



**Request for Proposals (RFP)
2020 HTRS/Novo Nordisk Clinical Fellowship Awards in Hemophilia and
Rare Bleeding Disorders**

NEW ELIGIBILITY REQUIREMENTS

**New deadline for 2020 applications is:
Friday, April 10, 2020 by 11:59 p.m. ET
via the HTRS Online Grant Submission site:
<https://htrs.smapply.org>**

Please note our expanded eligibility requirements on page 2

About HTRS

The Hemostasis and Thrombosis Research Society, Inc. (HTRS) is the leading North American professional society dedicated to research, mentoring, workforce development, and continuing medical education for physicians, investigators, and all health care professionals interested in advancing care for people with hemostatic and thrombotic disorders.

About the HTRS/Novo Nordisk Clinical Fellowship Award Program

HTRS and Novo Nordisk Inc. (Novo) announce the availability of one Clinical Fellowship Award (CFA) focused on hemophilia and rare bleeding disorders (RBDs) for one academic year – July 1, 2020 to June 30, 2021.

This 2020 award is supported by an educational grant to HTRS from Novo. During the fellowship year, the 2020 CFA recipient is mentored by an experienced MD, MD/PhD, or DO working in hemophilia or RBDs at an established U.S.-based hemostasis treatment center (HTC), hospital, or university.

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

1. Provide financial support for an early-career physician interested in enhancing his/her clinical and/or clinical research training in hematology by engaging in a 12-month, intensive clinical 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 an early-career physician pursuing a career in benign hematology.

The maximum grant is \$119,600 USD, including an \$80,000 stipend for the award recipient, and a \$39,600 stipend 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 their 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 CFA Review Committee as further evidence of the applicant's dedication to building a career in hemostasis.

Eligibility Requirements for Applicants

CFA applicants must meet the following eligibility criteria:

- Applicants must be U.S.-based MDs or DOs in pediatric medicine or adult medicine
- Applicants must have completed fellowship in an accredited U.S. Hematology, Hematology/Oncology, or Pediatric Hematology/Oncology training program. Applicants currently in training are encouraged to apply if they anticipate completing fellowship by July 1, 2020
- Applicants up to three (3) years post-fellowship as of July 1, 2020 – including Instructors, Staff Hematologists, and Assistant Professors – are eligible to apply if the 2020 CFA provides an opportunity to focus on aspects of clinical care or clinical research in hemophilia and RBDs for those who did not immediately pursue this career track after fellowship. Junior faculty who have already achieved the title of Associate Professor or who have held faculty positions for longer than three (3) years post-fellowship, are *not* eligible to apply
- Applicants who have already received an extra year of specialty coagulation training post-fellowship may apply if they can make a strong case that the CFA would strengthen or advance their careers; however, preference will be given to applicants who have not yet had the opportunity to participate in additional clinical or clinical research training outside of fellowship
- **HTRS Membership Requirement.** Applicants still in training must activate their free HTRS Trainee Memberships prior to the CFA application deadline at www.htrs.org. Instructors or Staff Hematologists who are not currently HTRS members, if chosen to receive a 2020 CFA, must sign up for HTRS Core Membership as a condition of their award acceptance prior to signing the formal Grant Agreement
- **Other applicant eligibility requirements:**
 - Previous HTRS/Novo Nordisk CFA recipients are *not* eligible to apply
 - Past CFA applicants who were not selected for a CFA and who still meet the CFA eligibility requirements are eligible to apply
 - Trainees who are previous HTRS Mentored Research Award or HTRS/ATHN DREAM Award recipients may apply for the CFA if the fellowship period does not overlap with their previous award or awards. Applicants generally may not receive more than one HTRS award with overlapping grant periods in a given year
 - Applicants applying in the same year for both the CFA and another HTRS award should contact HTRS at HTRS@versiti.org to discuss eligibility before preparing a CFA application

