

McCABE FUND FELLOW AWARD and PILOT AWARDS

APPLICATION INSTRUCTIONS – 2015

Page 1 - COVER SHEET: Indicate your McCabe award choice (consult with your mentor or chair as necessary). Provide complete contact information of Applicant, Financial Administrator, and Department Chair sections. The title of Financial Administrator varies in each department; it is the person in *your* department responsible for creating external research funding accounts. The Department Chair, in addition to reviewing and signing your application, will ***provide a signed Letter of Support addressed to the McCabe Advisory Fund for your application.*** A winner of a previous year may not submit a new or same proposal for the current year. Only one application (either Pilot or Fellow) per applicant. Unsuccessful applicants may reapply the following year.

Page 2 - RESEARCH BACKGROUND: Indicate what internal and external funding support, if any, you have already received for your research. For pending applications, supply the expected date of their announcement. Inform the Advisory Committee contact as soon as those announcements are made. All final McCabe award results may be delayed until the Committee receives this information. Refer to *Guidelines* for funding eligibility requirements.

Page 3 - RESEARCH PROJECT: Describe your research project within three pages, including any graphics.

Pages 4 and 5 – PROPOSED BUDGET: Select the appropriate budget page according to your award choice. Refer to Page 4 for a Fellow Award Budget; use \$40,000 as total budget amount. Refer to Page 5 for the Pilot Award Budget, and use \$20,000 as total budget amount. The actual Fellow and Pilot Award amounts vary year to year depending upon the size of the eligible applicant pool and the amount the McCabe fund has earned during the last fiscal year. The awards will be subject to the University overhead charge of 20%, but plan your budgets using the aforementioned amounts. You will receive the net amount after overhead. ***McCabe funds do not cover salary for the applicant or another faculty member but may be used for technician salary support.*** This is a Perelman School of Medicine sponsored award and *no penalty* is assigned should there be an error in the application as may be expected if it were a federal or other external grant.

SUBMISSION: **Deadline for application submission is Friday, May 15, 2015.** Electronically forward or deliver your application to the McCabe Fund Advisory Committee, c/o Connie Weinstein, e-mail: clw@mail.med.upenn.edu, (215-898-0132). Call or e-mail with any questions.

LENGTH OF THE AWARD: The Fellow and the Pilot funds are to be spent in conjunction with the PSOM fiscal year—July 1 to June 30. However, should the award announcements be delayed (see “Page 2” above), adjustments to the spending year will be considered.

CREATING YOUR McCABE ACCOUNT: Once the McCabe Advisory Committee announce the awards to the applicant, the department chair, and the financial administrator, winners should contact their financial administrator to ensure that the spending account is created and research spending ready.

PROGRESS REPORTS: At the end of the award year, winners will receive a letter requesting a Progress Report, i.e., a summation of the results of the research project and a listing of any publications, seminars, or speaking engagements that resulted from the work.