

# UROLOGY CARE FOUNDATION PROGRAM ANNOUNCEMENT

FOR THE

## 2019 Urology Care Foundation Summer Medical Student Fellowship Program

**Sponsored by:**

Herbert Brendler MD, Research Fund  
Arkansas Urologic Society  
Florida Urological Society

### IMPORTANT DATES

**Proposal Submission Deadline:** 5:00 p.m. Eastern time, January 10, 2019

**Peer Review:** February 2019

**Funding Notification:** February 2019

**Award Period:** May – September 2019 (exact dates will vary; project duration not less than 50 working days)



American  
Urological  
Association

*Advancing Urology™  
through Research*

*Urology Care*  
FOUNDATION™  
*The Official Foundation of the  
American Urological Association*

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## I. FUNDING OPPORTUNITY DESCRIPTION

### A. UROLOGY CARE FOUNDATION MENTORED RESEARCH AWARDS

The **Urology Care Foundation**, the official foundation of the American Urological Association (AUA), works to ensure the future of urologic health by supporting and improving the prevention, detection, and treatment of urologic diseases through research and education. The Urology Care Foundation has recognized a major need to encourage bright, young physician-scientists and researchers to dedicate their careers to improving patients' lives through better understanding of the development and management of urologic diseases and conditions.

The **AUA Office of Research**, created in 2001, works toward its mission to increase and maintain the workforce of urology physician-scientists and researchers to catalyze the advancement of clinical practice and reduce the burden of urologic disease through impactful research. The Office of Research administers all aspects of Urology Care Foundation mentored research award proposal receipt and review, as well as grant management. For any questions related to administration of awards or award proposals, see **Section V. Contact Information** of this Program Announcement.

### B. AWARD INFORMATION

Urologic research is critically important to advancing patient care and requires the participation of a diverse array of talented, dedicated individuals. Recruitment of individuals in the early stages of their careers is essential to maintain the pipeline of outstanding researchers needed to make the discoveries patients need. Motivating and meaningful research experiences, mentored by urologic research leaders, stimulate the interest needed to accomplish this goal, and lead medical students to pursue careers that include research. The Urology Care Foundation Summer Medical Student Fellowship Program is designed to meet this critical need.

Initiated in 2010, the Summer Medical Student Fellowship program has funded 84 awards to date. These awards are provided by the Urology Care Foundation through three additional funding sources: the **Herbert Brendler, MD Urology Research Fund**, the **Arkansas Urologic Society**, and the **Florida Urological Society**. Each funding source has different eligibility criteria and all are described in the Eligibility Information section below.

Current or matriculating medical students are invited to apply for funding to support their exposure to the dynamic field of urology and training in urologic research. Studies conducted through this fellowship may be in basic, translational, clinical or health services research in any area of urologic research. The fellowships have a required duration of ten weeks (not less than 50 working days) during the summer of the award year. The exact dates may vary as agreed upon by the institution, applicant, and mentor. Medical students are permitted to apply for a second summer of fellowship training. However, such proposals will be considered for funding after all qualified proposals for first-time awardees have been funded.

### C. ELIGIBILITY INFORMATION

To be eligible to compete for a 2019 Urology Care Foundation Summer Medical Student Fellowship, the applicant must be either a current or matriculating medical student and must fit the following criteria for at least one of the following funding sources:

Herbert Brendler, MD Summer Medical Student Fellowship: the applicant must be either a current medical student or entering medical school immediately following the fellowship period. The sponsoring

institution must be an accredited medical research institution within the [boundaries of the AUA Sections](https://www.auanet.org/about/sections.cfm) (<https://www.auanet.org/about/sections.cfm>).

Arkansas Urologic Society Summer Medical Student Fellowship: the applicant must be either a current or matriculating medical student from the University of Arkansas for Medical Sciences College of Medicine. The fellowship may be conducted at any institution within the geographical boundaries of the AUA Sections, but the student must enter or return to the University of Arkansas following the fellowship summer.

Florida Urological Society Summer Medical Student Fellowship: the applicant must be either a current or matriculating medical student within the state of Florida. The research must be performed in an appropriate academic laboratory or medical facility within the state of Florida.

