



# Rheumatology Research Foundation

Advancing Treatment | Finding Cures

## Scientist Development Award (SDA)

The mission of the Rheumatology Research Foundation is to advance research and training to improve the health of people with rheumatic diseases.

This award is designed for individuals in the **early stages of their career, typically Fellows**, including those without significant research experience who plan to embark on careers in rheumatic disease research. The purpose of this award is to provide a structured research training program for rheumatologists or health professionals in the field of rheumatology.

This **mentored career development** award provides support for salary as well as research and/or education costs for the early years of research training in an environment where trainees may interact with established rheumatology investigators. The goal of funding at this level is to provide an opportunity for young scientists to embark on focused research and research training that will allow them to be competitive for the next level of career development awards (e.g. NIH K award). Through this award, the Foundation provides a means for ensuring more qualified, highly trained investigators in the field of rheumatology.

**Award Amount:** Up to \$75,000 per year (maximum \$225,000)

**Award Duration:** 2 years, with potential for renewal for year 3

**Note:** Early stage investigators with a faculty appointment who are between the period of completed fellowship (Clinical Fellowship or Post-Doctoral Fellowship) training and establishment as an independent investigator should consider applying for the [Investigator Award](#).

If you have any questions about your eligibility or submitting your application, please contact Award & Grants staff at 404-365-1373 or [Foundation@rheumatology.org](mailto:Foundation@rheumatology.org).

We require a non-binding [letter of intent](#) to be submitted no later than July 1, 2025.

All applications must be submitted by 5:00 pm ET on the deadline day through ProposalCentral at: <https://proposalcentral.com/>.

Applications Open
April 1, 2025
Letter of Intent Deadline
July 1, 2025
Application Deadline
August 1, 2025
Notification
December 5, 2025
Award Term Begins
July 1, 2026

## Notice of Special Interest

This cycle, in partnership with the [Lupus Research Alliance](#) (LRA), the Rheumatology Research Foundation (RRF) is pleased to issue a notice of special interest (NOSI) to highlight the availability of funds aimed towards driving the discovery and development of next generation lupus diagnostics and curative treatments. For more specific details about the *LRA/RRF Empowering Lupus Research Partnership*, please view the NOSI on the [RRF's website](#). **Please note that this NOSI complements but does not replace the RRF's annual programs.** Funded projects via this partnership will be **in addition** to those funded via the standard Scientist Development Award and Investigator Award.

## Guidelines

All award recipients must abide by Foundation [Awards and Grants Policies](#) at all times. Applications must have relevance to the Foundation's mission to improve the health of people with rheumatic disease.

## Eligibility

- Applicant must meet all eligibility requirements as outlined in the Awards and Grants policies.
- Applicant must be an [ACR](#) or [ARP](#) member at the time of submission and for the duration of the award.

<a href="#">ACR</a> members must meet the following criteria:	<a href="#">ARP</a> members must meet the following criteria:
<ul style="list-style-type: none"> <li>• Have earned a DO or MD degree and by the start of the award term have completed at least one year of training in an ACGME accredited rheumatology training program.</li> <li>• Individuals more than 4 years from the beginning of fellowship (or 5 years for pediatric rheumatologists) at the time of application may not apply.</li> <li>• MDs and DOs who are not licensed to perform clinical care may not apply.</li> </ul>	<ul style="list-style-type: none"> <li>• Have earned a PhD*, DSc, or equivalent doctoral degree by the time of award start.</li> <li>• Must be within 3 years of terminal degree at the time of application.</li> </ul>

- \* Non-MD/DOs submitting basic science projects must clearly demonstrate direct applicability to rheumatic diseases, relevance to the Foundation's mission and demonstrate a clear future career path in the field of rheumatology.
- Applicant must be affiliated with an accredited graduate or medical school.
- Applicant must be able to commit a minimum of 75 percent full-time professional effort to research, academic career development, and other research related activities. Candidates may not spend more than 25 percent in clinical and/or teaching activities. It is expected that about 50 percent of full-time professional effort will be spent on the Foundation funded project.
- Receive acceptance by a mentor who will oversee the training and research experience.
- Former or current recipients of research grants at the K level or higher, including institutional K (e.g. K12 or KL2), and past awardees of this or equivalent Foundation grants or NIH intramural awards are NOT eligible to apply.

