



## **RPB MEDICAL STUDENT EYE RESEARCH FELLOWSHIP**

### **2015 Guidelines and Instructions**

#### **DEADLINE**

Nomination Form: December 15, 2014 for January 2015 deadline  
June 15, 2015 for July 2015 deadline

Application: January 10, 2015 (awarded in June)  
July 1, 2015 (awarded in December)

#### **DESCRIPTION**

RPB Medical Student Fellowship: \$30,000

The Medical Student Fellowship (MSF) encourages gifted medical school students to consider careers in eye research and allows them to take one year off from their studies to participate in a research project at an RPB-supported department of ophthalmology.

#### **ELIGIBILITY**

- RPB-supported chairs may nominate a medical student prior to his/her third or fourth year of medical school. Only MD students are eligible; MD/PhD students are not eligible to apply. A portion of the fellowship should finance the recipient's eye research activities. Candidates must be prepared to devote all of their time to the proposed research project during the fellowship.
- The primary mentor's full-time primary appointment must be in ophthalmology. Part-time ophthalmology faculty may not be primary mentors. The training and/or projects should merit support, not just provide a technician within the department.
- RPB Grantee chairs may nominate one candidate in each grant review cycle enabling a school to possibly receive two (2) MSFs per calendar year.
- As with all RPB awards, chairs may nominate only one person per grant category, per cycle, and candidates must be either US citizens or permanent residents (green card holder) by the application deadline. All RPB grants must remain free of institutional overhead and are non-transferable to other individuals or other institutions. Should the student or the mentor leave the department of ophthalmology, the department must return any unspent funds. Any equipment purchased with RPB funds is the property of the Department of Ophthalmology. Complete grant stipulations are included in award letters.

#### **REPORTING**

- RPB requires an annual interim report while the award is active. A final report is required once funds are expended.
- Failure to properly report and credit research funded by RPB puts your grant at risk for termination.

## NOMINATION FORM AND APPLICATION SUBMISSION

**Nomination Form:** Nomination forms are a requirement. For the January 10 application deadline, nomination forms are due no later than December 15; for the July 1 application deadline, nomination forms are due no later than June 15.

**Applications received without a prior nomination form will not be accepted.** Complete the nomination form and email to Pattie Moran at [pmoran@rpbusa.org](mailto:pmoran@rpbusa.org). Nomination forms should be sent as Word documents only.

**Application:** RPB will accept applications and *most* supporting documentation via the password-protected page on RPB's web site that has been established for application submission. Please note only one (1) upload, with application and all applicable supporting documentation, will be accepted per candidate. This upload must be received **no later than 11:59pm ET on the deadline date.**

- Go to <https://www.rpbusa.org/rpb/grants/grantees/> to log in. NB: You can always find this page on the RPB web site, [www.rpbusa.org](http://www.rpbusa.org), by clicking on the Grants tab on the left side of the home page, and then by clicking on "For Grantees".
- Enter the password: **Research**
- Click on the "Upload Your Grant Application" button to go to the upload form.
- Once you are on the upload form, enter your email address in the "From email" field.
- Upload your application and supporting documentation by browsing for them on your computer using the "Browse" button on the form.
- Use the Message box to add additional information, if any.
- Before clicking "SendThisFile" to send your submission, check that the information is complete.
- Click the "SendThisFile" button to send your application and supporting documentation.

### **This upload must include three separate documents:**

Two signed, completed application forms:

1. One as a PDF document.
2. One as a Word document.

The third document must include, in PDF, in this order:

- The student's CV, in PDF; limit two (2) pages.
- Primary mentor's NIH-style biosketch, in PDF; limit five (5) pages. Mentor must adhere to current NIH format and instructions. Biosketches submitted in any other format will be disqualified.
- The chair's statement on the value of the research fellowship to the department and the student. Statement must be on letterhead, signed, in PDF, and addressed to "RPB's Review Committees". Limit to three (3) pages and font size 10-point or higher.
- The student's signed statement, in PDF, describing how and why his/her interest in eye research developed, personal involvement to date, purpose of the proposed fellowship, and impact expected on future career opportunities. Two-page limit and font size 10-point or higher.
- The primary mentor's signed statement, in PDF, confirming his/her supervisory commitment and describing in detail the research project and the extent of their scientific involvement with the student's efforts. Statement should include an explanation of how RPB funds will be used. Limit to three (3) pages with references included on a fourth page. Entire statement should not exceed four (4) pages. Font size 10-point or higher.