**Note:** All applicants will be considered for a Herbert Brendler, MD Summer Medical Student Fellowship. Applicants that meet the geographical stipulations for the Arkansas Urologic Society and Florida Urological Society Summer Medical Student Fellowships will be considered for those respective Fellowships as well as the Herbert Brendler, MD Summer Medical Student Fellowship.

Beyond support through a Urology Care Foundation fellowship, the institution must sponsor the candidate by guaranteeing adequate support, including a suitable research environment, laboratory equipment, and supplies needed to perform the research.

The fellowship has a required 10-week duration that must occur between May 1 and August 31, 2019. Longer research projects are permitted only if there will be 10 consecutive weeks of research during this time period; however, stipends will not exceed \$4,000. Fellows are expected to devote 100% of their time to the fellowship and may not concurrently hold other academic commitments.

Applicants may not hold an advanced research degree (e.g., PhD, MPH, or MSc) and should be returning to medical school following the completion of the summer research period.

The mentor(s) of any Summer Medical Student Fellow(s) must possess a strong track record of achievement in urologic research and must be a currently funded, established physician-scientist or other researcher with a strong track record of achievement in urologic research. Mentors must also demonstrate experience in mentoring of research trainees.

**AUA membership is required should the applicant's proposal be selected for funding.** All applicants who are not AUA members at the time the proposal is submitted must commit to applying for AUA membership in the event of being selected to receive a Summer Medical Student Fellowship. Membership proposals must be submitted within one week of accepting the award and proof of AUA membership must be provided to the AUA Office of Research prior to funds being dispersed. Additional information about AUA membership can be found at <https://www.auanet.org/join/medical/graduate-students>.

Neither the Urology Care Foundation nor the AUA Office of Research discriminate as to age, race, color, gender, religion, sexual orientation, disability, citizenship or national origin in the employment and promotion of staff or in the selection of participants in the Urology Care Foundation Summer Medical Student Fellowship Program.

## D. FUNDING INFORMATION

### 1. AWARDS AVAILABLE

Depending on the number and quality of the proposals submitted, the Urology Care Foundation anticipates awarding a total of up to 14 fellowships for 2019: nine Herbert Brendler, MD Summer Medical Student Fellowships, four Arkansas Urologic Society Summer Medical Student Fellowships, and one Florida Urological Society Summer Medical Student Fellowship. However, the Urology Care Foundation continually seeks additional sponsors for Summer Medical Student Fellowships; thus, the portfolio of awards available has the potential to increase during the course of the competition.

### 2. FUNDING OVERLAP

Recipients of a Urology Care Foundation Summer Medical Student Fellowship must dedicate **100%** of their level of effort to the fellowship during the performance period. Awardees may not be simultaneously obligated to other grants or awards requiring a commitment of time.

### 3. DISTRIBUTION OF FUNDS

A salary stipend of \$4,000 will be paid directly to the awardee. Payments of \$2,000 will be made in mid-July and mid-August of the award year. **Under no circumstances should Urology Care Foundation funds be used for institutional indirect costs.**

The Urology Care Foundation does not withhold taxes from awards (i.e., federal withholding, social security, local or state taxes). It is the responsibility of the host institution and/or awardee to ensure that appropriate federal and local taxes are accounted for.

## II. PREPARATION AND SUBMISSION OF PROPOSAL MATERIALS

### A. GENERAL INFORMATION

Applicants are responsible for composing, compiling, and submitting a complete proposal. Each applicant must have a primary mentor for the project. More than one mentor per project is both permitted and recommended if the project is highly translational or multidisciplinary. **Each mentor must provide a Mentor Letter of Support and complete the required mentor sections within the Application Agreement Form.**

**Electronic Registration:** Applicants must go to the Urology Care Foundation Summer Medical Student Fellowship Program site at <https://www.auanet.org/research/research-funding/aua-funding/summer-medical-student-fellowships> to view the current Program Announcement and Application Agreement Form. Applicants must submit all documents electronically via the proposal submission system at <https://proposalcentral.altum.com/>. **To prevent emails from the submission system from being identified as spam, it is strongly recommended that you add [pcsupport@altum.com](mailto:pcsupport@altum.com) to your address book or safe sender list.**

