

Life Sciences Research Foundation



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DATE, 2018

Awardee Name
Awardee Institution
Awardee email

Dear Name,

We are pleased to award your postdoctoral research proposal three-years of funding from the Life Sciences Research Foundation. The Sponsor providing your support is the SPONSOR NAME. The LSRF has agreed to support your research for three years on the subject that you have chosen. You and your institution have several responsibilities to LSRF and to your Sponsor that you must agree to when you accept this award. Copies of this letter and the enclosed "Institutional Agreement with LSRF" have been forwarded to your mentor and institutional officials and it is your responsibility to see that the signed paperwork is returned to us in a timely manner.

The funding will not be activated until we receive the signed Institutional Agreement from the institutional officer who will administer your award. The funding activation date is August 1st. This is our only activation date.

All publications, poster sessions, or other presentations that you author during your fellowship period must include the following acknowledgment: "NAME is a SPONSOR Fellow of the Life Sciences Research Foundation". You also agree to visit your Sponsor at a place and time convenient to both of you for one day each year. It is understood that the Sponsor will initiate this meeting.

You are expected to attend a 2-day annual meeting of the Foundation each year of your fellowship, and you will be asked to present your research by way of a poster years one and two and a short talk in year three. This year's meeting will be October 12-14 at the Magnolia Hotel in Houston, Texas. A preliminary program is enclosed, with additional information to follow shortly. We require a 375 word research abstract from you for the meeting booklet by October 1st.

At the end of years one and two, LSRF requires a summary of your expenses signed by an institutional officer (see enclosed institutional agreement) along with a summary of your scientific progress. These will be due July 15th (the financial report will cover August 1-June 30). At the end of year three, you will send a final summary of your research to LSRF, including a list of all publications carried out during this fellowship along with a final financial report. These final reports will be due August 31st, after the end of the award. We also request that you send a short letter to your sponsor thanking them for your support and we will supply you with the necessary contact information later.

The award is \$62,000 per year, paid quarterly to the institutional officer who signs the enclosed agreement, beginning on the activation date of August 1st. The salary level for all three years of the award is \$52,000. If necessary your salary may be supplemented by your University or your mentor to meet the University's stipend levels but LSRF must be your main source of support, you may not hold another postdoctoral award concurrent with the LSRF funding and your salary may not be less than the LSRF salary level.

LSRF funding *does* allow the postdoctoral researcher to be named as an employee at the host institution and to have the appropriate taxes withheld from their pay.

The remainder of the award (\$10,000) is to be used as a mini-grant for your research expenses. The expenditure of this mini-grant money should be supervised by you and approved of by you. These funds are meant for your research support and no overhead (indirect costs) may be taken from this money by the host institution. Legitimate uses for this money include: your travel to the lab initially, travel to scientific meetings (including the LSRF annual meeting and visit to the Sponsor), your out-of-pocket health insurance costs and childcare expenses up to \$3,000 per year, publication costs, and the research supplies and equipment needed for your project. (Refer to pages 5 and 6 of the Institutional Agreement for additional research allowance information.) It is expected that the host institution will cover the cost of the awardee's health/fringe benefits. The award may not be used for any other salary but your own, nor is it meant to provide support for your research advisor. Any equipment purchased with these funds is considered your property to take with you when your funding ends. Desktop and laptop computers are considered equipment and are allowable purchases. To ensure that this money is used for your benefit, you may elect to have LSRF withhold up to \$5,000 per year in an escrow account. If and when you take an independent position at a nonprofit research institution in the United States, we will forward the withheld money to your new employing institution to be used for your research supplies and expenditures.

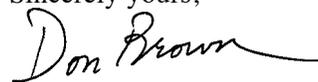
You may change laboratory and scientific direction and we must be notified in advance of any changes so we can work with you and your host institution to be sure the award transfer is completed in a timely fashion. Just remember that LSRF will not support a non-US citizen in a non-US laboratory. If the award is terminated prematurely for any reason LSRF must be notified immediately. It is the awardee's and institution's responsibility to see that unused funds are returned to LSRF.

You may not do research on a project where a patent agreement exists with a commercial profit-making concern or other intellectual property agreement with a commercial, profit-making company. Any patents resulting from the research carried out under this award revert to the University or Institution that is host for your research. Standard MTA agreements necessary to obtain reagents for your research are exempt from our patent restrictions. This stipulation is included in the enclosed statement that must be signed by an institutional official and returned to LSRF before your award can be activated.