*Transcripts and letters of recommendation should not be included in the application submission upload.*

- Transcripts of undergraduate through most recent available period of medical school are required. Include GPAs if possible. Transcripts can be sent by one of two methods:
  - **Regular mail or package delivery system:** Original, official university-level transcripts in unopened envelopes can be sent directly to Pattie Moran at RPB. All transcripts must be received in our offices **no later than 5pm ET on the deadline date**. Mailing address is: Pattie Moran, Research to Prevent Blindness, 645 Madison Avenue, 21<sup>st</sup> Floor, New York, NY, 10022.
  - **Email:** A password-protected link sent to Pattie Moran directly from the school's registrar's office. The email must be received at pmoran@rpbusa.org **no later than 11:59pm ET on the deadline date**.
  
- Signed letters of recommendation addressed to "RPB's Review Committees" from three (3) scientists and/or mentors. Subject line of the letter must include candidate's name, institution where fellowship will take place, and "Medical Student Fellow". **Recommendation letters must be sent directly from the referee or his/her office and cannot be attached to the institution's application submission upload. Recommendation letters included in the upload will not be accepted.** Late letters or additional letters will not be accepted. Recommendation letters can be sent by one of two methods:
  - **Regular mail or package delivery system:** These letters must be unopened, signed over the seal of the envelope, and sent directly to Pattie Moran at RPB. We suggest using a package delivery system for tracking purposes. All letters using either regular mail or package delivery system must be received in our offices **no later than 5pm ET on the deadline date**. Mailing address is: Pattie Moran, Research to Prevent Blindness, 645 Madison Avenue, 21<sup>st</sup> Floor, New York, NY, 10022.
  - **Email:** These letters must be on letterhead, signed, in PDF, and sent directly to Pattie Moran. All emailed letters must be received at pmoran@rpbusa.org **no later than 11:59pm ET on the deadline date**.

Materials, including recommendation letters, received after the deadline will not be accepted. Incomplete submissions are not forwarded to RPB's review committees and are automatically declined. Notify RPB if there are any changes to the status of major pending grants or faculty members or recruits. If the deadline falls on a weekend or holiday, proposals will be accepted the first following business day. Do not alter application format. Do not include binders, manuscripts, reprints, or any information not required by RPB.

Any questions, please contact Pattie Moran at 646-892-9566 or pmoran@rpbusa.org.

**APPLICATION PREPARATION**

Though the application is self-explanatory, we've included information below to assist you in preparing and completing RPB's Medical Student Eye Research Fellowship Application.

**Do not change formatting. Please keep pagination the same. If necessary, abbreviate answers to fit allotted space. Please provide responses in Arial 9 (font/size). Do not change the font/size of the actual questions.**

**Candidate Information:**

- Enter Candidate's name.
- Enter age at time of application as well as year of birth.
- Enter year MD is anticipated.
- Place X to the right of your selection for the following (see example below):
 

US Citizen                      Permanent Resident (Green Card Holder) X
- Enter name of submitting institution and ophthalmology Chair; include degrees.
- Enter current status, e.g., 2<sup>nd</sup> Year Medical Student, and school.
- Enter proposed status, e.g., Fellow, Ophthalmology Department, University of New City.

**Education:**

- List baccalaureate through medical school training; list all fellowships and specialties.
- Include mentors (if applicable) next to institution name (see example below):
 

University of New City, T. Smith
- Enter Years as YY-YY. Provide actual years at institution, e.g., 05-09, not total number of years, e.g., 4.

