

McCABE FUND FELLOW AWARD and PILOT AWARDS

APPLICATION INSTRUCTIONS: 2025-2026

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 must review and sign your application, and ***either the Chair or Division Chief must provide a signed Letter of Support addressed to the McCabe Advisory Fund. In addition, the applicant's mentor must also provide a signed letter of support.*** 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, provided they continue to meet the appointment eligibility requirements.

Page 2 - RESEARCH BACKGROUND: Indicate what internal and external funding support, if any, you have received for your research, **including the amount of departmental start-up funds you have received.** For pending applications, provide 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. For both current and pending support, list the percentage or amount that is allocated to your salary and to other research costs. 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 \$50,000 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. ***Budgets are for direct costs only and should not include institutional overhead. McCabe funds do not cover salary for the applicant or another faculty member but may be used for technician salary support; the technician must be employed by the University of Pennsylvania.*** 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 9, 2025. Please submit your materials to the McCabe Fund Advisory Committee, c/o Kaitlyn Hagarty, via email: kaitlyn.hagarty@pennmedicine.upenn.edu. Please send any questions to kaitlyn.hagarty@pennmedicine.upenn.edu.

DURATION OF THE AWARD: Fellow and the Pilot funds should be spent in the 18-month award period — July 1, 2025 to December 31, 2026. However, should the award announcement be delayed, adjustments to the spending year will be considered. **Funds not expended within the approved award period should be returned and may not be used for other projects or transferred to other faculty within the department.**

CREATING YOUR McCABE ACCOUNT: Once the McCabe Advisory Committee announce the awards to the applicant, the Department Chair, and the Financial Administrator, awardees 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 period, winners should provide a progress report, including a brief summation of the results of the research project and a list of any publications, seminars, or speaking

engagements that resulted from the work. While there is no specific format or template required for the progress report, previous awardees have included items such as summary of progress, achievements, data and data collection, participants and collaborators, budget updates, challenges, ongoing work and future directions, results and findings, publications, manuscripts, and presentations.