If you have any questions, please contact Christine Pratt at the LSRF Administrative Office in Baltimore (ph: 410-467-2597 or email: pratt@lsrf.org).

Again, congratulations on your award.

Sincerely yours,


Donald Brown


Doug Koshland


Dan Gottschling

INSTITUTIONAL AGREEMENT - 2018 FELLOWSHIP THE LIFE SCIENCES RESEARCH FOUNDATION

As an official of the institution that will host the research to be carried out by the awardee you must agree to the following by signing this document and returning it to LSRF. **The postdoctoral awardee must also sign.**

- a). The full award period is August 1, 2018 through July 31, 2021 and the total award amount is \$186,000 (\$62,000/year).
- b). The Institution and Awardee agree to administer this funding according to the LSRF guidelines (as stated in the attached award letter). Each year a brief financial and scientific report will be provided to LSRF by the institution and the awardee. The amount spent for each of the following categories should be given: salary/stipend (\$52,000) and from the research allowance (\$10,000): initial travel/move to the lab, awardee out-of-pocket healthcare costs and childcare expenses (maximum of \$3,000/year), travel to scientific meetings, publication costs, lab supplies and other research expenses. Any other expenses should be explained. The annual expense statement must be signed by an authorized official – electronic signatures are acceptable. The scientific report will be one to five pages, figures optional, summarizing progress on the project over the past year and will include a list of i) publications resulting from the project, ii) presentations of the awardee's work at local, national or international meetings, and iii) any patents resulting from the fellow's project. **Year 2 and year 3 funds will not be released until both the financial and scientific reports are received each year.**
- c). Any patents derived from the Awardee's research revert to the host institution. The funding may not be used to support research that has any patent commitment or other intellectual property agreement with a commercial, profit-making company.
- d). The host institution will cover the Awardee's health/fringe costs and will take no indirect costs from the award. Expenditure of the research allowance will be at the discretion of the Awardee. LSRF funding does allow the postdoctoral researcher to be named as an employee at the host institution and to have the appropriate taxes withheld from their pay.
- e). The award will be activated on August 1st, and no funds will be sent until we receive this signed Institutional Agreement. It is the Institution's responsibility to stop salary payments if the awardee terminates the project prematurely and return all unused money to LSRF. Funds remaining at the end of each award year may be carried over from one year to the next. **Funds remaining at the end of the three-year award period must be returned to LSRF along with the final financial report.** LSRF will then return the money to the Awardee's Sponsor.

I agree to the above conditions (Institutional Officer authorized to sign the agreement, electronic signature OK):

Signature: _____ Date: _____

Name (printed): _____

Institutional Title: _____

Full address: _____

Phone: _____ Email: _____

Payment information:

Payments are made quarterly and are mailed few days in advance of the due dates of August 1st, November 1st, February 1st, and May 1st.

Checks payable to: _____

Mailing address: _____

Host Institution Award Reference Number: _____
(this reference will appear on each check)

LSRF Award Reference Number: NAME - 2018

Postdoctoral Researcher: _____

Signature: _____ Date: _____

Full work address: _____

Preferred contact phone: _____ Fax: _____

E-mail address: _____

Please email the Institutional Agreement to: pratt@lsrf.org

**Christine Pratt
Life Sciences Research Foundation
3520 San Martin Drive
Baltimore, MD 21218
phone: 410-467-2597**

Note: We do not require an original hard copy of the agreement or any financial reports, if you email the signed agreement and reports it is not necessary to mail an original.

IMPORTANT DATES:

July 15, 2018 – return the signed Institutional Agreement

August 1, 2018 – Award activation date

August 15, 2018 – Awardees send an image of themselves for the website. A ‘headshot’-type image, formal or informal, color or black/white, 150 dpi resolution minimum

October 1, 2018 – Abstracts due for Annual Meeting

October 12-14, 2018 – Annual Meeting, Houston, TX

July 15, 2019 – Financial and scientific reports due for year one (the financial report will cover the period

August 1, 2018 – June 30, 2019, showing encumbered funds is fine)

October 1, 2019 - Abstracts due for Annual Meeting

October 2019 (dates TBD) – Annual Meeting, location TBD

July 15, 2020 – Financial and scientific reports due for year two (the financial report will cover the period Aug 1, 2019 – June 30, 2020, showing encumbered funds is fine)

October 1, 2020 - Abstracts due for Annual Meeting

October 2020 (dates TBD) – Annual Meeting, location TBD

August 31, 2021 – Final financial and scientific reports due for the full award period, the financial report will cover the period August 1, 2020 – July 31, 2021 and a financial summary for all three years (August 1, 2018 – July 31, 2021). Scientific report will cover all three years and include a one to three page narrative describing what has been achieved and the significance of those achievements towards advancing the goals of the project, a listing of any publications, presentations (posters, talks, local or national meetings), patents resulting from the project and thoughts on the future direction of the project and the fellow’s career.

