



The Manton Center Fellowship Letter of Intent Instructions

The purpose of The Manton Center Fellowship Program is to identify and support the training of the very best clinical and research Fellows to prepare them for a career treating and researching orphan diseases and their underlying biology. It is anticipated that the successful Fellows will graduate to independent junior faculty positions at Children's Hospital Boston (CHB) and other top medical centers in the United States and around the world, and that these graduates will form a cadre of highly trained and productive scientists and physician-scientists focused on research, treatment and care of children with orphan diseases. All trainee doctoral level Fellowship applicants with existing or committed CHB and Harvard appointments as Clinical and/or Research Fellows are eligible to apply. Any CHB Faculty member is eligible to serve as a mentor. For the purposes of this program, "CHB Faculty" is defined as any CHB employee with a Harvard Faculty appointment of Instructor, Assistant, Associate or Full Professor.

Details about Available Grant:

This award was created to support the salary and minimal expenses of MD and/or PhD level Fellows. Fellowships of approximately \$75,000 total (inclusive of expenses for fringe benefits and overhead) will be granted for one 2 year term. Allowable Fellowship expenses beyond salary and fringe benefits are expected to directly support the Fellow's education, training and personal productivity and should not be requested for general laboratory supplies, equipment or other materials that would normally be available in an established laboratory or clinic. Examples of suitable expenses include travel and meeting registration to scientific conferences and courses, books and journal subscriptions, a personal computer and project-specific reagents or specialized equipment required specifically for the applicant's project.

Components of the Training Program:

The training program for Manton Center Fellowships will comprise three main arms:

Didactic coursework and clinical training: Fellows will propose a training program that should include a minimum of two courses over the first two years. One of these must be the CHB Fellows course on the Responsible Conduct of Research (unless already taken). The second should be in an area of particular relevance to the clinical and research interests of the applicant, and may be a course offered at CHB, Harvard Medical School, or other location and faculty. Examples of suitable courses that might be proposed include offerings by the CHB Clinical Research Program such as "Introduction to Statistical Genetics" or "Introduction to Clinical Research" as well as outside courses such as the Jackson Laboratory "Short Course on Medical and Experimental Mammalian Genetics." In addition, MD fellows with clinical interests may propose clinical training in a relevant specialty clinic and/or inpatient service that may be full time in the first year but must not exceed 20% effort in years 2.

Research project: Each fellowship candidate must propose an independent research project that should be formulated in conjunction with the faculty mentor. Suitable projects may be exclusively laboratory based, exclusively clinical, or a combination of both, but they must be hypothesis-driven and focused on one or more of the following areas:

- i. Approaches or discoveries to study basic science of relevance to an orphan disease or group of orphan diseases
- ii. Approaches or discoveries to address clinical problems related to an orphan disease or group of orphan diseases
- iii. Experimental or diagnostic reagents and procedures to diagnose or treat an orphan disease
- iv. Develop new biochemical, cellular, or animal models of human orphan disease(s)
- v. Adapt approaches already in place in other disciplines to address orphan disease(s)

Mentoring: A mentoring plan must be put in place in which the faculty mentor commits to regular and frequent interactions with the trainee to teach, advise, and guide them in the conduct of their research and career development.

Selection Process:

The initial application will consist of the 1 page Letter of Intent (LOI) form and a copy of the proposed Fellow's CV, to be submitted by the proposed mentor. The LOI should contain the following: an introduction of the candidate, an outline of the proposed area of study, its relevance to orphan disease research, and a statement of willingness to mentor and support the applicant in the course of their research and studies. The LOI should list the qualifications of the candidate and describe the proposed training program and will be screened to determine if it is consistent with the standards and goals of The Manton Center. Please use the associated document "Manton Center Fellowship LOI" when completing the LOI. Receipt of completed LOI and applicant's CV from the mentor's Children's Hospital Boston's email account will be sufficient to serve as an electronic signature.

After screening, the strongest applicants who best fit into the mission of The Manton Center will be invited to submit a full application, with instructions to follow.

All LOIs and CVs should be emailed to The Manton Center Study Coordinator no later than March 22nd.

Meghan Connolly
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All applications should be clearly marked "*FELLOWSHIP LOI*." An email confirmation of receipt will be returned to the applicant. All applications will be considered on a merit basis by an internal review board at The Manton Center.

Any questions regarding the application process or Fellowship award should be directed to Meghan Connolly.

Good luck with your application!