**Specialty Field of Proposed Research:**

- Place X to the right of your selection for the following (see example below):
 

Anatomy/Pathology/Oncology X    Biochemistry/Molecular Biology    Clinical/Epidemiologic    Cornea    Lens

**Candidate's Summary:**

- Do not go beyond allotted space.
- In layman's terms, include research interests and background, and anticipated benefit of fellowship. Candidate may expand in statement.

**Research Activities Proposed by Primary Mentor:**

- Do not go beyond allotted space.
- In layman's terms, summarize proposed research training program and candidate's participation. Be sure your response includes one or two sentences outlining the research and objectives to be pursued. Mentor may expand in statement.

**Timeframe for Collaboration:**

- Enter as MM/YY-MM/YY.

**Mentors:**

- List mentors with primary mentor noted first; include degrees, titles and departments.

**Letters of Recommendation:**

- List individuals submitting recommendation letters, including degrees, titles, departments, and schools.

**For RPB Use Only:**

➤ This section is for RPB Use Only. **DO NOT ENTER ANY INFORMATION.**

**Primary Mentor's Current NEI Support as Principal or Co-Investigator:**

➤ Place X to the right of your selection (see example below). If NO, proceed to next question.

Primary Mentor's Current NEI Support as Principal or Co-Investigator: Yes X No

- Specify Source.
- Specify Type, e.g., K08, R01, R21, etc.
- Specify Role, e.g., PI or Co-I.
- Enter Current Year and Total Grant Direct Costs.
- Enter Years as YY-YY. Provide actual years of grant, e.g., 12-16, not total number of years, e.g., 4.

**Primary Mentor's Current NIH Support (other than NEI) as Principal or Co-Investigator:**

➤ Place X to the right of your selection (see example below). If NO, proceed to next question.

Primary Mentor's Current NIH (other than NEI) as Principal or Co-Investigator: Yes X No

- Specify Source.
- Specify Type, e.g., K05, K21, R55, etc.
- Specify Role, e.g., PI or Co-I.
- Enter Current Year and Total Grant Direct Costs.
- Enter Years as YY-YY. Provide actual years of grant, e.g., 12-16, not total number of years, e.g., 4.

**Primary Mentor's NIH Support as Principal or Co-Investigator Terminated Within Past Three Years:**

➤ Place X to the right of your selection (see example below). If NO, proceed to next question.

Primary Mentor's NIH Support as Principal or Co-Investigator Terminated Within Past Three Years: Yes X No

- Include all NIH support.
- Specify Source.
- Specify Type, e.g., K08, R01, R21, etc.
- Specify Role, e.g., PI or Co-I.
- Enter Total Grant Direct Costs.
- Enter Years as YY-YY. Provide actual years of grant, e.g., 11-13, not total number of years, e.g., 2.

**Primary Mentor's Current Grant Support (other than NIH and NEI) as Principal or Co-Investigator:**

➤ Place X to the right of your selection (see example below). If NO, proceed to next question.

Primary Mentor's Current Grant Support (other than NIH and NEI) as Principal or Co-Investigator: Yes X No

- Specify Source.
- Specify Type, if applicable.
- Specify Role, e.g., PI or Co-I.
- Enter Current Year and Total Grant Direct Costs.
- Enter Years as YY-YY. Provide actual years of grant, e.g., 12-16, not total number of years, e.g., 4.

**Primary Mentor's Pending Grant/Renewal Support (all) as Principal or Co-Investigator:**

- Place X to the right of your selection (see example below). If NO, proceed to next question.
- Primary Mentor's Pending Grant/Renewal Support (all) as Principal or Co-Investigator:    Yes X    No
- Specify Source.
  - Specify Type, e.g., K08, R01, R21, etc.
  - Specify Role, e.g., PI or Co-I.
  - Enter Total Grant Direct Costs.
  - Enter Years as YY-YY. Provide actual years of grant, e.g., 15-17, not total number of years, e.g., 2.

