



Ben J. Lipps Research Fellowship Program

Application Instructions

Only current, active members of ASN with a “Fellow/Trainee” member-type may apply.

Applicants may only submit one application and will be considered for all 10 named research fellows.

Purpose

The goal of the Ben J. Lipps Research Fellowship Program is to fund nephrology fellows to conduct original, meritorious research projects. This program will foster the training of fellows, under the direction of a sponsor, who are highly motivated to make contributions to the understanding of kidney biology and disease. This Fellowship serves to establish the beginnings of an independent career.

Ben J. Lipps Research Fellowship Program grants are not renewable and previous recipients are not eligible for a second grant. Applicants may only submit one application during a cycle.

Eligibility

Fellows may submit a proposal that examines any aspect of the entire spectrum of kidney biology and disease. The ASN Foundation for Kidney Research especially encourages applications from women and members of underrepresented minorities (as defined by the [National Institutes of Health](#)).

To apply for a Research Fellowship, a candidate:

1. Must hold an MD, DO, PhD, or the equivalent degree.
2. May not have completed more than three years of research training after the completion of MD or DO degree or equivalent, or eighteen months of postdoctoral research training after the PhD degree (at the time of the activation of the award). A 12-month extension will be considered per childbirth during the respective three-year or eighteen-month training periods. Women, men, and those who adopt are eligible for the extension. The candidate must still be a fellow at the time of award activation. To be considered for an extension, please email grants@asn-online.org.
3. Cannot have or have had at any time a nephrology-related or basic science faculty position at any academic institution.
4. Must complete research under the direction and mentorship of a sponsor.
5. Must be a member of ASN (Fellow/Trainee membership-type) at the time of the fellowship application. The sponsor of the candidate must also be an ASN member at the time of the fellowship application.
6. Cannot hold another full fellowship award such as another foundation fellowship or grant, or a post-doctoral research fellowship from the National Institutes of Health. However, a candidate's institution may supplement the support provided by ASN.
7. Must be working in North or Central America during the fellowship period.
8. Must commit a minimum of 75% time to research during the fellowship period.

Funding and Stipulations

- The Ben J. Lipps Research Fellowship Program provides each nephrology fellow with \$50,000 annually for up to two years, to begin on July 1 of the award year. Payments will be made to the fellow's institution and must be used only for salary support, including fringe benefits. Funds cannot be used for project costs, travel expenses, or overhead costs.
- Recipients cannot hold another training grant or be included on an institutional training grant. Institutional support of the applicant sufficient to complete the project is permitted and expected.
- A progress report and 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 if for continuous support, and interruptions in the period of support will require 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

To apply for a research fellowship, a nephrology fellow must provide:

- I. Contact Information and Project Title
- II. Applicant Biosketch (using the [NIH Biosketch](#) format)
 - a. The biosketch should include a detailed list of all academic and training positions with corresponding months and years. The biosketch must list relevant publications of the applicant and exact order of authorship as well as prior, current, and pending research support (maximum of 5 pages).
- III. Sponsor Biosketch (using the [NIH Biosketch](#) format)
 - a. The biosketch should include a list of relevant publications and prior, current, and pending research support (maximum of 5 pages).
- IV. Research Project Plan (Maximum of 7 pages total, not including references)
 - a. Roadmap to Next Step in Research Career (2-page maximum)
 - i. The Roadmap to Next Step in Research Career must include the applicant's career plan and goals (1 page) and mentor's involvement (1 page). ***This must be written by the applicant.***
 1. Roadmap Prompts
 - a. *How will you use funding to get you to your next career step?*
 - b. *What areas are you interested in?*
 - c. *Where do you see yourself going?*
 - d. *How is the funding going to help you get there?*
 2. Mentor's Involvement Prompts
 - a. *How do you view your mentor's involvement in reaching the project goals and in the development of your career?*
 - b. Abstract (maximum half page)
 - i. The summary should include a brief discussion of the proposed research and an indication of the potential benefits to a patient with kidney disease. Scientific jargon, abbreviations and complex discussions should be avoided, and be no more than 500 words single spaced.
 - c. Specific Aims (1-page maximum)
 - d. Preliminary Work, Proposed Research Strategy and Potential Problems (3 pages maximum)
 - e. References (e.g. cited literature)
 - f. Resubmission Defense (Half page maximum)
 - i. Mandatory if you are resubmitting a proposal from a previous cycle.
 - ii. Explain how you addressed the comments of the reviewers to improve your project or proposal in no more than half a page single spaced.
- V. Letter of Support from Sponsor/Mentor