## B. PREPARATION AND SUBMISSION OF THE PROPOSAL PACKAGE

After creating a proposalCENTRAL account and logging into the system, the proposal process can be accessed by clicking on “Grant Opportunities” (grey tab, top right corner). The American Urological Association’s Summer Medical Student Fellowship Program can then be located and the “Apply” link selected. Each required proposal section should be completed as follows:

1. Title Page
2. Download Application Agreement Form
  - This form must be completed in its entirety including all necessary signatures and contact information. Signatures may be signed electronically or by hand. This completed form will be uploaded in Section 11.
3. Enable Other Users to Access this Proposal
  - No action required in this section.
4. Applicant/PI
  - The applicant should click “Edit Professional Profile” to provide the required information.
  - Once the applicant clicks “Edit Professional Profile,” he/she will see an orange text box indicating that the “Primary institution is required, please click here to add one.” The applicant should search for and enter the applicant’s medical school. NOTE: Multiple iterations of the medical school name may be available, but the name indicated as “Confirmed” in the “Institution Status” column should be selected.
  - Once the institution has been added, the applicant should click on the orange “Return to LOI/Proposal” button. This button will allow the applicant to toggle between the proposal sections of the proposal and the Professional Profile in order to reference and complete the required information.
  - Upon returning to the Applicant/PI section of the proposal, the applicant should click the drop down box next to “Principal Investigator” and select his/her name with the newly added institution. This will autofill the “PI Institution” and address information. The applicant should then return to the Professional Profile to complete the remaining required information in the Applicant/PI section.
5. Applicant Mailing Address
  - The applicant should provide his or her mailing address to where the award payments can be sent if the proposal is funded.
6. PI Data Sheet
  - The applicant should toggle between the Professional Profile and the PI Data Sheet section to complete the required information. When in the Professional Profile, the applicant should choose the “4 Personal Data for Proposals” link in the navigation menu on the left and provide information for: Hometown; Gender Identify and Race (for classification purposes only); and Citizenship.
7. Institution & Contacts
  - No action required in this section.
8. Key Personnel
  - The applicant must enter email addresses and other information for one or more project Mentors. NOTE: Each Mentor will receive an automated email from the system but is not required to acknowledge or respond.

## 9. Lay Statement

- The applicant must complete all required information in this section. The “Lay Statement” should briefly summarize the proposed research project in language that can be understood by audiences without a background in science or medicine. The “Project Description” should briefly summarize the proposed project using any necessary scientific terminology or procedures.

## 10. Upload Proposal Attachments Here

- **The applicant must prepare the following components of the proposal as PDF files with each component adhering to its specific page limitation as indicated below.** NOTE: Pages in excess of the limitation for any component will be removed from the proposal. In addition, if the Research Project Description component is missing or exceeds the two-page limit, the proposal will not be reviewed. If the Student Resume, Mentor Letter of Support, or Mentor Biosketch is missing, the proposal will not be reviewed.
- **Application Agreement Form**
  - This form must be completed in its entirety, including all necessary signatures and contact information. Signatures may be signed electronically or by hand.
- **Research Project Abstract (half-page limit)**
  - Summarize the background, key objectives, and potential impact of the 10-week project.
- **Research Project Description (two-page limit)**
  - **Background:** Describe the background and rationale behind the proposed research project, including relevant literature citations. Be sure to describe the scientific/clinical problem and how the proposed project will address it.
  - **Key Objectives/Specific Aims:** State the project’s aims/objectives and the approach(es) to be used to accomplish the objectives.
  - **Impact:** Describe the project’s potential impact on urologic research and/or patient care, as well as how the project will encourage the applicant to ultimately pursue a career in academic urology. Note: The description should also clearly state how the applicant will allocate his or her research/clinical time (indicate 100% level of effort, plus individual activities to be conducted) for the duration of the award period
  - **Font:** Use of a simple font style (e.g., Arial, Calibri, Times New Roman) and 12-point size is recommended. Overall, formatting (e.g., line spacing, margins) of the Research Project Description is at the discretion of the applicant and mentor(s). However, applicants are encouraged to be mindful of ease-of-review considerations (avoid overcrowding of text, use figures of sufficient size for understanding, bold the most notable text, etc.).
  - **References:** A bibliography, references cited, and/or abbreviations page may be included at the end of your Research Project Description but will not count towards the two-page limit.
- **Research Facilities and Environment Description (one-page limit)**
  - Describe the facilities, faculty, and seminars/courses available to the student, technical assistance, relationship to mentor’s ongoing research program, and immediate supervisor (if other than the mentor).