**Publications:**

- Primary Mentor's Publication History: Provide number of peer-reviewed publications; number of other publications; and the total number of publications in the mentor's career (number of peer-reviewed and other publications should equal total number of publications).
- Primary Mentor's Publications Pertaining to Proposed Research: Provide number of peer-reviewed publications; number of other publications; and the total number of publications pertaining to proposed research (number of peer-reviewed and other publications should equal total number of publications). Indicate number of publications pertaining to proposed research listed in mentor's biosketch.

**Brief Biographical Sketch of Candidate:**

- Do not go beyond allotted space.
- Include how interest in eye research developed.

**Brief Description of Primary Mentor's Success as a Mentor:**

- Do not go beyond allotted space.
- Primary Mentor should describe his/her success as a mentor. Include total number of mentees; did former mentees publish as a result of their research work in mentor's lab; have former mentees gone on to receive NIH funding; etc.

**Agreement:**

- Chair, Candidate, and Primary Mentor to sign.

**Contact Information:**

- Enter contact information for ophthalmology Chair; include degrees.
- Enter contact information of Grant Coordinator responsible for RPB applications. Include address if different than Chair's and include degrees.
- Complete current contact information for Candidate.
- Enter contact information for Primary and Secondary (if applicable) Mentor(s); include degrees.
- Enter contact information for Ophthalmology Director of Research and Dean of the Medical School; include degrees.

## **NIH-STYLE BIOSKETCH FORMAT AND SAMPLE**

**BIOGRAPHICAL SKETCH**

Provide the following information for the Senior/key personnel and other significant contributors.  
Follow this format for each person. DO NOT EXCEED FIVE PAGES.

NAME:

eRA COMMONS USER NAME (credential, e.g., agency login):

POSITION TITLE:

EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)*

INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	Completion Date MM/YYYY	FIELD OF STUDY

**NOTE: The Biographical Sketch may not exceed five pages. Follow the formats and instructions below.**

**A. Personal Statement**

Briefly describe why you are well-suited for your role in the project described in this application. The relevant factors may include aspects of your training; your previous experimental work on this specific topic or related topics; your technical expertise; your collaborators or scientific environment; and your past performance in this or related fields (you may mention specific contributions to science that are not included in Section C). Also, you may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project. If you wish to explain impediments to your past productivity, you may include a description of factors such as family care responsibilities, illness, disability, and active duty military service.

**B. Positions and Honors**

List in chronological order previous positions, concluding with the present position. List any honors. Include present membership on any Federal Government public advisory committee.

**C. Contribution to Science**

Briefly describe up to five of your most significant contributions to science. For each contribution, indicate the historical background that frames the scientific problem; the central finding(s); the influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology; and your specific role in the described work. For each of these contributions, reference up to four peer-reviewed publications or other non-publication research products (can include audio or video products; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware) that are relevant to the described contribution. The description of each contribution should be no longer than one half page including figures and citations. Also provide a URL to a full list of your published work as found in a publicly available digital database such as SciENcv or My Bibliography, which are maintained by the US National Library of Medicine.



**D. Research Support**

List both selected ongoing and completed research projects for the past three years (Federal or non-Federally-supported). *Begin with the projects that are most relevant to the research proposed in the application.* Briefly indicate the overall goals of the projects and responsibilities of the key person identified on the Biographical Sketch. Do not include number of person months or direct costs.