- Applicant may not apply for the **Investigator Award** in the same funding cycle.
- Individual may not apply for more than one Scientist Development Award per funding cycle.
- Applicant is not eligible to receive funding from the Foundation's Career Development Bridge Funding Awards during the Scientist Development Award term.
- Investigators interested in using data from the ACR's RISE registry as part of their proposed research project must have their data use request approved before applying for funding. Please visit [RISE for Research](#) for more information on RISE data.

Patient and community engagement can enhance the quality of research questions being asked and the ability of investigators to get answers. Therefore, the Foundation strongly encourages scientists of all levels to collaborate whenever possible with the people who will participate in and benefit from their studies. This applies not only to patient-oriented research, but also to studies relying on clinical or observational datasets or other resources.

The Foundation is sensitive to the fact that life and professional challenges may arise. Applicants or awardees may contact the Foundation to request reasonable accommodations to eligibility criteria, award terms, award policies, application deadlines, extensions, etc. when needed. All requests are subject to review and approval by the Scientific Advisory Council.

## Foundation Strategic Plan

The Foundation seeks to support the best basic, translational, clinical and epidemiologic research in rheumatic and musculoskeletal diseases. Applications directly addressing the current [Strategic Plan](#) are particularly encouraged.

## Review Criteria

Applications are rated on the following criteria:

- Relevance of the proposal to the Foundation's mission to improve the health of people with rheumatic disease.
- The proposed research project's scientific merit and rigor.
- The applicant's submission of clear statistical and power analyses where appropriate.
- The appropriateness of the proposed project as a mechanism for developing the applicant into an independent rheumatology investigator.
- The environment in which training will be conducted, specifically the mentor, the unit, the available facilities, and the potential for inter- and extra-departmental interactions (If applicable).
- The applicant's background, training, prior productivity, and potential to develop into a productive research scientist.
- The institutional commitment to protect applicants' time for research and continued education.

Institutional commitment and plans for the advancement of the applicant toward becoming an independent investigator will be important in review of this award.

## Award Terms and Funding

The institution must agree to protect at least 75 percent of the applicant's full-time professional effort for research, academic career development, and other research-related activities. No more than 25 percent full-time professional effort will be spent on clinical and/or teaching activities. Funds may not be used to compensate clinical or teaching efforts. It is expected that about 50 percent full-time professional effort will be spent on the Foundation funded project. Awardees cannot previously have received funding by any of the award mechanisms outlined in the eligibility section at the time funding for this award begins. The Awardee assumes an obligation to expend award funds for the purposes set forth in the original grant application and to affirm that there is no duplicate funding for these purposes.

The Awardee must promptly notify the Foundation of the receipt of any additional award(s) during the period of the SDA. Awardees that receive substantial concurrent funding (e.g. K08, K23, VA Career Development award, NIH R01, or equivalent) will be allowed to retain budgeted non-salary costs only (up to \$25,000 per year) for the remainder of the award term. PI Salary funds prorated to the start date of the new award must be returned to the Foundation. Awardees that receive concurrent funding in the form of a KL2/K12/T32/R21 or equivalent may be allowed to keep a portion of the PI salary costs at the discretion of the Scientific Advisory Council.

Awards are funded for 2 years; however, there is a possibility for renewal in year 3. Renewal is contingent on 1) submission of an annual progress report showing substantial accomplishment and progress toward benchmarks specified in the original application, and 2) evidence of a submitted application for a career development award (e.g., NIH K series award, VA Career Development Award, Rheumatology Research Foundation Investigator Award, or equivalent), or NIH R series award. **Renewal in year 3 is contingent on availability of funds and subject to approval by the Foundation's Scientific Advisory Council.** Awards may be transferred to another institution pending approval by the Scientific Advisory Council; please see [Awards & Grants Policies](#) for more information.