The letter from the mentor should be from the same person as the submitted sponsor biosketch. The letter should:

- a. Describe the plans for the fellow both during and after the fellowship year(s), addressing:
 - i. Whether the fellow is likely to become a faculty member at the sponsoring institution
 - ii. Whether the fellow is likely to pursue a career in research
- b. Specify how the proposed research program will provide the applicant with the necessary skills and training to pursue an independent investigative career upon completion of the training period and the career expectations for the fellow. The sponsor must carefully and unequivocally detail previous training of the applicant in order to allow assessment of eligibility and the potential for the applicant.
- c. Comment on the role of the candidate in preparing the proposal for ASN Foundation for Kidney Research funding, as the process of applying for training support is itself part of the career development experience.
- d. Include a mentoring statement that describes the mentor's contribution to the research plan
- e. Provide a list of top 5 mentees with outcomes; co-mentorship encouraged if mentor is still establishing a training record
- f. Provide a statement of the relationship between the proposed research plan and source of funding

- VI. Letter documenting permission to submit application (combined into one document with Letter of Support from Sponsor/Mentor)
- a. The letter or document must provide proof that the applicant's institution is aware of the program guidelines and has approved submission of the application.

NOTE: Items V. (Letter of Support from Sponsor/Mentor) and VI. (Permission to submit) must be combined into one document for upload to the application. This document should be uploaded to the "Sponsor Letter" field.

- VII. Two (2) Additional Reference Letters
- a. Reference letters should be written by persons familiar with the candidate's scientific interests and abilities. Letters are submitted blindly and can be addressed to the ASN Foundation Grants Review Committee.

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 1/2" 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 Foundation-provided Research 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 Ben J. Lipps Research Fellowship Program must be current, active ASN Fellow/Trainee members to begin an application. To become a member, please visit the [ASN Membership webpage](#).

- I. To begin an application, visit the [Ben J. Lipps Research Fellowship webpage](#). Click “Application” and log-in using an ASN ID and password.
- II. Download all templates and documents needed to complete your application (applicant biosketch, sponsor’s biosketch and research plan).
- III. Prepare all documents for your application (applicant biosketch, sponsor’s biosketch, research plan, letter from sponsor and permission to submit letter combined document, and the email addresses for two references).
- IV. Enter contact information, including research proposal title and top three keywords. Once submitted, these cannot be edited by the applicant.
- V. Upload Applicant’s Biosketch (maximum of 1 MB).
- VI. Upload Sponsor’s Biosketch (maximum of 1 MB).
- VII. Upload the Research Project Plan using the ASN Foundation provided template (maximum of 1 MB).
- VIII. Upload the letter from the sponsor and permission to submit letter combined document (maximum of 1 MB).

NOTE: You cannot proceed without uploading these documents.

- IX. Enter the email address of two (2) references. Each reference will receive an email with a link to upload a letter of reference to the application. The applicant will not be copied on the reference request emails as the letters should be submitted blindly. *Reference contacts cannot be changed once an application is submitted.*
- X. Once you enter all reference contacts and send the emails, click submit.

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).

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

- ✓ Download all templates needed for submitting the application
- ✓ Complete demographic and project information
- ✓ Upload applicant’s biosketch
- ✓ Upload sponsor’s biosketch
- ✓ Upload Research Project Plan (Maximum of 7 pages total, not including resources)
 - Roadmap to Next Step in Research Career (2-page maximum)
 - Abstract (maximum half page)

- Specific Aims (1-page maximum)
- Preliminary Work, Proposed Research Strategy and Potential Problems (3 pages maximum)
- References (e.g. cited literature)
- Resubmission Defense (Half page maximum)
- ✓ Upload letter from sponsor
- ✓ Send emails to two references for letters of support

Overview of Review Process

The review process is as follows:

- 1) Application opens (fall)
- 2) Application deadline (early winter)
- 3) Peer review process (winter)
- 4) Committee meeting (early spring)
- 5) Award notifications (spring)

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 unique link that will redirect the user to the ASN Foundation Grant Submission Panel on the ASN website. Once logged in, the applicant can view the funding decision and download the reviewer comments. All documents in the applicant's ASN Foundation Grant Submission Panel will remain live for 30 days after the funding notification.

Contact

Please contact the ASN Foundation with any questions at (202) 618-6985 or grants@asn-online.org.