

## **Preparing Your AHA Postdoctoral Fellowship Application**

Apply early for AHA membership so you don't pay an application fee.

### **Formatting**

- Font: Arial or Helvetica, 12 point, black color
- Margins: Margins must be at least ¾ inch on all sides.  
No information should appear in the margins. For example, don't make headers or footers with your name, or with page numbers.
- Spacing: Single-spaced
- Figures: For figure legends, use the same font type and size as the main text. AHA does not specifically state font-size requirements for text within a figure or chart, but I suggest following the NIH guideline, which is that it may be smaller but must be clearly legible.
- File format: All documents should be converted to PDF format prior to upload.

### **Give As Soon As Possible to the Office of Research Administration**

- Title of the proposal
- Funding opportunity announcement/solicitation
- DRAFT Budget

The postdoctoral fellowship budget is a fixed stipend (following the NIH guidelines) plus \$3,000/year for project support, travel, or computer.

### **Application Documents**

#### **From the Applicant**

##### **1. Project Summary**

An abstract. State the rationale, hypothesis, objectives (specific aims), methods, model organism(s), and end points.

##### **2. Lay Summary**

Provide answers to the following questions. The text should be understandable to a non-scientist.

- (1) What is the major problem being addressed by this study?
- (2) What specific questions are you asking and how will you attempt to answer them?
- (3) Overall, what is the potential impact of this work to the mission of the AHA? You might address: What is the long-term biomedical significance of your work, particularly as it pertains to the cardiovascular area? What major therapeutic advance(s) do you anticipate that it will lead to? For instance, new drug(s), a surgical technique/procedure, a diagnostic tool/test, a previously undetected risk factor, etc.

**3. Research Plan (5 pages)**
Suggested Length

- |   |          |
|---|----------|
| 1. Specific Aims                            | ½ page   |
| 2. Background and Significance              | 1 page   |
| 3. Preliminary Studies                      | 1 page   |
| 4. Research Design and Methods              | 2¼ pages |
| 5. Ethical Aspects of the Proposed Research | ¼ page   |

*Ethical Aspects of the Proposed Research.* Describe any special consideration you have given to all ethical issues involved in your proposed investigations (biohazards or human subjects, etc.), identifying risks and management. If using vertebrate animals, say so and refer the reader to the Vertebrate Animal Subjects attachment. Discuss the nature of the informed consent that will be obtained if the research involves human subjects. If the proposed project involves no ethical questions, indicate "5: NONE".

**4. Biosketch (≤ 5 pages)**

Follow the [NIH format for fellowship applications](#)

**5. Academic Record**

Use a chart like the one below to list, by institution and year, all undergraduate courses and graduate scientific and/or professional courses germane to the training sought under the award. Include grades. In the space following the chart, explain any marking system if other than 1-100, A, B, C, D, F, or 0-4.0. State the levels required for a passing grade.

YEAR	SCIENCE COURSE TITLE	GRADE		YEAR	OTHER COURSE TITLE	GRADE

As an alternative, you may scan and upload your transcripts to the Academic Record section of the grants@heart application. If you opt to upload your transcripts, type "Please see Transcripts" in this section. You might need to prepare a document that just says "Please see transcripts."

**6. Literature Cited**
**7. Publications (Manuscripts or Abstracts)**

You must upload 3 documents. Upload a page with the words "Not Available" if you have less than 3 publications.

## 8. Vertebrate Animal Subjects

Address the following five points. When research involving vertebrate animals will take place at collaborating site(s) or other performance site(s), provide this information before discussing the five points.

1. Provide a description of the proposed use of the animals in the work outlined in the Research Plan section. Identify the species, strains, ages, sex, and numbers of animals to be used in the proposed work.
2. Justify the use of animals, the choice of species, and the numbers to be used. If animals are in short supply, costly, or to be used in large numbers, provide an additional rationale for their selection and numbers.
3. Provide information on the veterinary care of the animals involved.
4. Describe the procedures for ensuring that discomfort, distress, pain, and injury will be limited to that which is unavoidable in the conduct of scientifically sound research. Describe the use of analgesic, anesthetic, and tranquilizing drugs and/or comfortable restraining devices, where appropriate, to minimize discomfort, distress, pain, and injury.
5. Describe any method of euthanasia to be used and the reasons for its selection. State whether this method is consistent with the recommendations of the Panel on Euthanasia of the American Veterinary Medical Association. If not, present a justification for not following the recommendations.

## From the Sponsor

### 1. Sponsor's Biosketch

### 2. Sponsor's List of Past and Current Trainees

List all trainees that have been under the sponsor's supervision within the past five years and those that are pending. Indicate the source of stipend support. For past trainees, give the name of their present employer (institution) and position, title or occupation.

### 3. Sponsor's Training Plan

Describe the sponsor's detailed plan for the proposed research training of this applicant. Describe funds available to applicant from the sponsor and provide an assessment of the applicant. The narrative should include the following six items:

- a. Describe the research projects currently underway in the sponsor's lab.
- b. Describe the sponsor's plan to develop the applicant's research capabilities, including a statement on the sequence in which the applicant will be given increasing personal responsibility for the conduct of research.
- c. Indicate other related training or course work which will be required for specific technical skills or methods the applicant will expect to master (include the names, degrees and titles of other individuals who will be involved in training the applicant).

- d. Address the relationship of the research training plan to the applicant's career goals. Clarify the role the fellow played in the development of the research proposal.
- e. Provide your assessment of the applicant.
- f. Describe the scope and source of all funds available to the applicant, including departmental and institutional funds. Because the award is primarily a stipend, additional research support for the proposed project **MUST** come from the sponsor's lab. Adequate current funding to support the fellow's project is a factor in the peer review criteria.

#### **4. Sponsor's Research Project Environment**

Use the contents of a 'Facilities & Other Resources' and 'Major Equipment' document from an NIH proposal. Indicate the performance sites. Use the following sub-headings:

- Laboratory
- Clinical
- Animal
- Computer
- Major Equipment (list the most important items already available for this project, noting the location and pertinent capabilities of each)
- Other (identify support services and specify the extent to which they will be available to the project)

#### **From a collaborator or consultant**

- 1. Biosketch**
- 2. Letter of support**

#### **From your references**

Reference reports (letters of recommendation plus a short questionnaire) are needed from 3 people. The grants@heart system will request the reports after you submit your application. They are due about 3 weeks after the application deadline.