The award will be paid directly to the sponsoring institution and will be disbursed in two equal installments in July and January of each award year. The award must be directly applied to the individual awardee's salary and/or research and educational costs only as outlined in the approved budget. Indirect costs are not allowed.

Financial support will be provided as outlined below.

Award Year	Salary	Research Costs	Award Total (maximum)
<b>Year 1</b>	Up to \$50,000	Up to \$25,000	\$75,000
<b>Year 2</b>	Up to \$50,000	Up to \$25,000	\$75,000
<b>Year 3 (if approved)</b>	Up to \$50,000	Up to \$25,000	\$75,000

**Salary:** Salary will be based on levels set by the institution. Awardees may receive salary supplementation from other sources; however, the extent of this supplementation must be stated on the application and the applicant must notify the Foundation if other support is received during the award term. Salary support of the PI must reflect the requirements listed above and match the provided distribution of time template.

**Research Costs:** Allowable research costs include the following types of expenses: (a) research supplies, equipment, core services, and technical personnel; (b) tuition and fees and books related to degree programs, such as a Masters of Public Health, Masters of Clinical Research or other didactic courses appropriate for career development; (c) travel to research meetings (including Investigators Meeting, see below) or training; and (d) statistical services including personnel and computer time.

**Note:** Employees of the NIH, FDA and CDC may not receive funding while they are employed at a federal agency. However, these individuals may apply, and if successful, receive the award (i.e., in name only, no funds). In addition,

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should the awardee move to a non-government agency, they may submit for an award transfer, subject to approval by the Scientific Advisory Council.

**Annual Investigators Meeting:** The Foundation sponsors an annual Investigators Meeting where all current investigators share progress updates on their funded projects. **Attendance is required for this event, and travel costs should be included as a line item in the grant budget.** Failure to attend the meeting may result in grant cancellation. When meetings are held concurrently, Scientist Development Award recipients may be asked to participate in the Rheumatology Research Workshop to fulfill this requirement, in lieu of the Investigators Meeting.

Note: Recipients of the *Empowering Lupus Research SDA* (via the NOSI) will be required to attend the LRA's annual scientific conference. **Travel to this meeting should be included in the budget.** Attendance at the RRF's annual Investigators Meeting is optional but encouraged.

**ORCID:** ORCID provides a persistent digital identifier (an ORCID ID) that you own and control, and that distinguishes you from every other researcher. **Applicants will be required to connect their ORCID Identification Number with ProposalCentral at the time of application.** If the applicant does not have an ORCID Identification Number, one should be created and connected to the application prior to submission. If selected for funding, applicant will be required to "Trust" the Rheumatology Research Foundation as an organization to optimize tracking of project metrics. For instructions on how to link ORCID ID with your application in ProposalCentral, visit [this link](#) and scroll to page 35.

## Letter of Intent

In order to help recruit the most appropriate peer reviewers and assist with study section assignments, applicants are required to submit a brief, non-binding Letter of Intent to the Foundation by **July 1, 2025**.

The letter of intent is an online form and includes the following:

- Project Title
- Name and information of Applicant and Institution
- Listing of Mentors and Institutions
- Disease Area
- Goals of project (Limit 500 characters including spaces)
- Indication of Human Studies or Animal Studies
- Study Section Selection (Basic Science or Clinical): Please select the preferred study section that this application should be reviewed in. A list of Foundation peer reviewers by study section can be found at [this link](#). Please note: The Foundation reserves the right to move the application from the preferred study section, if it would provide a more accurate and fair review based on reviewer expertise.
- Primary Research Method/Area (Ex: Epidemiology, Genetics/Gene Expression, Health Services/Outcomes, etc. Full list available at Letter of Intent Link)
- Research Classification (Ex: Basic Discovery Research/Biology, Early Detection/Diagnosis/Prognosis, Etiology/Mechanisms of Disease, etc. Full list available at the Letter of Intent Link)
- Primary Biomedical/Health Research Category (Ex: Blood, Cancer, Cardiovascular, Congenital Disorders, etc. Full List available at the Letter of Intent Link)