- **Applicant Resume and Background (two-page limit)**
  - Include the applicant's resume in any style, plus a description of any research experience as well as research interests and career goals.
- **Letter of Support from Mentor(s) (two-page limit per letter)**
  - The proposal must contain one Letter of Support from each mentor or a combined letter from all mentors. The Mentor Letter of Support should clearly demonstrate that the mentor is strongly supportive of both the research project and the applicant and that the mentor has the expertise required to provide sufficient scientific guidance and oversight for the respective portions of the research project and training. Include descriptions of not only the research project but any plans for the student to participate in seminars, courses, grant writing, manuscript preparation, or other research-related activities. Mentors should be independent investigators with track records of success in research publication, grant funding, and development of trainees who have achieved academic success. Mentor Letter(s) of Support are not considered confidential and should be submitted by the applicant.
- **Mentor Biosketch(es) (five-page limit per biosketch)**
  - Include a current NIH-style biosketch of the research project mentor or for each member of the mentoring team. The NIH Guidelines can be found at <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-032.html>.

#### 11. Validate

- This ensures that all required components of the proposal have been completed and will identify any required but incomplete components.

#### 12. Print Full Proposal with Uploads

- This enables the applicant to download the entire proposal package for his/her records.

#### 13. Submit

- Further changes cannot be made to the proposal unless released by the Office of Research. All proposals must be submitted by the deadline date and time shown below.

**The proposal package must be SUBMITTED electronically at <https://proposalcentral.altum.com/> no later than Thursday, January 10, 2019 at 5:00 p.m. Eastern time. Applicants should allow ample time for compiling and submitting materials. Late submissions will not be considered.**

### C. CHECKLISTS FOR APPLICANT AND MENTOR

Completion of the checklists below will ensure that all required proposal components have been included.

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#### 1. APPLICANT CHECKLIST

Proposal Item	Completed?
Item 1: Proposal Agreement Form	
Item 2: Research Project Abstract (half-page limit)	
Item 3: Research Project Description (two-page limit)	
Item 4: Research Facilities and Environment Description (one-page limit)	
Item 5: Applicant Resume and Background (two-page limit)	

## 2. MENTOR CHECKLIST

Proposal Item	Completed?
Item 6: Mentor Biosketch(es) (5-page limit per mentor)	
Item 7: Letter of Support from Mentor(s) (two-page limit per letter)	

## 3. SUPPLEMENT

### Professional Headshot for UrologyHealth.org and AUAnet.org

The applicant must also submit a high-quality headshot (file size  $\geq$  1MB) with either professional dress or a laboratory/white coat. Please do not compress the photograph after it is taken. Should the applicant be awarded a Summer Medical Student Fellowship, the photograph will be used for promotional purposes on the Urology Care Foundation and AUA websites, as well as future press releases and other promotional materials for the program. These items will not be shared with reviewers and will not impact the review process nor funding decisions. Please submit the photo via email to [research@auanet.org](mailto:research@auanet.org).

**NOTE:** The AUA Office of Research strongly recommends that all applicants send their proposals through both institutional scientific review (where available) and appropriate institutional grant administration review at their home institutions prior to submission, to optimize grant quality and ensure consistency with institutional policies.

## III. PROPOSAL REVIEW INFORMATION

### A. PROPOSAL REVIEW AND SELECTION PROCESS

All proposals are evaluated by a peer review panel of expert physician-scientists and researchers. Each proposal is considered according to established criteria for determining merit as described below.

Following the completion of peer review and from the pool of proposals deemed fundable, available awards will then be matched. All funding decisions must be approved by the AUA Director of Research and AUA Chair of Research.