Requirements for Mentors and Co-Mentors

- Applicants must identify a mentor who is an experienced academic physician or physician-scientist (MD, MD/PhD, or DO) working in hemophilia and RBDs at a U.S.-based HTC, hospital, or university (the “recipient institution”)
- Applicants may identify a co-mentor if training opportunities during the fellowship year would be enhanced by the participation of a co-mentor
- Both the mentor, co-mentor (if applicable), and the recipient institution must agree to host and supervise the CFA award recipient by signing a legal Grant Agreement to be prepared by HTRS prior to the start of the CFA grant period
- **HTRS Membership Requirement.** Either the applicant’s primary mentor OR co-mentor is required to be an HTRS Core member **prior to** the CFA application submission deadline. For CFA recipients, either the mentor or co-mentor is encouraged to maintain HTRS Core membership for the duration of the grant period including during an approved no-cost extension.

Available Funding and Use of Funds

The 2020 CFA Program is supported by a medical educational grant to HTRS from Novo Nordisk Inc. The maximum CFA is \$119,600 USD, which includes an \$80,000 stipend to support the recipient’s clinical training in hemophilia and RBDs for one year, and a \$39,600 stipend for the applicant’s primary mentor and/or co-mentor. CFA funds support only these expenses and cannot be used for any other direct or indirect costs associated with the fellowship without prior written permission from HTRS.

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 his/her 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 his/her 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 the successful applicant in his/her award notification letter and Grant Agreement contract.

Current and Pending Support Requirements

Applicants must report all current and pending sources of salary support in their CFA 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, the award recipient will be asked to provide documentation to HTRS that expenses supported by the 2020 CFA Program do not overlap with the new funding. If the new funding

negates the need for stipend support for the recipient and the mentor, any remaining 2020 CFA grant funds being held in reserve by the recipient institution must be returned to HTRS.

Other Conditions and Responsibilities

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

1. Required Grant Agreement. Upon notification of an award, the CFA recipient is responsible for providing HTRS with the name and contact information of the appropriate financial or legal representative at their institution who should receive the Grant Agreement contract. The award recipient, the mentor and/or co-mentor, the recipient institution's representative, and the HTRS Executive Director or other HTRS Board member 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 the 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 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. Requirements Regarding Rights of Human Subjects. 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 his/her CFA-funded fellowship. A CFA recipient who participates in research involving human subjects as part of his/her CFA-funded fellowship is required to submit written evidence of Institutional Review Board (IRB) approval and current Federalwide Assurance (FWA) number (for U.S. investigators) and renewal date to HTRS prior to involvement of human subjects. Documentation of continuing IRB approval and FWA renewal will need to be submitted with the six-month Progress Report to confirm continued coverage throughout the grant period. If applicable, written evidence of IRB approval will be appended to the fully executed Grant Agreement contract.
5. Articles, Abstracts, and Oral/Poster Presentations and Acknowledgements. Any articles (published and in progress), abstracts, or oral and poster presentations resulting from the CFA must acknowledge the support of both HTRS and Novo Nordisk Inc. as outlined in the applicant's award notification letter and the fully executed Grant Agreement contract. During and after the grant period, the awardee is required to provide advance notice and copies to HTRS prior to submitting any articles for publication or abstracts for conferences, and prior to giving any oral or poster presentations resulting from the CFA fellowship. During and after the grant period, the awardee also is required to provide HTRS with a final published copy of any articles, abstracts, or oral and poster

presentations resulting from his/her fellowship that includes appropriate acknowledgement of award support.

6. **Required Reports.** Per the fully executed Grant Agreement contract, the awardee is required to submit two formal reports via the HTRS grant system: 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. As such, the awardee should prepare his/her report to include supporter acknowledgment as outlined in his/her Grant Agreement contract. Required reports must also include a list of any articles (published and in progress), abstracts, or oral and poster presentations resulting from the CFA-funded fellowship, with copies of articles (published and in progress), abstracts, or oral and poster presentations appended. Awardees accept primary responsibility for understanding when reports are due and for following submission instructions provided by HTRS.
 - a. **Progress Report:** This report is a narrative of progress made during the first six months of the fellowship. The report must be submitted via the HTRS grant system. 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 CFA 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 for the fellowship is not made available.
 - 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 via the HTRS online grant system. 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 is not made available.

