



# The American Association of Immunologists

## Careers in Immunology Fellowships

### Application Instructions

### Deadline: April 1, 2020

#### Application Assembly

The application should be assembled in the following order:

1. Applicant Information Page
2. Research Plan
3. PI Statement
4. Justification Statement
5. Other Lab Members PI Oversees
6. Trainee Statement
7. Mentoring Plan
8. Funding Confirmation Form
9. PI Biosketch (NIH format)
10. Trainee CV or Biosketch
11. Ph.D. Candidacy Exam Document (if applicable)

#### Applicant Information Section

1. Fill in each field with complete information. All fields must be completed and both the trainee and PI must sign in the indicated fields.
2. For the “Total Funding in U.S. Dollars” field, please fill in the total amount of funding calculated from the completed Funding Confirmation Form (page 12). See instructions for filling out this form below (page 3).

#### Trainee Information Section

1. Fill in each field with complete information. All fields must be completed.
2. “Candidacy Exam Date” field: If the trainee is a predoctoral student, please fill in the date (minimally the month and year) the student completed his/her Ph.D. qualifying exams. For postdoctoral fellows, please fill in N/A in this field.
3. “Degree Date/Exp. Degree Date” field: For predoctoral students, fill in the estimated graduation date. For postdoctoral fellow trainees, fill in the date the Ph.D. degree was conferred.

#### Research Plan Section

1. Please type your Research Plan, PI Statement, Justification Statement, and Trainee Statement in the fields provided in the application. If you choose to copy and paste your response from another document, please ensure that your response is written in **11 point font with single-spaced lines**.
2. The research plan can be no longer than 2 pages.
3. The first page of the research plan should contain a short summary of the overarching goals of the PI’s research (suggested length, 1-2 paragraphs; no more than a half-page).
4. The remainder of the research plan should outline the trainee’s specific project in the following format:
  - I. Project Title
  - II. Background/Significance (suggested length 1-2 paragraphs)
  - III. Specific Aim(s)
  - IV. Specific Aim 1 description/proposed experiments
    - a. Sub-aims (if applicable)
  - V. Specific Aim 2 description/proposed experiments (if applicable)
5. The research plan cannot contain figures and additional pages with figures may not be attached.
6. A third page is provided for any references.

### **PI Statement Section**

1. The PI statement can be no longer than 1 page and should follow the same formatting guidelines outlined in point 1 of the **Research Plan Section** instructions.
2. The PI statement should summarize the merits, accomplishments, and potential of the trainee.

### **Justification Statement Section**

1. The justification statement can be no longer than a half page and should follow the same formatting guidelines outlined in point 1 of the **Research Plan Section** instructions.
2. The justification statement should outline specifically how the fellowship will benefit the lab or a current research initiative of the lab. The justification statement should also include a statement on how the fellowship will benefit the trainee.

### **Trainee Statement Section**

1. The trainee statement can be no longer than 1 page and should follow the same formatting guidelines outlined in point 1 of the **Research Plan Section** instructions.
2. The trainee statement should detail the circumstances that led the trainee to a career in science, his/her most significant accomplishments, and his/her career aspirations.
3. The trainee statement should also describe how receiving the award will help the trainee's career (suggested length, 1 paragraph).
4. The trainee statement should **not** include a detailed description of past or present research projects.

### **Mentoring Plan**

1. The **Mentoring Plan Section** should be no longer than 1 page and should follow the same formatting requirements as point 1 in the **Trainee Statement Section** above.
2. The **Mentoring Plan Section** should explain how the applicant's future experience in your laboratory will enrich their skills and knowledge and create opportunities for their next career steps after having successfully completed the AAI Careers in Immunology Fellowship.
3. Please include how the **Mentoring Plan Section** will address any gaps in their skills and knowledge. Items to consider include proficiency in writing and/or oral presentation skills, gaining knowledge in a subject relevant to their research, traveling to meetings to meet colleagues and leaders in the field, and creating professional connections.

### **Candidacy Exam Documentation**

If you are applying for salary support for a predoctoral trainee in your lab, you must provide documented proof that the trainee has passed his/her candidacy exam. Accepted forms of documentation include a copy of the official paperwork filed with the graduate school or a signed letter from the student's program chair or department chair verifying that the student has passed the exam. If the applicant is the program chair or department chair, the letter must be signed by an alternative official.

