

American Society of Nephrology (ASN) Foundation for Kidney Research Pre-Doctoral Fellowship Award Program

Application Instructions

Only current, active members of ASN with a “Student” member-type may apply. ASN provides free membership to students and PhD candidates

Applicants may only submit one application during a cycle.

Purpose

The mission of the ASN Foundation for Kidney Research Pre-Doctoral Fellowship Award Program is to attract PhD students to nephrology as a research area in the early stages of their careers.

Eligibility

Doctoral students may submit a proposal that examines any aspect of the entire spectrum of kidney biology and disease. The ASN Foundation especially encourages applications from women and members of underrepresented minorities (as defined by the Association of American Medical Colleges).

To apply for the ASN Foundation Pre-Doctoral Fellowship Award Program, a candidate must:

1. Be a current graduate student in an accredited doctoral (PhD) program, and have passed his or her qualifying exam, if applicable. A 12-month extension will be considered per childbirth during the candidate’s doctoral training. Women, men, and those who adopt are eligible for the extension. The candidate must still be a current graduate student at the time of award activation. To be considered for an extension, please email grants@asn-online.org.
2. May not hold an MD, PhD, DO, or equivalent terminal degree.
3. Propose a research topic that is kidney-directed.
4. Must complete research under the direction and mentorship of a sponsor.
5. Must be a member of ASN (Student membership-type) at the time of the fellowship application. ASN provides free membership to students and PhD candidates. The sponsor of the candidate must also be an ASN member at the time of the fellowship application.
6. Can hold other external grant support, but cannot have support totaling more than the National Institutes of Health guidelines for doctoral students, including ASN Foundation for Kidney Research funds, at the time of the award activation. 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.
9. Have a mentor who demonstrates sufficient funding to support the proposed study of the mentee throughout the fellowship period and is a current ASN member.

Funding and Stipulations

The ASN Foundation Pre-Doctoral Fellowship Award Program provides each nephrology pre-doctoral fellow with \$10,000 per year for up to two years, to begin on July 1 of the award year. Payments will be made to the pre-doctoral fellow's institution and must be used only for stipend support. Funds cannot be used for fringe benefits, project costs, travel expenses, or overhead costs.

Each recipient must submit a progress and financial report by May 1 of the first year. Second year funding is contingent on a satisfactory progress report. A final progress and financial report must be submitted at the end of the second year.

In addition, the recipient will attend the ASN Annual Meeting in both years as part of the ASN Kidney STARS program; in the second year the recipient will submit an abstract for presentation at ASN Kidney Week.

Recipients shall acknowledge the ASN Foundation for Kidney Research's support in publications resulting from their proposed work.

Application and Document Formatting

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

- I. Contact Information and Project Title
- II. Applicant Biosketch (using the [NIH Biosketch](#) format) (Maximum 2 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 5 pages total, not including references)
 - a. Abstract (maximum half page)
 - i. The summary (no more than 500 words single-spaced) 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.
 - b. Specific Aims (Maximum 1 page)
 - c. Preliminary Work, Proposed Research Strategy, and Potential Problems (Maximum 3 pages)
 - d. References (e.g. cited literature)
 - e. Optional Resubmission Defense (Half page maximum)
 - i. If you are resubmitting a proposal from a previous cycle, 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 training program for the pre-doctoral fellow during the fellowship year(s).
 - b. 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.
- 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 Pre-Doctoral Fellowship Award Program Review Committee. Please note that the reference letters are only one component of the application review process.

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 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 ASN Foundation Pre-Doctoral Fellowship Award Program must be current ASN members to begin an application. To become a member, please visit the [ASN Membership webpage](#).

- I. To begin an application, visit the ASN Foundation Pre-Doctoral Fellowship webpage. Click "Application" and log-in using ASN ID and password.
- I. Download all templates and documents needed to complete your application (applicant biosketch, sponsor's biosketch and research plan).
- II. 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).
- III. Enter contact information, including research proposal title and top three keywords. Once submitted, these cannot be edited by the applicant.
- IV. Upload Applicant's Biosketch (maximum of 1 MB).
- V. Upload Sponsor's Biosketch (maximum of 1 MB).
- VI. Upload the Research Project Plan using the ASN Foundation provided template (maximum of 1 MB).
- VII. 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.

- VIII. 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.*
- IX. 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

- ✓ Complete demographic and project information
- ✓ Upload applicant’s biosketch
- ✓ Upload sponsor’s biosketch
- ✓ Upload Research Project Plan (maximum of 5 pages total, not including resources)
 - 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)
 - Optional Resubmission Defense (half page maximum)
- ✓ Upload letter from sponsor
- ✓ Send emails to two references for letters of support

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.