- Note: Individuals applying for the *Empowering Lupus Research SDA* will be required to include a lay abstract and project keywords. A short personal statement will be required outlining how your application meets the stated goals of the *LRA/RRF Empowering Lupus Research Partnership*.

LOI should be submitted online [at this link](#).

## Application Instructions

**Before starting the online application, you will be required to create a Professional Profile in ProposalCentral, if you have not already. To do so, visit [this link](#) to begin creating your account.**

All files must be saved as a PDF. Documents that do not have a required template should be formatted with ½ inch margins, 11-point Arial Font, and single-spacing (does not apply to figures and tables). All applications and documents must be written in English and avoid use of jargon. If terms are not universally known, spell out the term the first time it is used and note the appropriate abbreviation in parentheses. The acronym may be used thereafter.

**Note:** The Foundation does not require official signature from an authorized institutional research office at the time of application. However, many institutions require an application to be reviewed prior to submission. Please check with your research office for your institution's requirements.

### Applicant/Principal Investigator

You will be asked to confirm your eligibility and provide contact information in this section. In addition to the applicant information requested above, you will be asked to upload the following document:

#### Applicant Biosketch in NIH Format

Limit to 5 pages; should include any pending support and follow NIH guidelines. Download NIH format Biographical Sketch template by clicking [here](#).

### Abstract/Project Information

The information in this section is general information about the grant submission.

If the application is funded, the following information will be entered into the Foundation database and will become public. Do not include proprietary, confidential information or trade secrets in the description section.

- A. **Project Title (limit to 200 characters including spaces)**  
Make your title specific and detailed. It should clearly state the topic of your proposal.
- B. **Abstract (limit to 2,000 characters including spaces)**  
Succinctly describe the hypothesis to be tested, the specific aims or global objectives of the project and the expected results.
- C. **Relevance to Foundation's Mission (limit 1,000 characters including spaces)**  
Briefly describe how your proposed project is relevant to the Foundation's mission to improve the health of people with rheumatic disease.

- D. **Patient Impact (limit 1,500 characters including spaces):** The mission of the Foundation is to advance research and training to improve the health of patients living with rheumatic disease. What problem is your project aiming to solve for patients?
- E. **Keywords**  
Choose three keywords that accurately describe the project. If the application focuses on a specific disease, please include it as a keyword.
- F. The following questions will be used to assign your application to the appropriate study section. Please select one or more of the options in the online application.
- Primary Research Material
  - Study Section
  - Primary Research Method/Area
  - Research Classification
  - Primary Biomedical/Health Research Category
- G. **NOSI:** Individuals applying for the *Empowering Lupus Research SDA* will be required to include a short personal statement outlining how your application meets the stated goals of the *LRA/RRF Empowering Lupus Research Partnership* and a lay abstract.

## Mentors

You will be asked to identify your mentors and provide contact information in this section.

Applicant may have more than one mentor; however, at least one must be a rheumatologist or rheumatology professional and a fellow member of the ACR or ARP. Applicant should include a biosketch and letter of support from each mentor (detailed requirements for mentors' letters of support are included below).

This requirement does not exclude having a primary research mentor outside a rheumatology division, but does require that the trainee's academic career development has input from rheumatology faculty (e.g. rheumatologist or rheumatology professional as a co-mentor). Mentors must have sufficient independent research support to cover the costs of the proposed research project in excess of the allowable costs of the SDA. The use of co-mentors to achieve the goals of the program is strongly encouraged.

### Mentor(s) Biosketch in NIH Format

Limit to 5 pages per biosketch; should include any pending support and follow NIH guidelines. Download NIH format Biographical Sketch template by clicking [here](#).

