



The American Association of Immunologists Careers in Immunology Fellowships Application Instructions

The AAI Careers in Immunology Fellowship Program supports the career development of young scientists by providing eligible PIs with one year of salary support for a trainee in their labs. The fellowship does not pay fringe benefits or other indirect costs to the institution.

Eligibility

Applicants (PIs) must be independent research scientists who are AAI regular members in good standing. Trainees must also be AAI members in good standing at the time of application and have a current Trainee Certification Form on record with AAI. PIs and trainees are required to remain AAI members in good standing for the duration of the award period. Scientists employed by for-profit corporations or government agencies, AAI Council members, and AAI Fellowship Committee members are ineligible to apply.

At the time of application, the PI should have no more than \$250,000 U.S. dollars (USD) in total annual direct costs (excluding PI salary) from all funding sources, including start-up funds. Funding mechanisms and levels must be confirmed by the applicant's department head or dean via signature on the Funding Confirmation Form (included with application). A PI may submit only one application per award cycle. Previous recipients of this fellowship are not eligible to receive the award a second time (for the same or a different trainee).

Predocutorial trainees must have passed their Ph.D. qualifying/candidacy exams by the application deadline (March 15) to be eligible for a fellowship. Postdoctoral fellows must be in years 1-5 of their postdoctoral training (start date on or after March 15, 2012); later-stage fellows (years 6 and beyond) will not be supported. To qualify as a candidate for postdoctoral support, the trainee must have passed his/her Ph.D. thesis defense by the fellowship application deadline. Postdoctoral fellows who have completed five years of training and transitioned into a second postdoctoral position at the same or a different institution are not eligible for the award. Trainees may not be supported concomitantly by other fellowships that provide salary compensation.

Consideration for award is based on the merit of the PI's proposed project, potential of the trainee, and the quality of the training environment.

Application Assembly

The application should be assembled in the following order:

1. Applicant Information Page
2. Research Plan
3. References (if applicable)
4. PI Statement
5. Justification Statement
6. Other Lab Members PI Oversees
7. Trainee Statement
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 type in the total amount of funding calculated from the completed Funding Confirmation Form (application page 9). See instructions for filling out this form below (page 4).

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 write the date (minimally the month and year) the student completed his/her Ph.D. qualifying exams. For postdoctoral fellows, please write 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. You may type your Research Plan, PI Statement, and Trainee Statement in the fields provided in the application. If you choose to do this, you may disregard steps 2-3 of the Research Plan Section instructions. If you choose to write in the application form directly, **please scan the application after you have completed it, and upload the scanned copy.**

It is recommended that the Research Plan, PI Statement, and Trainee Statement are created in a word processing document using the formatting parameters outlined in steps 2-3 and then converted to a PDF. Replace pages 4-7 of the application with this PDF.

2. **The research plan must be 2 pages or less** and be written in 10 point Times New Roman font with line spacing of no less than 1.15. The page margins should be:
 - a. Top: no less than 1”
 - b. Bottom: no less than 1”
 - c. Left: no less than 0.5”
 - d. Right: no less than 0.5”
3. The heading “**A. Research Plan**” should appear at the top of the first page of the research plan, and “**A. Research Plan (contd...)**” should appear at the top of the second page of the research plan. Both headings should be in 12 pt boldface type.
4. 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 ½ page).
5. 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)
6. The research plan cannot contain figures and additional pages with figures may not be attached.
7. Additional pages for references may be attached.

PI Statement Section

1. The PI statement should 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.

Trainee Statement Section

1. The trainee statement should 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.

Justification Statement Section

1. The justification statement should be no longer than a half page (recommended length is 1-2 paragraphs) 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.

Candidacy Exam Documentation

1. 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 two program description pages before the **Applicant/Trainee Information Page** prior to submitting your application. Please submit award application by logging into your AAI member account at https://aai.org/cvweb_aai/MainLogin.shtml 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@aai.org.

Applications will be accepted beginning January 15, 2017. Complete application packages must be received by 11:59 PM E.T. on March 15, 2017. 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.



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 (e.g., PI, co-PI)	Direct costs for FY 2017 (in U.S. \$)
<i>Ex 1:</i> R01 AI160-09	NIAID/NIH	9/5/14-8/31/17	PI	\$93,108
<i>Ex 2:</i> 156478913	NSF	2/5/14-5/8/17	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	8/1/15-7/31/17	PI	\$0 (PI salary only)
<i>Ex 6:</i> Careers in Immunol Fellowship	AAI	9/1/16-8/31/17	Fellow	\$19,100
Total				\$245,338

Instructions:

- 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).
- 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*).
- 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*).
- Under “Role,” please indicate your designated title for each funding mechanism. Common roles include PI, co-PI, mentor, coordinator, or adviser.
- Under “Direct costs for FY 2017” please indicate the amount of money allocated for direct costs from each funding mechanism in fiscal year 2017, beginning 7/1/16 and ending 6/30/17. If your institution operates on a different fiscal year schedule, please provide an estimate for funds that will be allocated for direct costs during 7/1/16– 6/30/17.
 - For grants operating under no-cost extension, please specify the amount of funds remaining.
 - 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.
 - Please exclude funds dedicated to PI salary** (see *Ex 5*) for each funding mechanism listed.
 - Grants which provide salary support for laboratory personnel, including AAI Careers in Immunology Fellowships (see *Ex 6*), should be included.
- 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.