

## William and Sandra Bennett Clinical Scholars Program

### Application Instructions

Only active ASN members are eligible to apply.

Applicants may only submit one application during a cycle.

***William and Sandra Bennett Clinical Scholars Grants are not renewable and previous recipients are not eligible for a second grant.***

#### Purpose

The goal of the William and Sandra Bennett Clinical Scholars Program is to produce the next generation of clinician educators by allowing applicants to improve teaching skills through the acquisition of education tools and by supporting aspiring nephrology educators to conduct a project to advance all facets of nephrology education and teaching.

#### Program and Project Expectations

Applicants may submit a proposal that examines any aspect of the nephrology education. Proposals may address aspects related to pre-doctoral or post-doctoral education. The applicant should propose projects that will generate new knowledge and the results should have an impact beyond the applicant's institution. Examples of proposed projects can include (but are not limited to) curricular reform, innovations in education, new education methods, evaluation of new assessment tools for competency-based learning and assessment, or professional development. The proposed project must have appropriate metrics for evaluation, implementation, and dissemination. Grant recipients are expected to publish and disseminate project data at national meetings and credit the William and Sandra Bennett Clinical Scholars Program of the ASN Foundation for Kidney Research for its support.

Additionally, recipients are expected to acquire teaching skills. For example, they are encouraged to complete a formal (such as earning a master's degree in medical education) or semiformal education (such as Stanford University School of Medicine's Faculty Development Program for Clinical Teaching) during the ASN Foundation funded years.

#### Eligibility

The ASN Foundation for Kidney Research especially encourages applications from women and members of underrepresented minorities (as defined by the Association of American Medical Colleges).

To apply for the William and Sandra Bennett Clinical Scholars Program, a candidate must:

- I. Hold an MD, DO, PhD, or the equivalent degree.

- II. Complete the clinical portion of their training program by the time of award activation.
- III. Hold a full-time faculty appointment and be within seven (7) years of initial faculty appointment at the time of the award activation (July 1, 2018).
- IV. Complete a project under the direction and mentorship of a qualified sponsor/mentor who is a member of ASN at the time of the application.
- V. Hold ASN membership at the time of the application and throughout ASN funding.
- VI. Work in North or Central America during the funding period.
- VII. Commit a minimum of 25% time to the William and Sandra Bennett Clinical Scholars Program during the funding period. A statement of commitment must be provided by the Division Chief or Department Chair.
- VIII. Consider completing additional formal or semiformal educational training during the ASN Foundation funded years.

## Previous or Current Funding Allowed

Applicants are allowed to have currently, or have had previously, extramural (NIH or Foundation) mentored career development grant funding (e.g., NIH K08). However, total grant funding, including the ASN Foundation Career Development Grant, cannot exceed \$250,000 in annual direct costs, **irrespective of scientific overlap**. The amount of the ASN Foundation grant will be reduced as appropriate if total funding exceeds this amount at any time during the funding period of the grant.

## Funding and Stipulations

- The award will provide each recipient with \$50,000 per year for up to two years, to begin on July 1, 2018. Funds cannot be used for indirect costs.
- A progress report and a financial report are required for non-competitive renewal of the grant for the second year. Final reports are also required at the end of the funding period. The award is for continuous support, and interruptions in the period of support will require prior written approval from the ASN Foundation for Kidney Research.
- Recipients shall acknowledge the ASN Foundation for Kidney Research's support in publications resulting from their proposed work.
- Grants may be transferred from one institution to another only with the prior approval of the ASN Foundation.

## Application and Document Formatting

An application for the William and Sandra Bennett Clinical Scholars Program must include:

- I. Contact Information, project title, and three keywords.
- II. Biosketches (using the [NIH Biosketch](#) format)
  - a. Each applicant must upload the candidate's biosketch and mentor's biosketch as **one** document (maximum of 1 MB).
    - i. The biosketch should include a detailed list of all academic and training positions with corresponding months and years. Each biosketch must include a short personal statement relevant to the proposed project, list relevant publications (no more than 15) by the applicant and exact order of authorship as well as prior, current, and pending grant support (maximum of five pages).
- III. Project Plan using the ASN provided template (Maximum of seven pages total, excluding cited literature.)
  - a. Abstract (maximum half page)
  - b. Project Objectives (one page maximum)
  - c. Project Description (Three page maximum)
    - i. If applicable, may include background information, including any prior work, significance and relevance to nephrology education, as well as an explanation of how this award will help overcome challenges faced when implementing education projects.
  - d. Career Roadmap and Additional Educational Training (one page maximum)

- i. The Career Roadmap and Additional Educational Training must describe the candidate's background, career goals, career development, as well as additional educational training this grant would provide. It may be no more than one page, single spaced.
    - e. Mentorship Plan and Candidate's view of the Institutional Commitment to the Candidate (one page maximum)
      - i. This section must be written by the applicant.
    - f. Dissemination Plan (maximum half page)
      - i. In application, discuss how the work produced (articles, new technology, etc.) will be distributed.
    - g. References (i.e. cited literature) (No page limit)
  - NOTE: The Project Plan does not need to include a proposed budget.
  - IV. Letter from Department Chair
    - a. The letter must provide assurance that the candidate:
      - i. Holds a full-time faculty appointment (including a description of the track).
      - ii. Will have at least 25% protected time devoted to the William and Sandra Bennett Clinical Scholars Program during the funding period.
      - iii. Will use the award for the proposed project.
      - iv. Will have appropriate space and access to necessary equipment (if applicable).
- Please note the institutional commitment to the candidate is an important factor in assessing these grants.
- b. The letter should be signed and on institutional letterhead.
  - V. Three (3) Reference Letters
    - a. Reference letters should be written by persons familiar with the candidate's interests and abilities. Letters are submitted blindly and can be addressed to the ASN William and Sandra Bennett Clinical Scholars Program Review Committee.
    - b. One reference letter must be provided by the applicant's designated mentor.

