Request for Proposals (RFP)
Hemostasis and Thrombosis Research Society (HTRS)

2017 HTRS/Novo Nordisk
Clinical Fellowship Awards in Hemophilia and RBDs

Applications are due Monday, January 16, 2017 by 6:00 p.m. ET to htrs@bcw.edu.

About HTRS

Incorporated as a nonprofit organization in 1994, the Hemostasis and Thrombosis Research Society (HTRS) is a North American professional medical society dedicated to advancing care for people with bleeding and thrombotic disorders through investigator-initiated research, mentoring, and continuing medical education. To learn more about HTRS, visit www.htrs.org.

About the HTRS/Novo Nordisk Clinical Fellowship Award Program

The Hemostasis and Thrombosis Research Society (“HTRS”) and Novo Nordisk Inc. (“Novo”) announce the availability of two awards for clinical fellowships focused on hemophilia and RBDs (“RBDs”) for one academic year (July 1, 2017 through June 30, 2018).

The 2017 HTRS/Novo Nordisk Clinical Fellowship Awards in Hemophilia and RBDs (“CFAs”) are supported by an educational grant from Novo Nordisk Inc. During the fellowship year, award recipients are mentored by experienced MDs or DOs working in hemophilia or RBDs at established U.S.-based hemostasis treatment centers (“HTCs”).

The goals of the HTRS/Novo Nordisk CFA Program are to:

1. Provide financial support for early career physicians interested in enhancing their training in hematology with a 12-month fellowship focused on hemophilia and RBDs under the guidance of an experienced mentor.

2. Combat the shortage of skilled hematologists in North America by providing funding, mentorship, and career development support to early career physicians pursuing careers in benign hematology.
The maximum grant is $119,600 USD, or $80,000 to support salary/fringe benefits for the applicant working in hemophilia and RBDs for one year, and up to $39,600 to support salary/fringe benefits for the primary mentor at the U.S.-based HTC identified in the applicant’s proposal.

Applicants are strongly encouraged to present a plan for the fellowship year that goes beyond the clinical care of patients with bleeding disorders to include participation in a scholarly activity (e.g. assisting in a mentor’s clinical research, helping to develop a program, or committing to additional education meant to advance a career in hemostasis clinical care or research, such as quality improvement). Inclusion of a scholarly activity in the plan for the fellowship year is not a requirement; however, evidence of scholarly activity will strengthen the application and be viewed by the HTRS Scientific Review Committee as further evidence of the applicant’s dedication to building a career in hemostasis.

**Applicant Eligibility Requirements**

- **Applicants must be adult or pediatric hematology/oncology MDs or DOs** working in the United States who will have completed a fellowship in an accredited U.S. Hematology, Hematology/Oncology, or Pediatric Hematology/Oncology training program by July 1, 2017.

- **Applicants may be up to 3-years post-fellowship as of July 1, 2017** as long as the CFA grant provides an opportunity to focus on building a career in hemostasis for applicants who did not immediately pursue this career track following the completion of their fellowship. (CFA grants are not intended for applicants up to 3-years post-fellowship who have already secured a faculty position in hemostasis.)

- **Only U.S.-based MDs or DOs** are eligible to apply for a CFA.

- **Applicants must identify a mentor** who is an experienced MD or DO working in hemophilia and RBDs at a U.S.-based HTC. Both the mentor and the U.S.-based HTC must agree to supervise and host the applicant should an award be made.

- **Applicants are encouraged to be current HTRS members.** Trainees are eligible for free HTRS membership for the duration of their fellowships. Applicants who are no longer trainees (but who have not yet secured a faculty position) are required to join HTRS as Core members at $150 per year of $400 for three years. Visit [www.htrs.org](http://www.htrs.org) for more information about HTRS membership.

- **Additional Eligibility Requirements.** Previous HTRS Mentored Research Award, HTRS/ATHN DREAM Award, and THSNA (Thrombosis and Hemostasis Societies of North America) Mentored Research Award recipients may apply for a CFA as long as they meet the stated eligibility criteria.

**Available Funding and Use of Funds**

The HTRS/Novo Nordisk CFA Program is supported by medical educational grants from Novo Nordisk Inc. The maximum CFA is $119,600 USD, or $80,000 to support salary/fringe benefits for the applicant working in hemophilia and RBDs for one year, and up to $39,600 to support salary/fringe benefits for the applicant’s primary mentor at a U.S.-based HTC.
Funding of $119,600 USD will be distributed by HTRS to the recipient institution in three payments:

1) The first payment of $59,800 USD (50%) will be issued after full execution of the legal Grant Agreement contract between HTRS, the awardee, and the recipient institution.