Reports:

Scientific report - Years 1 and 2: One page minimum – five pages maximum. Images or figures are optional. A summary of the work on your project over the past award year, listing of publications resulting from the work (if any), listing of meetings attended and presentations of your work (local, regional, national or international), awards/honors received, a few sentences about your project plans for the upcoming award year.

Scientific report – Final: One page minimum – five pages maximum. Images or figures are optional. A summary of the work on your project during the three-year award period, listing of publications resulting from the work, listing of meetings attended and presentations of your work (local, regional, national or international), awards/honors received, a few sentences about the future direction of the project and researcher.

Financial reports – See attached Excel template. This is one excel workbook with four separate worksheets to complete during the course of the award (Year One, Year Two, Year Three, Final). A typed ‘signature’ is acceptable and the entire workbook should be emailed to LSRF each year, with the appropriate sheets completed. The workbook is formatted to automatically calculate within each sheet and to carry figures forward into the next year(s). The workbook may be sent in excel format or saved as a pdf.

Should the researcher terminate their award early, the final scientific and financial reports will cover only the total completed period of the award.

Research Allowance:

LSRF provides a \$10,000/year research allowance for the awardee’s use exclusively. Each quarterly award payment of \$15,500 is comprised of \$13,000 salary/stipend and \$2,500 research allowance. This allowance is

to be used at the awardee's discretion. Allowable expenses include: initial travel/move to the lab, travel to scientific meetings or conferences including the LSRF Annual Meeting or visit to their sponsor, publication costs, standard lab supplies and consumables, core facility expenses and small equipment items including computers, laptops, tablets and printers. The awardee may also choose to use up to \$3,000 of their research allowance to be reimbursed for their out-of-pocket healthcare and childcare expenses. This is optional, not required. Out of pocket healthcare costs may comprise co-pays, prescriptions, the difference between an in-network or out-of-network procedure or healthcare provider or other healthcare fees not included in their chosen healthcare plan. Childcare expenses may include regular childcare costs, unexpected sitter or childcare late fees incurred if an awardee must stay later than expected in the lab completing an experiment, or childcare costs required to allow the awardee to attend a meeting or conference. This would include covering economy travel for an infant or toddler and childcare provider to accompany the awardee to a scientific meeting or conference.

Escrow Accounts:

An LSRF awardee may choose to have up to \$5,000/year withheld from their research allowance, to be set aside in an escrow account by LSRF. The awardee must let LSRF and their institution financial office know by April 15th of each award year if they wish to have funds withheld and how much to set aside. LSRF will hold back the requested amount from the May payment. The awardee may choose a different amount to set aside each year and may choose to set aside funds in only one, two or all three years.

These funds are held until the awardee completes their fellowship and accepts and establishes an independent faculty position at a non-profit institution. The funds are then transferred to the awardee's new institution in support of their research program. No further accounting is required from the awardee once the escrow funds are transferred.

Award transfers:

LSRF allows an awardee to transfer their funding to a new lab, institution and mentor. To initiate an award transfer LSRF requires:

- 1) proposed date for the transfer/beginning at the new institution
- 1) name and contact information of the new mentor and name of the new institution
- 2) name and contact information for a financial officer at the new institution
- 3) new project title and abstract, if applicable. If none, so state.
- 4) brief letter from the new mentor confirming acceptance of the awardee into their lab and assuring LSRF that the researcher will have access to all necessary space, equipment and resources to complete their project. An email from the proposed mentor to lsrf (pratt@lsrf.org) summarizing this is fine.

LSRF will generate a revised award letter and institutional agreement to the new host institution outlining the award amount available for transfer, proposed new start date and reporting requirements.

PLEASE NOTE – In the event of an award transfer or early funding termination LSRF will not forward additional funds to the current host institution beyond the amount due at the time of the award transfer or termination. If the awardee has 'overspent' their research allowance that amount must be absorbed by the current host institution.