Additionally, the proposal must follow NIH guidelines, including the following formatting guidelines:

- Font size must be 11 points or larger. Smaller text in figures, graphs, diagrams and charts is acceptable as long as it is legible when the page is viewed at 100%. Recommended fonts include Arial, Georgia, Helvetica, and Palatino Linotype. A Symbol font may be used to insert special characters. Black text color is also recommended.
- Type density, including characters and spaces, must be no more than 15 characters per linear inch. Type may be no more than six lines per vertical inch. Use standard paper size (8 ½" x 11). Use at least one-half inch margins (top, bottom, left, and right) for all pages. No information should appear in the margins. Do not include additional headers or footers aside from those established in the provided templates.
- Uploaded files must be in PDF formats only. Documents may be prepared using a preferred editing software (e.g. Microsoft Word), but must be converted to PDF format before uploading to the application. Please note that some PDF conversion software may reduce font size. The final PDF document must comply with the font requirements listed above.

***You must use the ASN-provided Project Plan template. Please download it from the ASN website.***

***Applications that do not adhere to the above instructions will be administratively withdrawn.***

## Application Process

Applicants for the William and Sandra Bennett Clinical Scholars Program must be current, active ASN members. To become a member, please visit the [ASN Membership webpage](#).

- I. To begin an application, visit the [William and Sandra Bennett Clinical Scholars Program](#) webpage. Click "Application" and log-in using ASN ID and password.

- II. Download all templates and documents needed to complete your application (Biosketch and Project Plan).
- III. Prepare all documents for your application (Biosketches, Project Plan, Letter from Department Chair, and email addresses for three references).
- IV. Enter contact information, including project title and three keywords. Once submitted, these cannot be edited by the applicant.
- V. Upload candidate's and mentor's biosketch as one document (maximum of 1 MB).
- VI. Upload the Project Plan using the ASN provided template (maximum of 1 MB).
- VII. Upload the letter from the Department Chair (maximum of 1 MB).

**NOTE: You cannot proceed without uploading documents.**

- VIII. Enter the email address of three (3) references. Each reference will receive an email with a link to upload a letter of reference to the application. The applicant will be copied on each email. *These references cannot be changed once the application is submitted.* Reminder: One reference letter MUST be from the designated mentor.
- IX. Once you enter all reference contacts and send the emails, click submit.
- X. You will receive a notice that your application has been submitted.
- XI. Applications are not considered complete until all documents, including reference letters, are uploaded.

## Editing an Application Before the Deadline

Many application fields may be edited at any point before the deadline by visiting the ASN Foundation Grants webpage, signing into the ASN website, clicking "Application," and then clicking "View Status." The applicant may override documents by uploading new versions, resend reference letter invites, and view the number of reference letters submitted. Changes to the project title and keywords must be requested via email ([grants@asn-online.org](mailto:grants@asn-online.org)).

In order to give references ample time to submit letters of recommendation, it is suggested an applicant upload placeholder documents to proceed to the reference email section. Clicking submit will save the application. Applicants should secure all references prior to submission as reference contacts cannot be changed once an application is submitted.

Applications cannot be edited after the deadline.

## Application Checklist

- ✓ Downloaded all templates needed for submitting the application.
- ✓ Completed contact information, project title and keywords.
- ✓ Uploaded candidate's and mentor's biosketch as one document.
- ✓ Uploaded Project Plan using the ASN provided template (Maximum of seven pages total, not including cited literature)
  - Career Roadmap and Additional Educational Training (one-page maximum)
  - Abstract (maximum half page)
  - Project Objectives (one-page maximum)
  - Project Description (three page maximum)
  - References (i.e. cited literature) (No page limit)
- ✓ Uploaded letter from Department Chair
- ✓ Sent emails to three references for letters of support (Reminder: One reference letter MUST be from the designated mentor.)

## Evaluation Criteria

The ASN William and Sandra Bennett Clinical Scholars Review Committee will consider the potential of the applicant to develop as a productive and independent educator and the proposed project's impact on advancing all facets of nephrology education and teaching.

Assessment will include the qualifications of the applicant with respect to prior training, the candidate's productivity and career goals, qualifications of the candidate's mentor and mentorship plan, and the merit of the proposed project. The institutional commitment to the development of the applicant as a clinician educator will also be assessed.

## Notification of Award

In May, all applicants will receive an email from the ASN Foundation announcing that their application status has changed. The email will contain a link that will redirect the user to the ASN website. Once logged in, the applicant will be redirected to the ASN Grant Submission Panel. From this page, an applicant can view the funding decision and download the reviewer comments. All documents in the applicant's ASN Grant Submission Panel will remain live for 30 days after the funding notification.

## Contact

Please contact the ASN Foundation with any questions at (202) 869-0306 or [grants@asn-online.org](mailto:grants@asn-online.org).

**Note: The 2018 funding cycle will support grants from July 1, 2018 to June 30, 2020.**