### Mentor(s) Letters of Support

A **signed letter of support** is required from each mentor involved in the project. Limit to 2 pages for primary mentor and 1 page for each additional mentor.

The mentor(s) must provide letters of support including the following (as applicable):

- A. **Mentor Experience:** Details of their own previous experience as mentors.
- B. **Environment:** Features of their training program and the institutional environment that will be relevant to the application.

- C. **Financial Resources:** Financial and other resources available to support the applicant specific to their project. Mentors must have sufficient independent research support to cover the costs of the proposed research project in excess of the allowable costs of the SDA.
- D. **Mentoring Plan:** Description of the frequency and how they will provide mentoring to the applicant. Include details on mentors' specific role in the Research Training Plan.
- E. **Confirmation of Participation:** Agreement to participate in the project and confirmation regarding availability of time to commit to the project.
- F. **Applicant's Qualifications:** Description of applicants' qualifications and track record of productivity.
- G. **Review of Application/Research Proposal:** *Explicitly state* that the mentor reviewed the full application prior to submission, especially the Research Proposal.

### SDA Advisory Committee

The SDA Advisory Committee form, which will be submitted with each annual progress report, is included below for reference. The Awardee should ensure that the SDA Advisory Committee is confirmed according to the composition requirements on Page 13 prior to application submission. If awarded, the applicant will be required to provide the names and institutions of the advisory committee along with award acceptance.

This component of the award is designed to aid the awardee by providing critical constructive review coupled with constructive advice and counsel, giving access to established researchers and other untapped resources. The SDA advisory committee will help the awardee stay on track regarding the project's benchmarks and proposed research training plan, as well as assist in reviewing annual progress reports prior to submission.

### Budget & Justification

Applications must include an itemized budget indicating the expected amount of salary from this award, up to a maximum of \$50,000 annually (including fringe) in years 1 & 2. Up to \$25,000 per applicant per year may be requested for research costs. Allowable costs include the following types of expenses: (a) research supplies, equipment, core/facility costs, and technical personnel; (b) tuition and fees and books related to didactic courses or career development; (c) travel to research meetings (including Annual Investigators Meeting) or training; and (d) statistical services including personnel and computer time. Attendance at the Annual Investigators Meeting is required and travel costs should be included as a line item. Research funds may not be used for salary support for the awardee or mentors.

### Current & Pending Support

Applicant should list all current and pending research support, including but not limited to grants and contracts. Indicate any current startup funds. For each entry specify the overlap between the other awards, applications, and/or sources listed in this application.

### Organization Assurances

The applicant assures that the proposal is in compliance with institutional guidelines as provided by the sponsoring institution's clinical and research review boards. All research proposals including human subjects, laboratory animals and recombinant DNA techniques must show documented compliance with institutional guidelines. Copies of approval notices by the institutions IRB, IACUC and/or biosafety committees must be provided as appropriate once awarded.



## Required Documents

### Research Proposal

Sections A through E are limited to 8 pages including figures and tables. This does not include references, which do not have a page limit.

The applicant is solely responsible for writing the proposal. This section should be presented in such a way that it is clear that the applicant understands the project. **Prior to application submission, the applicant should meet with their mentor(s) to review the research plan. Meeting with the advisory committee (see page 13) prior to submitting the application is encouraged.**

The following questions should be addressed: What do you intend to do? Why is the work important? What has already been done? How are you going to do the work? What will potentially be learned? Describe in detail:

