's express prior written consent; however, the existence and scope of the programs available via this Agreement may be made known to Visiting Fellows as a means of assistance in completing their training requirements.

- No party has the right or the power to assign this Agreement, in whole or in part, without the prior written consent of the other parties, and any purported assignment in contravention of this provision shall be null and void.
- The invalidity or unenforceability of any term or provision of this Agreement shall in no way affect the validity or enforceability of any other term or provision. The waiver by a party of a breach of any provision of this Agreement shall not operate as or be construed as a waiver of any subsequent breach thereof.
- Each party shall comply with all federal, state and local laws and regulations applicable to their respective operations, including, but not limited to, those dealing with employment opportunity, immigration and affirmative action such as 42 U.S.C. Sec. 2000 (e) et seq., The Civil Rights Act of 1964, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, the Immigration Reform Act of 1986, the Americans with Disabilities Act of 1990 and any amendments and applicable regulations pertaining thereto.
- Each party is solely responsible for any of its own claims, causes of action, liabilities or the like that may arise out of this Agreement. Furthermore, neither party shall compensate the other party for any of the foregoing. The terms of this section shall survive expiration or termination of this Agreement.
- This Agreement represents the entire agreement between the parties with respect to the subject matter hereof. This Agreement may be amended from time to time in writing by the written agreement of the parties.
- Each party shall maintain and keep current its own general liability insurance and/or any other insurance legally required by law. Proof of insurance may be required upon request.
- Each party is a separate and independent institution, and this Agreement shall not be deemed to create a relationship of agency, employment, or partnership between or among them. Each party understands and agrees that this Agreement establishes a bona fide training relationship and that the agents or employees of each respective party are not employees or agents of the other party.
- Whenever written notice is required or permitted to be given by a party to the other, such notice shall have been deemed to have been sufficiently given if personally delivered or deposited in the United States Mail in a properly stamped envelope, certified or registered mail, return receipt requested, addressed to:

Parties Names, Addresses

Primary PI

Host PI

Visiting IBD Research Fellow

Crohn's & Colitis Foundation

As part of this agreement, _____ at < _____ >, the Crohn's & Colitis Foundation, _____ at < _____ >, and _____ at < >, agree to regular communication to report program progress, address issues and concerns in real time, and to strengthen the program team.

I have carefully read the information stated above and I fully understand the terms of the agreement.

Signature: _____ Date: _____

[NAME, Affiliation]

Appendix C: Funding Terms

This Foundation will transfer funds to the host institution to cover housing expenses for the Visiting Research Fellows. The host laboratory will receive financial support to cover the research expenses (materials and reagents) needed for carrying out the training. The fellows will be reimbursed for the expenses associated with airfare, transportation to and from airport, meals and daily commute. If the host institution is not able to provide housing, the fellow can arrange hotel accommodation and submit receipts for reimbursement to the Foundation. The details of allowed expenses are listed in the table below and in Travel, Meal, Lodging & Expense Policies, Appendix D.

Funding line item	Limit per award
Foundation Professional Level Membership	\$300
Travel Grants to Crohn's & Colitis Congress (includes air, hotel, meals)	\$1,700
Airfare for Fellowship (round trip)	\$450
Airport Travel (to and from fellowship)	\$220
Ground Transportation* (\$56/week) x 12 weeks)	\$720
Hotel for Fellowship* (\$750/week x 12 weeks)	\$9,000
Meals for Fellowship* (\$350/week x 12 weeks)	\$4,500
Research expenses* (\$750/week x 12 weeks)	\$9,000
Total	\$25,890
* \$ amount/ 12 weeks; will be adjusted by weekly increments for shorter training	

Appendix D: Travel, Meal, Lodging & Expense Policies

Travel Expense Policy

Ground Transportation

Program participants will be reimbursed up to \$78.33/week (up to \$940/ 12 weeks) for all ground travel related to the program including travel to/from airports, travel to/from host center, and any other program related travel. Fellows will not receive reimbursement for any travel expenses which exceed the allotted amount. The Crohn's & Colitis Foundation assumes no liability for personal auto repairs, traffic violations (including parking tickets), theft of personal items or deductible insurance amounts.

Locally or overnight and/or out-of-town travel should incur only those expenses that are reasonable and necessary. Travel choices must reflect responsible consideration of cost, efficiency and prudent use of the Crohn's & Colitis Foundation funds. All travel arrangements will be made through the appointed representative who will follow guidelines designed to meet these criteria.

Any participant wishing to donate partial or full amount of the stipend back to the Crohn's & Colitis Foundation may do so by requesting an in-kind donation letter from Anzee Sherap, Education, Advocacy & Support Coordinator.

Airfare

Visiting Research Fellows are expected to research airfare and travel times through Orbitz, Expedia or other travel sites.

The passenger receipt of the airline ticket must be submitted with expenses. If a flight is canceled or changed (such that a partial credit is due), participants are responsible for obtaining the credit, with the assistance of our travel agent, where applicable.

When "e-tickets" are utilized, an itinerary and boarding pass stub should be attached to expense reports.

Meals Expense Policy

Daily Meals

Fellows will be reimbursed up to \$350/week for daily meals. Fellows will not receive reimbursement for any meal expenses which exceed the allotted amount, and will not provide reimbursement for alcoholic beverages.

Detailed receipts are required for all food/meal expenses, including tips. Each expense must be fully itemized including place, date, and amount. Expense reimbursement requests must be submitted no later than 30 days after the final day of the fellowship.

Lodging Expense Policy

Hotel

If the host institution is not able to provide housing, the fellow can arrange hotel accommodation and submit receipts for reimbursement to the Foundation.

Fellows will be reimbursed up to \$750/week for their hotel arrangements.

All hotel reservation should be arranged to assure the best possible price for safety, comfort, and location. Allowable charges to the hotel bill must be itemized separately under the appropriate categories

on the fellows personal expenses report form. Hotel expense submissions that are not itemized are not eligible for reimbursement.

Cancellations:

Most hotels require a minimum of 24 to 48 hours in advance of the reservation date to cancel a room without incurring a charge. Most airlines require that a cancellation occur prior to the flight take off or the ticket is unusable.

Communications:

Travelers with mobile phones should be familiar with their specific plan provisions and limitations and use them responsibly. Long distance and roaming charges on mobile phones are extremely expensive and should be avoided where feasible. Hotel phone usage is discouraged where rates are high and surcharges exist.

Reasonable expenses incurred for telephone, fax, or internet, connectivity for program related communication while traveling are reimbursable. A copy of the telephone bill and an explanation of who was called must be submitted with the expense report.

Personal Expenses:

The Crohn's & Colitis Foundation will not reimburse expenses incurred for the fellow's personal benefit.

Non-Reimbursable Expenses

- Cigarettes
- Cash advance service charges for credit cards
- In-flight telephone or movie related charges
- Baby-sitting, home security or kennel fees
- Fees for luggage insurance, airline club memberships, car rental club memberships
- Costs for spa, salon, athletic club, mini-bar, personal entertainment and recreation, staff gifts, souvenirs, department celebration items such as flower, etc.

- Traffic fines, tickets, including parking tickets
- Personally purchased travel insurance and travel club membership fees
- Laundry service.

*****Crohn's & Colitis Foundation reserves the right to determine appropriate amount of reimbursement.***

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