**BIOGRAPHICAL SKETCH**

Provide the following information for the Senior/key personnel and other significant contributors.  
Follow this format for each person. **DO NOT EXCEED FIVE PAGES.**

NAME: Hunt, Morgan Casey

eRA COMMONS USER NAME (credential, e.g., agency login): huntmc

POSITION TITLE: Associate Professor of Psychology

EDUCATION/TRAINING (*Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.*)

INSTITUTION AND LOCATION	DEGREE (if applicable)	Completion Date MM/YYYY	FIELD OF STUDY
University of California, Berkeley	B.S.	05/1990	Psychology
University of Vermont	Ph.D.	05/1996	Experimental Psychology
University of California, Berkeley	Postdoctoral	08/1998	Public Health and Epidemiology

**A. Personal Statement**

I have the expertise, leadership, training, expertise and motivation necessary to successfully carry out the proposed research project. I have a broad background in psychology, with specific training and expertise in ethnographic and survey research and secondary data analysis on psychological aspects of drug addiction. My research includes neuropsychological changes associated with addiction. As PI or co-Investigator on several university- and NIH-funded grants, I laid the groundwork for the proposed research by developing effective measures of disability, depression, and other psychosocial factors relevant to the aging substance abuser, and by establishing strong ties with community providers that will make it possible to recruit and track participants over time as documented in the following publications. In addition, I successfully administered the projects (e.g. staffing, research protections, budget), collaborated with other researchers, and produced several peer-reviewed publications from each project. As a result of these previous experiences, I am aware of the importance of frequent communication among project members and of constructing a realistic research plan, timeline, and budget. The current application builds logically on my prior work. During 2005-2006 my career was disrupted due to family obligations. However, upon returning to the field I immediately resumed my research projects and collaborations and successfully competed for NIH support.

1. Merrylye, R.J. & Hunt, M.C. (2004). Independent living, physical disability and substance abuse among the elderly. *Psychology and Aging*, 23(4), 10-22.
2. Hunt, M.C., Jensen, J.L. & Crenshaw, W. (2007). Substance abuse and mental health among community-dwelling elderly. *International Journal of Geriatric Psychiatry*, 24(9), 1124-1135.
3. Hunt, M.C., Wiechelt, S.A. & Merrylye, R. (2008). Predicting the substance-abuse treatment needs of an aging population. *American Journal of Public Health*, 45(2), 236-245. PMID: PMC9162292 Hunt, M.C., Newlin, D.B. & Fishbein, D. (2009). Brain imaging in methamphetamine abusers across the life-span. *Gerontology*, 46(3), 122-145.

## **B. Positions and Honors**

### **Positions and Employment**

1998-2000	Fellow, Division of Intramural Research, National Institute of Drug Abuse, Bethesda, MD
2000-2002	Lecturer, Department of Psychology, Middlebury College, Middlebury, VT
2001-	Consultant, Coastal Psychological Services, San Francisco, CA
2002-2005	Assistant Professor, Department of Psychology, Washington University, St. Louis, MO
2007-	Associate Professor, Department of Psychology, Washington University, St. Louis, MO

### **Other Experience and Professional Memberships**

1995-	Member, American Psychological Association
1998-	Member, Gerontological Society of America
1998-	Member, American Geriatrics Society
2000-	Associate Editor, Psychology and Aging
2003-	Board of Advisors, Senior Services of Eastern Missouri
2003-05	NIH Peer Review Committee: Psychobiology of Aging, ad hoc reviewer
2007-11	NIH Risk, Adult Addictions Study Section, members

### **Honors**

2003	Outstanding Young Faculty Award, Washington University, St. Louis, MO
2004	Excellence in Teaching, Washington University, St. Louis, MO
2009	Award for Best in Interdisciplinary Ethnography, International Ethnographic Society