- A. **Specific aims (typically one page):** State the overall research hypothesis, objectives, and specific aims for the proposed project.
- B. **Background & Significance (typically 3 and a half pages):** Briefly summarize the background to the proposal. Include only key references to prior work that constitutes the foundation of the proposal and any preliminary background work. Include a statement on the relevance of the proposed project to the prevention, control or cure of rheumatic diseases. Describe how the successful completion of the proposed project will add to a better understanding of rheumatic diseases. State the importance of the research described in this application by relating the specific aims to the broad, long-term objectives.
- C. **Innovation (typically half of a page):** Include a statement explaining how the application challenges and seeks to shift current research or clinical practice paradigms. Describe any novel concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions.
- D. **Approach:** Summarize the essential features of the experimental design and methodology and interpretation of results. Include a specific plan for data and statistical analysis as well as a clearly defined power analysis where appropriate. Describe the potential pitfalls and alternative approaches where relevant. *Preliminary data may also be included in this section. (Note that preliminary data need not be generated by the applicant and should be noted as such. Review will be based on the ability of the applicant to integrate such background information (published and unpublished) into the rationale and feasibility of the project.)*
- E. **Future Direction:** Include a statement summarizing the potential impact and outcomes that this project may have on your career and the field of rheumatology. Please outline how successful completion of the aims outlined in this award will position you for future funding.
- F. **Selected references (no page limit)**

## Project Milestones/Benchmarks

**Download, complete and submit the Project Milestones template. An excel version of the Project Milestones template will be available for download at the application link. An example is included below for reference.**

Project milestones should be included for the formal coursework and the research project as outlined in the research proposal. Examples include: timeline for research proposal, submission of abstract(s) and/or publication(s). **Timeline for other grant submission (e.g., NIH, VA, Foundation Investigator Award, or equivalent awards) is a required benchmark.**

## Distribution of Time

**Download, complete and submit the Distribution of Time Template (See example of the template below).**

Indicate the percentage of time to be spent on academic activities during the award period. List all research, clinical, teaching and/or administrative activities. Clinical work related to the proposed research may be considered part of the research activity, but typically this type of clinical activity would not generate revenue.

The institution must agree to protect at least 75 percent of the applicant's full-time professional effort for research, academic career development, and other research-related activities. No more than 25 percent full-time professional effort will be spent on clinical and/or teaching activities. It is expected that about 50 percent full-time professional effort will be spent on the Foundation Funded project. Salary support of the PI must reflect the requirements listed above and match the provided distribution of time template.

## Research Training Plan

Limit to 2 pages. **This item should be completed by the applicant and mentor(s), with final approval by the primary mentor.** Describe in detail the applicant's role in the proposed project and outline other activities that will be used to aid the applicant's development into an independent investigator. Describe any coursework or other plans for obtaining specific research methodology training. The plan should include applicant's future career goals.

## Letter of Institutional Support

The division chief, department chair, or equivalent institutional official must provide written assurance of the following:

- Quality and relevance of the environment for scientific and professional development of the applicant, commitment to the scientific development of the candidate and assurances that the department intends the candidate to be an integral part of its research program beyond the duration of the proposed award.
- Commitment to an appropriate balance of research and clinical duties, including a commitment of at least 75 percent effort to research and scholarly activities, including specific effort to the award as outlined in the application. If the applicant is currently a rheumatology fellow, include assurance that program requirements, as specified by the Residency Review Committee, will be fulfilled.

## Additional Uploads

Limit to 20 pages. Additional documents which support the grant application may be uploaded. Letters of support from collaborators if applicable should be included here.

## Distribution of Time/Effort

Give the percentage of time to be spent on academic activities during the award period. List all research, clinical, teaching and/or administrative activities. Clinical work related to the proposed research may be considered part of the research activity, but typically this type of clinical activity would not generate revenue.

The institution must agree to protect at least 75 percent of the applicant's full-time professional effort for research, academic career development, and other research-related activities. No more than 25 percent full-time professional effort will be spent on clinical and/or teaching activities. It is expected that about 50 percent full-time professional effort will be spent on the Foundation Funded project.