2) The second payment of $47,840 USD (40%) will be issued after acceptance by HTRS of a formal six-month Progress Report describing the awardee’s progress toward achieving the goals and objectives outlined in the CFA Application.

3) The third payment of $11,960 USD (10%) is contingent upon acceptance by HTRS of a Final Report summarizing the complete 12-month fellowship period.

Instructions about required reports are communicated to successful applicants in their award notification letters and Grant Agreement contracts.

**Current and Pending Support Requirements**

Applicants must report all current and pending sources of support for their salaries in their proposal narratives and budgets. Applicants are encouraged to apply to their institutional Office of Sponsored Research (OSR) for supplemental funds to support CFA activities, if needed. In the event that additional funding becomes available to cover salary support, award recipients will be asked to provide documentation to HTRS that expenses supported by the CFA Program do not overlap. If the new funding covers all or substantially all of the costs of the awardee’s and/or mentor’s salaries, any CFA grant funds that remain unused must be returned to HTRS. Specific details of this requirement are included in the Grant Agreement contract.

**Other Conditions and Responsibilities**

Submission of a CFA proposal implies acceptance of the following conditions by the applicant, recipient institution, and mentor:

1. **Required Grant Agreement.** Upon notification of a CFA award, award recipients are responsible for providing HTRS with the name and contact information of the appropriate financial or legal representative at the recipient institution who should receive the Grant Agreement contract. The award recipient, the mentor, the recipient institution’s representative, and an HTRS representative are required to sign a Grant Agreement contract prepared by HTRS before award funds can be dispersed.

2. **Change in Status.** The award recipient is responsible for providing HTRS with written notice of any Change in Status related to their fellowship or career path at any time during the course of the grant period. Change in Status notification letters are subject to review and approval by HTRS. While most requests for Change in Status are negotiable, it should be noted that a change in career direction from an academic research institution to commercial industry, for example, is not permitted per CFA eligibility requirements and will result in the award recipient returning the balance of his/her CFA funding to HTRS. Exact conditions and instructions for submitting a Change in Status request are outlined in the Grant Agreement contract.
3. **Award Administration.** The day-to-day administration of CFA award funds is the responsibility of the recipient institution. As such, the recipient institution issues award funds as outlined in the approved project budget according to its own procedures and payment schedules. Funds are not sent to award recipients directly. HTRS will issue 50% of the award funds to the recipient institution at project start; 40% after the successful submission and approval of the required six-month Progress Report, and the remaining 10% after the successful submission and approval of the required Final Report upon completion of the grant period.

4. **Rights of Human Subjects and Required IRB Approval Letter.** The recipient institution is responsible for protecting the rights and welfare of all human subjects participating in any research activity in which the award recipient is involved as part of the CFA-funded fellowship. Award recipients participating in research involving human subjects as part of the CFA-funded fellowship are required to submit written evidence of Institutional Review Board (IRB) approval to HTRS before funding can be awarded. If applicable, written evidence of IRB approval will be appended to the fully executed Grant Agreement contract.

5. **Acknowledgment of HTRS and Pharmaceutical Company Support.** Any publications, abstracts/posters, or presentations resulting from the fellowship must acknowledge both the support of HTRS and Novo Nordisk Inc. as outlined in the applicant’s award notification letter and/or the fully executed Grant Agreement contract. Award recipients are required to provide HTRS with a copy of any publications, abstracts, or presentations resulting from their fellowship during and after the grant period with the appropriate acknowledgments listed.

6. **Required Reports.** Per the fully executed Grant Agreement contract, award recipients are required to submit two formal reports using templates provided by HTRS: 1) a Progress Report after the first six months of the fellowship, and 2) a Final Report within three months of the completion of the grant period. HTRS is required to share these reports with Novo Nordisk Inc. As such, award recipients should prepare their reports to include supporter acknowledgment as outlined in their Grant Agreement contracts. Required reports must also include a list of any publications, abstracts/posters or presentations resulting from the CFA-funded fellowship, with copies of publications, abstracts or presentations appended. Award recipients accept primary responsibility for understanding when reports are due and for following submission instructions provided by HTRS.

   a. **Progress Report:** This report consists of a narrative report of progress made during the first six months of the fellowship. The report must be submitted using the required template provided by HTRS and provided to the award recipient and recipient institution upon full execution of the Grant Agreement contract. The second payment of the Grant is contingent upon satisfactory progress having been made during the first six months, as determined by HTRS, per the goals and objectives outlined in the original application. Unless other arrangements are made in advance, HTRS reserves the right to delay or withhold the second payment if: 1) the Progress Report is not submitted by the deadline listed in the Grant Agreement contract, or 2) evidence of satisfactory progress has not been made.