**All review processes are conducted confidentially to maintain the integrity of the selection process.** Peer reviewers agree to a nondisclosure policy that proposal and evaluation information will not be disclosed outside the peer review panel. Violations of confidentiality can result in the voiding of peer review results and other corrective actions. In addition, the applicant, mentor(s), and other individuals involved in or otherwise standing to benefit from the proposal's funding are prohibited from contacting persons involved in the review process to gain protected evaluation information or to influence the evaluation process. Violations of these prohibitions will result in the disqualification of the proposal.

## B. REVIEW CRITERIA

### **Applicant**

- To what degree the applicant's achievements to date, stated career goals, and mentor letter(s) of support indicate his or her potential for a successful career in academic urology.

### **Mentor(s)**

- To what degree the mentor(s) has/have demonstrated strong support for both the research project and the applicant as evidenced by a strong mentor letter(s) of support, apparent guidance in preparation of the proposal, and design (appropriate objectives, methods, timeframe) of the proposed research project.
- To what degree the mentor(s) has the required expertise and track record, especially in relation to urologic disease research, to provide sufficient scientific guidance and oversight for the research project and training.

### **Research Project**

- To what degree the proposed project is focused on a significant problem in urologic research.
- To what degree the research project and training are appropriately designed and will provide the applicant with an experience to promote the development of a successful career in urologic research.
- To what degree the proposal is well organized, clearly presented, and suggests the applicant's ability to think clearly and to present an argument in a logical, compelling way.

### **Institution**

- To what degree the institution provides a training environment with ongoing urologic disease research that will promote the development of the applicant.

## C. NOTIFICATION OF PROPOSAL REVIEW RESULTS

Applicants will be notified of funding decisions in writing via email no later than February 28, 2019. Results will not be given over the phone.

## IV. AWARD REQUIREMENTS

All Urology Care Foundation Summer Medical Student Fellowship recipients must adhere to the requirements described below.

## A. UROLOGY CARE FOUNDATION AND AUA RESEARCH-RELATED ACTIVITIES

Each year, the AUA and the Urology Care Foundation coordinate several events designed to advance urologic research and provide educational venues, especially for early-career investigators. For medical students, attendance at these events is optional, but recipients of the Urology Care Foundation Summer Medical Student Fellowships should notify the AUA Office of Research if they are planning to attend the AUA Annual Meeting or other research events.

### AUA Annual Meeting Events

- Urology Care Foundation Research Honors Program: This event is held annually to recognize all recently-awarded Urology Care Foundation grant recipients, present research Awards of Distinction, and provide a valuable opportunity for networking between early-career investigators supported by the Urology Care Foundation and leaders in urology and urologic research.
- Basic Sciences Symposium: This annual symposium is a premier research event attracting basic scientists, surgeon-scientists, and other urology investigators from various specialties. Past program topics include stem cells and nanotechnology, inflammation and fibrosis, new perspectives in pelvic health, and aging and urologic manifestations. Travel awards for early-career investigators are often available.
- Urologic Oncology Research Symposium: This annual symposium encourages synergies and fosters collaboration in genitourinary oncology by bringing together scientists and clinicians at all career levels in a stimulating and interactive setting. The information discussed and shared during this meeting catalyzes the translation of laboratory-based cancer research to practical proposal. It is also intended to serve as a forum where early-career investigators can interact with leaders in a host of disciplines related to urologic cancers.
- Funding Opportunities and Grant Writing Workshop: This is an educational course that assists researchers in identifying and understanding sources of funding and improving their grant writing skills. The course provides information on where to find grant opportunities, preparing an effective grant proposal, and peer review processes. Representatives from both public (federal) and private agencies and organizations are typically in attendance to provide information on current funding opportunities.
- AUA Research Forum: This annual event provides a showcase for the research accomplishments of promising early-career investigators.
- Early-career Scientists Exchange: This biennial event brings together Urology Care Foundation-funded early-career investigators for a focused, informal discussion with leaders in federal funding organizations to discuss current challenges and strategies for developing a successful research program in the ever-changing research climate.