ACTIVITY	DURING AWARD (%)	DESCRIPTION
<b>Research Total (min 75%)</b>		
- <b>Foundation Funded Project</b>		
- <b>Other Research Activities</b>		
<b>Clinical Duties</b>		
<b>Teaching</b>		
<b>Administration</b>		
<b>Other (Explain Below)*</b>		
<b>TOTAL (Must Equal 100%)</b>	<b>100%</b>	
<b>*Other Explanation:</b>		

### Definitions:

<i>Foundation Project</i>	Time applicant will spend on activities related to the proposed project
<i>Other Research</i>	Time applicant will spend on other research projects
<i>Clinical</i>	Clinical activities including clinical teaching activities, such as ward rounds and clinics
<i>Teaching</i>	Teaching activities in a non-clinical setting
<i>Administrative</i>	Administrative duties

## Advisory Committee Requirements

### Purpose

The advisory committee is designed to aid the awardee through critical constructive review coupled with friendly advice and counsel. The advisory committee Chair should be an individual in addition to the Mentor(s) to whom the awardee can turn for advice on larger issues such as overall research direction and career development. The advisory committee should meet bi-annually throughout the period of the award.

### Composition of Committee

The advisory committee should be a multidisciplinary committee composed of **3 to 4** total members of the university faculty who will function as advisors to the awardee. The committee must contain at least one member NOT affiliated with the awardee's division and at least two members who are not the awardee's mentor(s). The advisory committee should be constructed by the awardee and their primary mentor. The committee will be chaired by a member of the committee who is NOT the awardee's primary mentor and not the division or department head.

### Meetings

The committee should convene for approximately one hour EVERY 6 MONTHS during the funded project period. At each meeting, the awardee will be expected to give a **formal 15-20 minute presentation** of their work accomplished to date and plans for the future. This will be followed by 15-20 minutes of questions and comments by the committee. This will then be followed by a ~10-minute period during which the awardee is absent and the committee can discuss any concerns with the awardee's progress to date, then a ~10-minute period during which the primary mentor is absent so that the committee can assess the advisee's relationship with the mentor. The committee will spend the final 10 minutes of the meeting presenting its evaluation and offering advice for successfully working towards the awardee's stated career goals and successful completion of the award. The awardee is encouraged to contact the committee as a whole or individually via e-mail, telephone or individual meetings throughout the award period with concerns or questions. Documentation/meeting minutes must be included with each annual progress report.

### Annual Progress Reports

Annual progress reports will be due each Spring. It is expected that the awardee and mentor(s) will prepare these reports. The advisory committee will review the reports prior to submission to the Foundation. The advisory committee will be required to provide sign-off on all reports, indicating they have carefully reviewed the reports and provided feedback to the awardee. Please also include the mentorship evaluation form with your yearly reports.

### Goals

The result of this mentoring process should be a project that received great support and achieved the outlined benchmarks for success. The Foundation should then receive two (three if a third year is granted) detailed and informative progress reports. The research years should have been devoted to accomplishing the original aims, goals and benchmarks stipulated in the original application (if not changed by the advisory committee). Below are some examples of products that may result from this process:

- Peer-reviewed publication (s) in which the awardee played a substantial role
- Presentations at scientific meetings based on the project
- A thesis or dissertation written in connection with the pursuit of an advanced degree
- Grant applications to other institutes, agencies, etc., that have been accepted or favorably reviewed

## Advisory Committee Meeting Record

Use the form below to confirm the committee has **progress meetings EVERY 6 MONTHS**. Documentation/minutes from this meeting must be included with the annual progress report and should be merged to this signature page and uploaded as one PDF file.

### Date of Advisory Committee meeting

Date: \_\_\_\_\_

### Advisory Committee Signatures

#### Advisee/Principal Investigator:

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

#### Advisory Committee Chair (cannot be primary mentor or division/department head):

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

#### Primary Mentor:

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

#### Additional Advisory Committee Member (from outside division):

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

#### Additional Advisory Committee Member (Optional):

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

### Annually

- ☐ At this meeting, the committee reviewed the Annual Progress Report prior to its submission to the Foundation.

***\*It is required that at least two members above are NOT the advisee's primary mentor(s)***