   b. **Final Report:** This report consists of two parts: a narrative report of progress made over the entire grant period and a financial report outlining expenses incurred during the entire grant period. Both reports must be submitted using the required templates
provided by HTRS and provided to the Award recipient and recipient institution upon full execution of the Grant Agreement contract. The third and final payment of the Grant is contingent upon: 1) satisfactory progress having been made during the tenure of the grant as determined by HTRS, per the goals and objectives outlined in the original application; and 2) acceptance by HTRS of expenses submitted by the recipient institution, as compared to the most current approved version of the fellowship budget. Unless other arrangements are made in advance, HTRS reserves the right to delay or withhold funds for the third and final payment if: 1) the Final Report is not submitted by the deadline listed in the Grant Agreement contract, or 2) evidence of satisfactory progress has not been made.

Preparation of a CFA Proposal

To apply for a CFA, applicants must submit a complete proposal, saved as one document in PDF form, via email to htrs@bcw.edu on or before Monday, January 16, 2017 by 6:00 p.m. ET. HTRS will confirm receipt via return email. If you do not receive a confirmation email within 72 hours, please contact us at 414-937-6569 or htrs@bcw.edu.

Components of a Complete CFA Proposal

1. **Required Application Form.** This form is a writable PDF available at www.htrs.org. Proposals that do not include this required form will not be reviewed.

2. **Narrative** (5 pages maximum, excluding references)
   The narrative should be a maximum of five (5) pages, excluding references. References may be listed on a separate page. Please use a basic font such as Times New Roman of no less than 11 points with 1-inch page margins.

   The elements of a complete CFA narrative include:
   
   a. A statement of commitment to a career in hemophilia and RBDs, including future career plans
   b. A description of the applicant’s background and preparation for a career in hemophilia and RBDs
   c. A persuasive statement explaining why the applicant is the best choice to receive an HTRS CFA
   d. A list of the goal (or goals) for the fellowship year supported by specific aims or objectives designed to support those goals. Applicants are strongly encouraged to include a scholarly activity in their goals that goes beyond the clinical care of patients (e.g. assisting in a mentor’s clinical research, helping to develop a program, or committing to additional education meant to advance a career in hemostasis clinical care or research, such as quality improvement). Inclusion of a scholarly activity is not a requirement of the CFA Program; however, evidence of a scholarly activity will strengthen the application and be viewed by the HTRS Review Committee as further evidence of the applicant’s dedication to building a career in hemostasis.
A statement recognizing the following minimum requirements for clinical time during the fellowship year:

i. See patients for 1 to 2 half-days each week in the HTC
ii. Either 1-2 hours per week in the coagulation laboratory or a 2 week rotation in the clinical coagulation laboratory with emphasis on learning the details of coagulation assays (PT, PTT, factor levels) and platelet assays (PFA-100, platelet aggregation)
iii. Record periodic attendance in a comprehensive care clinic

3. A copy of the applicant’s current NIH Biosketch

4. A copy of the proposed mentor’s current NIH Biosketch. The narrative portion of the Biosketch should describe the mentor’s prior mentorship experience.

5. Letters of Support

Applicants should review the following instructions carefully, as there are different requirements for:

- Applicants who propose to stay with a current HTC and a known mentor vs. applicants who propose to move to a new HTC to work with a new mentor
- Applicants who are currently enrolled in fellowship programs vs. applicants up to 3-years post fellowship

I. Applicants who propose to stay at their current HTC to work with a known mentor (i.e. a mentor who has previously worked with and/or supervised the applicant) must supply two (2) Letters of Support, as follows:

1. Letter of Support from the Proposed Known Mentor, including:
   - A recommendation for the applicant indicating why the applicant is an excellent candidate for a CFA and will continue to be a good fit with the known mentor and the current HTC
   - Confirmation of the mentor’s willingness to continue working with the applicant at the HTC should an award be made
   - Confirmation from the mentor that the current HTC is able and willing to retain the applicant for the fellowship year

2. Letter of Support from the Fellowship Program Director
   Applicants staying with a known mentor at their current HTC must also provide one of the following Letters of Support (either A or B, depending on the applicant’s career status):

   A. Letter of Support from the Applicant’s Current Fellowship Program Director
      Applicants enrolled in a fellowship program at the time of submission must provide a Letter of Support from their current Fellowship Program Director, including:
      - A recommendation for the applicant indicating why the applicant is an excellent candidate for a CFA
      - A statement confirming that the applicant is in good standing and will complete his/her training as of July 1, 2017
OR

