

**INSTRUCTIONS TO APPLICANTS FOR
NATIONAL KIDNEY FOUNDATION/ KDOQI RESEARCH FELLOWSHIPS**

The National Kidney Foundation (NKF) is pleased to announce the second funding cycle for a new research fellowship program. These awards, known as "National Kidney Foundation KDOQI Research Fellowships," are designed to provide training opportunities in epidemiology, biostatistics, translational research, health systems research and/or health outcomes research, and to prepare young kidney investigators to address the gaps in knowledge identified in the process of developing KDOQI Clinical Practice Guidelines. The research recommendations abstracted from the Kidney Disease Outcomes Quality Initiative (KDOQI) Guidelines can be found on the NKF web site at <http://www.kidney.org/professionals/research/awards.cfm>. Applications are due by Tuesday, March 15, 2011. The awards will be effective July 1, 2011.

A. GENERAL NKF RESEARCH FELLOWSHIP ELIGIBILITY RULES:

1. Field of Interest

The candidate's career history and goals should demonstrate a commitment to the study and treatment of diseases and functions of the kidney.

2. Years of Training

At the time of the activation of an award from the National Kidney Foundation, the candidate may have completed not more than 4.5 years, of research training (in addition to clinical training) beyond a doctoral degree (M.D., Ph.D., D.O., or its equivalent).

No more than ten years should have elapsed between the last doctoral degree and the receipt of this award (for residency, fellowship, and research training).

Exceptions to this rule (based upon military or public health service, career changes, necessity to repeat training in the U.S. that may have been already completed abroad) **must be explicitly justified in the sponsor's letter.**

For foreign applicants who have a degree, training and appointments outside the United States, it is the responsibility of the sponsor to specify the equivalency of the degrees, training and appointments in terms of U.S. terminology.

The candidate may not have or have had at any time a faculty position at the level of Assistant Professor at any academic institution.

3. Other support

The candidate may not simultaneously hold an NKF Fellowship and another full fellowship award such as an NIH post-doctoral research fellowship. The Fellow's institution, however, may supplement the support provided by the National Kidney Foundation.

4. Citizenship

The National Kidney Foundation research program is designed to train U.S. citizens. However, applications from outstanding foreign citizens for work in the United States will be accepted for consideration. Whenever applications are judged to be of equal merit, priority will be given to U.S. citizens and to applicants who are likely to remain in research relevant to the KDOQI program.

5. Membership

Since the NKF research fellowship program is an integral part of the Foundation's overall scientific mission, it is expected that Sponsors will support NKF as dues-paying professional members. A portion of each professional member's dues payment is contributed to the NKF Research Endowment.

6. Percent of Effort

A minimum of 75 percent time in research should be committed during all year(s) of NKF fellowship support.

7. Advisory Opinion

Eligibility rules will be strictly enforced. Anyone who may not be certain as to his/her eligibility should request an advisory opinion from the NKF research department before submitting an application.

B. FORM OF APPLICATION:

Please access application forms at www.kidney.org/professionals/research

1. Sponsor's Letter of Support/Division Director Statement

The letter from the sponsor should contain a description of the plans for the fellow both during and after the fellowship year(s). The letter from the sponsor should 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 in order to allow assessment of eligibility. The division director must also submit a statement of career

expectations for the fellow. If the sponsor and division director are the same person, it is necessary to submit a letter from him/her in each capacity.

3. Documentation of Collaborative Arrangements

Applicant should provide letter(s) from consultant(s) and any individual(s) collaborating in the research project/training experience, indicating their willingness to assist and describing any conditions on such assistance, if applicable.

4. Biosketch Requirements

A biosketch of the applicant and sponsor (**maximum 4 pages each**) should be attached as well as a list of relevant publications of each. **No reprints are permitted.** The sponsor should have overall responsibility for completion of the research project/research training in which the fellow will participate. Prior, concurrent, and pending research support should be specified and any apparent budgetary and/or scientific overlap explained. If a co-sponsor will provide direct supervision of training in research skills, his/her biosketch should also be included, following the same requirements as for the biosketch of the sponsor.