See special instructions for how to fill out the Funding Confirmation Form on the next page.

### **Submission**

Please delete the first three pages (Application Instructions and FCF Instructions) before the **Applicant/Trainee Information Page** prior to submitting your application. Please submit award application by logging into your AAI member account at <https://account.aai.org/login.htm> and choosing "Apply for Fellowship" in the "Member Benefits" menu. All documents should be uploaded as a single combined PDF file with a file name of less than 25 characters. Please be aware that the single, combined PDF must be no larger than 20MB. Packages that are not complete will not be considered.

For questions about program eligibility or the application, please contact [fellowships@aaai.org](mailto:fellowships@aaai.org).

**Applications will be accepted beginning January 15, 2020. Complete application packages must be received by 11:59 PM E.T. on April 1, 2020. Incomplete application packages or applications that do not comply with the stated instructions will not be considered. AAI will not accept materials sent separately, through regular mail, or by email. Final award decisions are at the discretion of AAI.**



# The American Association of Immunologists Funding Confirmation Form Instructions

The Funding Confirmation Form (FCF) is intended to provide AAI with accurate documentation of your research funding portfolio for the indicated fiscal year. This information is used to determine your financial eligibility for several AAI programs. Please review the following instructions before you fill out the FCF to ensure that you provide correct and complete funding information. **Any application submitted with an incomplete FCF will not be considered for award.**

A filled-in sample of the “**Research Support**” portion of the FCF has been provided below for your reference:

| Grant type/number                          | Funding organization  | Funding period | Role<br>(e.g., PI, co-PI) | Direct costs for<br>1/1/20-12/31/20<br>(in U.S. \$) |
|--|-----------------------|----------------|---------------------------|---|
| <i>Ex 1:</i> R01 AI160-09                  | NIAID/NIH             | 9/5/18-8/31/21 | PI                        | \$93,108  |
| <i>Ex 2:</i> 156478913                     | NSF                   | 2/5/17-5/8/20  | Co-PI                     | \$8,034   |
| <i>Ex 3:</i> 14PAI16114                    | Amer. Heart Assoc.    | No-cost ext.   | PI                        | \$42,548  |
| <i>Ex 4:</i> Start-up Funds                | University of XYZ     | Unlimited      | PI                        | \$82,548  |
| <i>Ex 5:</i> 14SIC184                      | McIver’s Cancer Trust | 8/1/19-7/31/21 | PI                        | \$0 (PI salary only)                                |
| <i>Ex 6:</i> Careers in Immunol Fellowship | AAI                   | 9/1/19-8/31/20 | Fellow                    | \$19,100  |
| <b>Total</b>                               |                       |                |                           | <b>\$245,338</b>                                    |

**Instructions:**

1. Under “Grant type/number,” please list the names or numbers of all mechanisms of support individually, including federal, state or private grants; departmental support; start-up funds; and other support. You must also list grants on which you are a co-investigator and grants that are under no-cost extension. Please list both funding mechanisms that have allocations for direct costs (see *Ex 1-4, 6* in the above sample) and those that do not provide money for direct costs (see *Ex 5* in the above sample).
2. Under “Funding organization,” write the name of the funding body that provided you with each funding mechanism. The names of well-known organizations, including government institutions and large non-profits may be abbreviated (see *Ex 1-3*), but please write out the names of less well-known funding bodies (see *Ex 5*).
3. Under “Funding period,” please write the total duration of the award from the start date to the end date using the format MM/DD/YY–MM/DD/YY (see *Ex 1-6*).
4. Under “Role,” please indicate your designated title for each funding mechanism. Common roles include PI, co-PI, mentor, coordinator, or adviser.
5.
  - a. Under “Direct costs for 1/1/20-12/31/20” please indicate the amount of money allocated for direct costs from each funding mechanism in 2020, beginning 1/1/20 and ending 12/31/20. Please list all grants for 1/1/20-12/31/20, even if “0” dollars in funding remain.
  - b. For grants operating under no-cost extension, please specify the amount of funds remaining.
  - c. For grants on which you are a co-PI, please indicate only the amount of funds that are allocated for your specific research use. Do not provide the total amount of funds allocated to the group.
  - d. **Please exclude funds dedicated to PI salary** (see *Ex 5*) for each funding mechanism listed.
  - e. Grants which provide salary support for laboratory personnel, including AAI Careers in Immunology Fellowships (see *Ex 6*), should be included.
6. The FCF form must be signed by the department chair or dean to certify that the applicant’s funding status is accurate. If you are the department chair or dean, you must have your supervisor sign the form.