B. **Letter of Support from the Applicant’s Past Fellowship Program Director OR a Senior Medical Professional**
   Applicants up to 3-years post fellowship as of July 1, 2017 must provide a Letter of Support from either a past fellowship program director OR a senior medical professional who has worked with and/or supervised the applicant, including:
   - A recommendation for the applicant indicating why the applicant is an excellent candidate for a CFA
   - Support for the applicant’s intention to pursue a career in hemostasis

II. **Applicants who propose to relocate to a new HTC to work with a new mentor (i.e. a mentor who has never before worked with and/or supervised the applicant) must supply three (3) Letters of Support, as follows:**

1. **Letter of Support from the Proposed New Mentor**
   - Based on the proposed mentor’s limited exposure to the applicant, the letter should include an explanation of why the applicant appears to be an excellent candidate for a CFA and why the applicant appears to be a good fit for both the proposed new mentor and the new HTC
   - Confirmation of the proposed mentor’s willingness to work with the applicant at the new HTC should an award be made
   - Confirmation from the mentor that the new HTC is able and willing to host the applicant should an award be made

2. **Letter of Support from a Current Mentor and/or a Senior Medical Professional** who has worked with and/or supervised the applicant at his/her current location, including:
   - A recommendation for the applicant indicating why the applicant is an excellent candidate for a CFA
   - Support for the applicant’s transition to both a new mentor and a new HTC

3. **Letter of Support from the Fellowship Program Director**
   Applicants relocating to a new HTC and working with a new mentor must also provide one of the following Letters of Support (either A or B, depending on the applicant’s career status):

   A. **Letter of Support from the Applicant’s Current Fellowship Program Director**
      Applicants enrolled in a fellowship program at the time of submission must provide a Letter of Support from their current Fellowship Program Director, including:
      - A recommendation for the applicant indicating why the applicant is an excellent candidate for a CFA
      - A statement confirming that the applicant is in good standing and will complete his/her training as of July 1, 2017
OR

B. **Letter of Support from the Applicant’s Past Fellowship Program Director OR a Senior Medical Professional**

Applicants up to 3-years post fellowship as of July 1, 2017 must provide a Letter of Support from either a past fellowship program director OR a senior medical professional who has worked with and/or supervised the applicant, including:

- A recommendation for the applicant indicating why the applicant is an excellent candidate for a CFA
- Support for the applicant’s intention to pursue a career in hemostasis

**Application Review Process**

Proposals submitted to [htrs@bcw.edu](mailto:htrs@bcw.edu) by **Monday, January 16, 2017 at 6:00 p.m. ET** will be reviewed by members of the HTRS Scientific Review Committee, a peer review committee of HTRS member physicians. Any reviewer with an indirect conflict of interest (such as a close personal or professional relationship with any applicant) is recused from reviewing the specific application in question.

The HTRS Scientific Review Committee performs the best possible review based on data submitted by each applicant. The Committee's goal is to select the most competitive proposals for funding. HTRS regrets that due to the limited funding available, it is not possible to award grants to all applicants. Final funding approval is granted by the HTRS Board of Directors.

Applications will be judged according to the following criteria:

a. The quality and potential of the applicant, including the demonstration of a sincere commitment to a career in hemophilia and RBDs
b. The quality of the proposed mentor and HTC, as well as the demonstration of a sincere commitment by the mentor and HTC to support the applicant
c. The quality of the stated goals and objectives for the fellowship. Applicants are strongly encouraged to include a scholarly activity in their goals that goes beyond the clinical care of patients (e.g., assisting in a mentor’s clinical research, helping to develop a program, or committing to additional education meant to advance a career in hemostasis clinical care or research, such as quality improvement).
d. The relevance and potential impact of the fellowship to the applicant’s stated career goals

**Announcement of Award Recipients**

The announcement of CFA award recipients will be made no later than March 2017 for the grant period beginning on July 1, 2017 and running through June 30, 2018. Award funds will be disbursed within 30 days of the date of execution of the legal Grant Agreement contract between HTRS and the recipient institution.

**Questions**

Questions about the HTRS/Novo Nordisk Clinical Fellowship Awards in Hemophilia and RBDs should be directed to HTRS at [htrs@bcw.edu](mailto:htrs@bcw.edu) or (414) 937-6569.

HTRS is grateful for the educational grant support of **Novo Nordisk Inc.** for this fellowship program.