### Events at AUA Headquarters

- AUA Co-Sponsored Research Symposia: The AUA Office of Research often co-sponsors research symposia and workshops with other urology sub-specialty societies and research institutions that cover the spectrum of urologic disease (e.g., AUA/SBUR Summer Research Conference, Diabetes and Diabetic Uropathy Symposium). Attendance to these meetings is optional but strongly encouraged if the research topic is relevant to the funded research award.
- Early-Career Investigators Workshop: This annual workshop fosters career development in urologic research by providing participants with a solid foundation for successful grant writing. Activities include small group and individual grant review sessions with senior scientific advisors, mock peer review sessions, and presentations on key aspects of career development.

## B. REPORTING

**NOTE:** Failure to adhere to reporting requirements and/or provide appropriate documentation may result in a delay in payments, repayment of any unspent or inappropriately spent Urology Care Foundation funds, termination of the award, and/or suspension of the awardee, mentor, or institution from eligibility for subsequent Urology Care Foundation funding opportunities.

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### 1. AWARDEE REPORT AND PERSONAL STATEMENT

Within 30 days of the completion of the funded project, or no later than September 20, 2019, the awardee must submit a final report electronically to the AUA Office of Research by emailing [imacklin@auanet.org](mailto:imacklin@auanet.org). The report should:

- 1) Summarize the main focus of the research, clearly state the findings, and specify how the research results met the objectives established in the proposal (1-2 pages).
- 2) Include a personal statement from the awardee on his or her experience during the award period, how the funding provided by Urology Care Foundation helped the awardee's overall professional growth (i.e., research experience, potential research focus), and whether the awardee plans to continue within the field of urologic research and pursue a career in academic urology (1 page).
- 3) List and describe any products or outcomes that were at least in part supported by the Urology Care Foundation award, such as conference abstracts, presentations, and journal manuscripts published or in press.

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### 2. MENTOR REPORT

Under separate cover, the primary mentor must submit a *confidential* statement (approximately one page) evaluating the student's performance during the research project.

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### 3. POST-AWARD REPORTING

At time points following the completion of the Urology Care Foundation fellowship (e.g., following residency match and residency completion), the AUA Office of Research will contact previous awardees to collect additional award outcomes information including, but not limited to, publications, funding, invited speakerships and presentations, mentorship, and leadership positions within the AUA or affiliated organizations. The Urology Care Foundation and the AUA Office of Research request that all past awardees provide updated contact information when appropriate and be responsive to requests for post-award information.

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### 4. OTHER REQUIREMENTS

If activities involving human subjects are planned during the proposed research, **the applicant must provide a letter of approval from the local Institutional Review Board (IRB)**. IRB letters of approval are not required at the time of proposal submission. Should the proposal be selected for funding, the award will be contingent upon receipt of a copy of the current IRB approval letter by the AUA Office of Research.

If activities involving vertebrate animals are planned during the research, **the applicant must submit a letter of approval by the Institutional Animal Care and Use Committee (IACUC)**. IACUC letters of approval are not

required at the time of proposal submission. Should the proposal be selected for funding, the award will be contingent upon receipt of a copy of the current IACUC approval letter by the AUA Office of Research.

### C. CHANGES TO PROJECT, PERSONNEL, INSTITUTION, OR FUNDING

Any projects, personnel, or location changes that occur after the proposal is selected for funding or during the award period must be reported to and approved by the Urology Care Foundation. Typically, changes in medical student fellow are not allowed. Exceptions will be made very rarely and only considered on a case-by-case basis and at the discretion of the Director of Research.

**If the awardee is selected for any additional funding from organizations other than the Urology Care Foundation after being selected for a Urology Care Foundation award, the awardees MUST contact the AUA Office of Research to discuss appropriate courses of action.** If the awardee does not meet this requirement, return of any used or unused Urology Care Foundation funds may be required.

### V. CONTACT INFORMATION

Questions related to this Program Announcement and proposal content or submission requirements should be directed to Idrissa Macklin, the AUA's Research Program Specialist. The preferred method of communication is email at [imacklin@auanet.org](mailto:imacklin@auanet.org). Phone calls, when necessary, can be directed to 410-689-3773. Assistance is typically available Monday through Friday from 9:00 a.m. to 4:00 p.m. Eastern time. Response times may vary depending upon the volume of inquiries.