## **C. Contribution to Science**

1. My early publications directly addressed the fact that substance abuse is often overlooked in older adults. However, because many older adults were raised during an era of increased drug and alcohol use, there are reasons to believe that this will become an increasing issue as the population ages. These publications found that older adults appear in a variety of primary care settings or seek mental health providers to deal with emerging addiction problems. These publications document this emerging problem but guide primary care providers and geriatric mental health providers to recognize symptoms, assess the nature of the problem and apply the necessary interventions. By providing evidence and simple clinical approaches, this body of work has changed the standards of care for addicted older adults and will continue to provide assistance in relevant medical settings well into the future. I served as the primary investigator or co-investigator in all of these studies.
  - a. Gryczynski, J., Shaft, B.M., Merrylye, R., & Hunt, M.C. (2002). Community based participatory research with late-life addicts. *American Journal of Alcohol and Drug Abuse*, 15(3), 222-238.
  - b. Shaft, B.M., Hunt, M.C., Merrylye, R., & Venturi, R. (2003). Policy implications of genetic transmission of alcohol and drug abuse in female nonusers. *International Journal of Drug Policy*, 30(5), 46-58.
  - c. Hunt, M.C., Marks, A.E., Shaft, B.M., Merrylye, R., & Jensen, J.L. (2004). Early-life family and community characteristics and late-life substance abuse. *Journal of Applied Gerontology*, 28(2),26-37.
  - d. Hunt, M.C., Marks, A.E., Venturi, R., Crenshaw, W. & Ratonian, A. (2007). Community-based intervention strategies for reducing alcohol and drug abuse in the elderly. *Addiction*, 104(9), 1436-1606. PMID: PMC9000292
2. In addition to the contributions described above, with a team of collaborators, I directly documented the effectiveness of various intervention models for older substance abusers and demonstrated the importance of social support networks. These studies emphasized contextual factors in the etiology and maintenance of addictive disorders and the disruptive potential of networks in substance abuse treatment. This body of work also discusses the prevalence of alcohol, amphetamine, and opioid abuse in older adults and how networking approaches can be used to mitigate the effects of these disorders.





**RPB NOMINATION FORM – REQUIRED**

**Due:** June 15 for July 1 application deadline  
 December 15 for January 10 application deadline

Please refer to Grant Guidelines for eligibility requirements.

<b>Indicate Award:</b> <i>place X next to award</i>			
Career Development:	Disney:	Special Scholar:	Nelson Trust:
Physician-Scientist:	Stein Innovation:	Int'l Research Scholar:	Medical Student Fellow:

<b>All Candidates:</b> <i>include degrees for all individuals listed on this form</i>	
Candidate:	US Citizen:                      Permanent Resident:
Institution:	
Primary Appointment: Title/Dept:	
Secondary Appointment(s): Title(s)/Dept(s):	
Primary Appointment Chair:	
Secondary Appointment Chair:	
Ophthalmology Chair: <i>if different than Primary Appointment Chair</i>	
Ophthalmology Grant Coordinator:	

<b>Career Development Award Only:</b>	
Current Faculty:                      New Recruit:	1 <sup>st</sup> Faculty Appointment Date:
Current Institution:	Proposed Institution:
Current Position: Title/Dept:	Proposed Position: Title/Dept:
Current Secondary Position(s): Title(s)/Dept(s):	Proposed Secondary Position(s): Title(s)/Dept(s):
Most Recently Completed Postdoc Training Period:      PhD      Residency      Fellowship      Date:	
Has the candidate held or does he/she currently have an R01? <i>(Yes or No)</i>	
Year MD Attained:	Year PhD Attained:
If applicable, Recruit Activation Date:	Recruit Secondary Appointment Activation Date:

<b>Medical Student Fellowship Only:</b>	
Current Institution:	Proposed Institution:
At application submission deadline, candidate will be in his/her <i>(2<sup>nd</sup>, 3<sup>rd</sup>, etc.)</i> year of medical school	
Year MD Anticipated:	Timeframe of Fellowship: <i>MM/YY-MM/YY</i>
Primary Mentor:	
Primary Mentor's Primary Appointment: Title/Dept:	
Primary Mentor's Secondary Appointment(s): Title(s)/Dept(s):	

<b>International Research Scholar Only:</b>	
U.S. Collaborator:	
Host U.S. Medical School:	
Collaborator's Primary Appointment: Title/Dept:	
Timeframe of Visit: <i>MM/YY-MM/YY; two-week minimum</i>	

Date Completed:
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Please email completed one-page form as Word document only to RPB Grants Administrator, Pattie Moran, at [pmoran@rpbusa.org](mailto:pmoran@rpbusa.org).