



## **Request for Proposals (RFP) 2019 Hemostasis and Thrombosis Research Society (HTRS)/Novo Nordisk Clinical Fellowship Awards in Hemophilia and Rare Bleeding Disorders**

**Applications are due Friday, February 1, 2019 by 11:59 p.m. ET. as one pdf document emailed to [htrs@bcw.edu](mailto: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](http://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 rare bleeding disorders (“RBDs”) for one academic year (July 1, 2019 through June 30, 2020).

The **2019 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 non-malignant 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, 2019.
- **Applicants may be up to 3-years post-fellowship as of July 1, 2019** 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. Co-mentors are allowed. 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 must maintain HTRS Core membership for the duration of the grant period including any no-cost extensions.
- **Applicants must activate and award recipients must maintain HTRS Trainee membership.** HTRS offers all fellows/trainees free HTRS membership for the duration of their fellowship, and applicants are required to activate their free Trainee membership at [www.htrs.org](http://www.htrs.org) no later than the application deadline in order to be eligible for an award. Applicants agree to maintain active HTRS memberships for the duration of the grant period and any no-cost extensions if selected as CFA recipients.
- **Eligibility Regarding Applying for More than One HTRS Award**
  1. Previous CFA recipients are not eligible to apply.
  2. Past CFA applicants who have not been selected for a CFA and who meet the CFA eligibility requirements may submit an application for the 2019 CFA.
  3. Previous HTRS Mentored Research Award or HTRS/ATHN DREAM Award applicants or recipients who meet the CFA eligibility requirements may apply for the CFA if grant periods do not overlap. If grant periods overlap, the CFA applicant should contact HTRS at [HTRS@bcw.edu](mailto:HTRS@bcw.edu) to discuss before preparing the CFA application. (Applicants generally may not receive more than one HTRS award with overlapping grant periods in a given year.)
  4. Applicants considering applying in the same year for both the CFA and additional HTRS awards with overlapping grant periods should contact HTRS at [HTRS@bcw.edu](mailto:HTRS@bcw.edu) to discuss before preparing the applications. (Applicants generally may not receive more than one HTRS award with overlapping grant periods in a given year.)

## 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. The CFA will support only direct costs in the form of salary and fringe benefits and does not support indirect costs.

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. 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 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 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 each 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 fellowship must acknowledge the support of both HTRS and Novo Nordisk Inc. as outlined in the applicant's award notification letter and/or the fully executed Grant Agreement contract. During and after the grant period, awardees are required to provide advance notification and copies to HTRS/ATHN 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, awardees are also required to provide HTRS with a final published copy of any articles, abstracts, or oral and poster presentations resulting from their fellowship with the appropriate acknowledgements contained within the published copies.
6. Required Reports. Per the fully executed Grant Agreement contract, award recipients are 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 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 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. 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 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 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 via the HTRS 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 has not been made.

## Preparing a CFA Proposal

To apply for a CFA, applicants must submit a complete proposal on or before **Friday, February 1, 2019 by 11:59 p.m. ET** as one pdf document to [htrs@bcw.edu](mailto:htrs@bcw.edu). If you do not receive a confirmation email within 72 hours, please contact us at 414-937-6569 or [htrs@bcw.edu](mailto:htrs@bcw.edu).

### Components of a Complete CFA Proposal

#### 1. Application Form

The Application Form is a required part of the CFA Proposal. It can be located at <https://www.htrs.org/HTRS/Grants-Awards/Clinical-Fellowship-Awards>.

#### 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. 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 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

3. A copy of the **applicant's current NIH Biosketch**
4. A copy of the **proposed mentor's and co-mentor's (if applicable) 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 (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 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 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, 2019

**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, 2019 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 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 (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 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 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, 2019

**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, 2019 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, February 1, 2019 at 11:59 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 2019 for the grant period beginning on July 1, 2019 and running through June 30, 2020. 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 educational grant support from **Novo Nordisk Inc.** for this fellowship program.