# The American Association of Immunologists Careers in Immunology Fellowship Application

(This form must be completed in its entirety, signed,  
and submitted with other requested materials.)

*Please type responses.*

| APPLICANT (PI) INFORMATION       |  |                       |  |                        |                               |                |      |  |  |  |
|----------------------------------|--|-----------------------|--|------------------------|-------------------------------|----------------|------|--|--|--|
| Last Name                        |  | First Name or Initial |  | Middle Name or Initial |                               | Title/Position |      |  |  |  |
| Institution                      |  |                       |  | Department             |                               |                |      |  |  |  |
| Street Address                   |  |                       |  |                        |                               |                |      |  |  |  |
| City                             |  |                       | State  |                        | Country                       |                |      |  |  |  |
| Zip Code                         |  | Phone                 |  | Fax                    |                               | Email          |      |  |  |  |
| AAI Member ID                    |  |                       | Total Funding in U.S. Dollars (from Funding Confirmation Form) |                        |                               |                |      |  |  |  |
| Signature                        |  |                       |  |                        |                               |                | Date |  |  |  |
| TRAINEE INFORMATION              |  |                       |  |                        |                               |                |      |  |  |  |
| Last Name                        |  | First Name or Initial |  | Middle Name or Initial |                               | Title/Position |      |  |  |  |
| Institution                      |  |                       |  | Department             |                               |                |      |  |  |  |
| Street Address                   |  |                       |  |                        |                               |                |      |  |  |  |
| City                             |  |                       | State  |                        | Country                       |                |      |  |  |  |
| Zip Code                         |  | Phone                 |  | Fax                    |                               | Email          |      |  |  |  |
| AAI Member ID                    |  |                       | Degree   |                        | Degree Date /Exp. Degree Date |                |      |  |  |  |
| Candidacy Exam Date (if pre-doc) |  |                       |  |                        |                               |                |      |  |  |  |
| Signature                        |  |                       |  |                        |                               |                | Date |  |  |  |

**A. Research Plan** (*2 page maximum; see page 1 for formatting requirements*):

## A. Research Plan (cont....)

**A. Research Plan – References (if applicable)**

**B. PI Statement** (*1 page maximum; see page 2 for formatting requirements*):





**E. Trainee Statement** (*1 page maximum; see page 2 for formatting requirements*):

**F. Mentoring Plan** (*1 page maximum; see page 2 for formatting requirements*):



# The American Association of Immunologists Funding Confirmation Form

(This form must be completed in its entirety and signed by the  
Department Chair or Dean.)

*Please type responses.*

AAI Member ID: \_\_\_\_\_

Full Name/Degree: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Research Support:** Please list all mechanisms of support individually including federal, state or private grants; departmental support; start-up funds; and other support (excluding PI salary). **Attach a second sheet if needed.** If a grant is under a no-cost extension, specify the amount of funding which remains. For grants on which you are a co-investigator, list only the funds allocated for your use. If you have no funding, please state “none”.

Information for each column must be filled out completely for each mechanism of research support in order for your application to be considered.

| Grant type/number | Funding organization | Funding period | Role<br>(e.g., PI, co-I) | Direct costs for<br>1/1/20-12/31/20<br>(in U.S. Dollars) |
|-------------------|----------------------|----------------|--------------------------|--|
|-------------------|----------------------|----------------|--------------------------|--|

\_\_\_\_\_

**Total**

### Department Chair/Dean Certification of Applicant's Funding Status

I hereby certify that the applicant is a faculty member engaged in full-time research and the information provided on this form is correct and complete.

\_\_\_\_\_  
*Print Name of Department Chair/Dean*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AAI Member Number: \_\_\_\_\_ (If applicable)

Email Address: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_

**Applications missing complete information on research funding support will not be considered.**