6. Research Training Proposal

The process of applying for research training support is itself part of the career development experience. Therefore, the Fellow, Sponsor, and Co-Sponsor (if applicable) should collaborate in the development of the research training proposal. As part of the application process, candidates and their sponsors will be required to demonstrate a training plan leveraging their institution's resources in epidemiology, biostatistics, translational research, health systems research and/or health outcomes research. There is no requirement that the training opportunity be confined to the nephrology division of that institution. The application should reflect the research and research training which will be undertaken during the entire two-year period and explain how the experience will prepare the Fellow to address the gaps in knowledge identified in the process of developing KDOQI Clinical Practice Guidelines. The research training proposal should not exceed three single-spaced pages, INCLUDING references, in standard typewriter size lettering. (11 point proportional font is the smallest print permitted), with margins (greater than or equal to 0.5 in); there must be no more than 60 lines per page. Appendices, addenda and attachments are not permitted. **Applications not adhering to these specifications will be disqualified and not considered further.**

All supporting material (except reference forms) must accompany the hard copy of the application at the time of submission, including statements demonstrating that appropriate reviews have been processed by human subject, animal care or other relevant committees of the institution.

7. References

Two references (preferably from people who have worked directly with the applicant) in addition to a letter from the sponsor should be submitted separately from the rest of the application on the form provided in the application materials. Each reference should be e-mailed to research@kidney.org by the Tuesday, March 15, 2011 deadline.

8. Statement of Eligibility

The applicant must include a brief statement, not exceeding 250 words, of his or her career plans after completing NKF Research Fellowship training. The applicant should describe any postdoctoral research training that he or she will have had prior to commencing the NKF Research Fellowship. This description is to include dates detailing the length of training. The candidate must carefully and unequivocally detail previous training in order to allow assessment of eligibility.

9. Training Record of Sponsor

The training record of the sponsor should be supplied. The information provided should include the total number of pre- and postdoctoral individuals trained and provide information on a representative five (5). List their present employing organization and position titles or occupations.

C. REVIEW OF APPLICATIONS:

All applications will be evaluated by a peer-review body of the National Kidney Foundation. Applications will not be considered unless they contain all of the information requested in item B. Careful adherence to limitations of length in all sections is necessary to ensure fair review of the application. The criteria for review include an evaluation of the applicant, the sponsor, and the training program/environment. Because of limited resources, NKF is not able to provide written critiques of applications.

D. TERM AND AMOUNT OF AWARDS:

- 1.** Awards that begin in the 2011-2012 academic year will be funded at \$50,000 per annum and provide salary support for the Fellow.
- 2.** NKF fellowship funding cannot be used for travel expenses, tuition, project costs or overhead charges. However it is permissible to pay fringe benefits from NKF fellowship awards.
- 3.** Successful candidates will be notified in the Spring of 2011 but fellowship support will not commence before **July 1, 2011**. Only a brief progress report will be required in June, 2011 from those individuals who receive a two-year award. A reapplication will not be necessary.

- 4.** NKF will fund no more than one National Kidney Foundation KDOQI Research Fellowship per institution per funding cycle. This is in addition to the maximum of two fellowships allowable under the traditional NKF research program. Each fellow must have separate sponsor.

E. REPORTING REQUIREMENTS:

In carrying out its stewardship for the resources devoted to the National Kidney Foundation (NKF) research program and to provide feedback to the NKF benefactors who make this research support possible, it is the policy of the Scientific Advisory Board that the NKF membership at large should be kept informed of the progress in research and training of NKF Fellows, the status of their careers and the effectiveness of the NKF Research Fellowship Program. By accepting a National Kidney Foundation Fellowship, all Fellows and their Sponsors agree to the following reporting requirements:

- 1.** Fellow and Sponsor agree to provide the National Kidney Foundation with a Progress Report at the end of each fellowship year.
- 2.** Fellow and Sponsor agree to provide a reprint of every publication (including abstracts) resulting from research in which the NKF Fellow participated during his/her Fellowship year, even if published after completion of the Fellowship.
- 3.** Results of research supported by the National Kidney Foundation may be made available to the public through appropriate scientific channels. All publications will bear the statement:

“This work was supported by a National Kidney Foundation KDOQI Research Fellowship.”

- 4.** Fellow and Sponsor may be contacted after the completion of this award for periodic updates on various aspects of the Fellow’s employment history, publications, support from research grants or contracts, honors and awards, professional activities and other information that is necessary for the continued evaluation of the impact of the NKF Research Fellowship Program.
- 5.** Applications from training programs which fail to comply with the above requirements could have continued support discontinued and be denied consideration for future funding.

F. FUNDING AGREEMENT:

Successful candidates and their Sponsors will be required to execute an agreement that incorporates the terms and conditions of research support from the National Kidney Foundation described in these instructions.

G. WHEN TO SUBMIT:

Applications must be submitted electronically on or before Tuesday, March 15, 2011.

H. **WHERE TO SUBMIT:**

Candidates should submit proposals electronically. However, one hard-copy original, with all signatures affixed, should be sent to:

Research Fellowship Committee
National Kidney Foundation, Inc.
30 East 33rd Street
New York, NY 10016

and postmarked no later than Tuesday, March 15, 2011.