Disclosure of HTRS Compliance with State or Federal Requirements per *Open Payments: The Physician Payments Sunshine Act*

The HTRS/Novo Nordisk Clinical Fellowship Award may be reportable by law to state or federal agencies under *Open Payments: The Physician Payments Sunshine Act* (“Sunshine Act”). HTRS may be required to share information about the CFA recipient institution, awardee, mentor or co-mentor, or other particulars of this program with Novo Nordisk Inc.

Applicants to HTRS CFA Program are required to confirm, prior to submitting a proposal to HTRS, that their institution is able to accept grant funding that may be subject to Sunshine Act reporting. Applicants who have questions about the Sunshine Act should ask their institutional Office of Research or other grant administrator for more detail, since regulations can differ by institution and state.

Preparing a 2020 CFA Proposal

To apply for a 2020 CFA, applicants must submit a complete proposal to HTRS via our online grant submission site at <https://htrs.smapply.org> on or before **Friday, April 10, 2020 at 11:59 p.m. ET**. The system will confirm receipt via email. **If you submit an application but do not receive a confirmation email within 72 hours, please contact HTRS@versiti.org for confirmation of receipt.**

(The site allows you to save your application to complete at a later date.)

Components of a Complete CFA Proposal

1. Application Form

Applicants are required to complete the Application Form in the HTRS online grant submission site.

2. Narrative (5 pages maximum, excluding references)

The CFA Narrative should be uploaded to the HTRS online grant submission site as a PDF.

The narrative should be a maximum of five (5) pages. References may be listed on a separate page. Use an NIH-approved font (Arial, Georgia, Helvetica, or Palatino Linotype), no less than 11 points in size, and 1-inch page margins. Single or double spacing is acceptable. 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 CFA Review Committee as further evidence of the applicant's dedication to building a career in hemostasis.
 - e. 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
2. A copy of the **applicant's CV or current NIH Biosketch** (submitted online as a PDF)
 3. A copy of the **proposed mentor's and co-mentor's (if applicable) current NIH Biosketch** (submitted online as a PDF). The narrative portion of the Biosketch should describe the mentor's prior mentorship experience

4. **Letters of Support** (submitted online as a PDF)

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

- Applicants who propose to stay at their current institution to work with a known mentor vs. applicants who propose to move to a new institution 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 institutions 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 (and Co-Mentor, if applicable), 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 institutions
- Confirmation of the mentor's willingness to continue working with the applicant at the institution should an award be made
- Confirmation from the mentor that the current institution 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 institution 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 application 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, 2020

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, 2020 who are not enrolled in a fellowship program at the time of application submission 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 institution 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 (and Co-Mentor, if applicable)
 - 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 institution
 - 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 institution 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 institution 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 application 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, 2020

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, 2020 who are not enrolled in a fellowship program at the time of application submission 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 by **Friday, April 10, 2020 at 11:59 p.m. ET** will be reviewed by members of the HTRS CFA 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 Review Committee performs the best possible review based on data submitted by each applicant. The Committee's goal is to select the most competitive proposal for funding. HTRS regrets that due to the limited funding available, it is not possible to award fellowships 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/co-mentor and institution, as well as the demonstration of a sincere commitment by the mentor and institution 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 the 2020 HTRS/Novo Nordisk CFA award recipient will be made no later than early May 2020 for the grant period beginning on July 1, 2020 and running through June 30, 2021. 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 2020 HTRS/Novo Nordisk Clinical Fellowship Award in Hemophilia and RBDs should be directed to HTRS at htrs@versiti.org or (414) 937-6569.

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