



## ASH Research Training Award for Fellows Required Documents

ASH maintains strict guidelines for Research Training Award for Fellows applications. When filling out the application, you must adhere to the page restrictions and be certain to include all required attachments and complete all required sections. If the application is longer than what is required, it will not be eligible for review. Applicant should use [NIH formatting](#).

- Applicant NIH Biosketch** ([NIH Biosketch format](#)) (Maximum 5 pages)
  - Must contain a list of all grants that provide salary support and the associated percentage of salary covered (active and pending).
- Research Mentor NIH Biosketch** ([NIH Biosketch format](#)) (Maximum 5 pages)
  - Must contain a list of all grants that provide salary support and the associated percentage of salary covered (active and pending).
  - If the applicant has co-mentors, each mentor must submit a biosketch.
- Budget**
  - Please follow instructions in the online awards portal.
- Applicant Career-Development Plan and Candidate Statement** (Maximum 4 pages)
  - On institution letterhead, the document is a letter co-authored by the applicant and his/her research mentor detailing the applicant's career-development plan; current and future academic and research career plans; plans for degree and non-degree earning courses, including attendance at workshops; plans for external grant submissions; and the plan for mentor-applicant interactions.
  - Statements that address that following should also be included: description of the applicant's job and title during the award period; description of the application's ideal job after fellowship; where the proposed project is anticipated to lead; description of the applicant's career path to date; and future career path and goals.
- Project Narrative** (Maximum 4 pages, including references)
  - The narrative should include a detailed description of the proposed research study, including information on the significance, originality, hypothesis, feasibility, and methodology of the project.
  - It should also include a project timeline that contains specific details stating how the project can be completed within the award period.
- Primary Mentor Letter of Support** (Maximum 4 pages)
  - The letter must be on official institution letterhead.
  - This letter should include statements detailing what the mentor will do to support the applicant and the project and why the project should be funded.



- If the applicant has co-mentors, only one statement should be included, but it should be written and signed by both mentors.

**Institutional Commitment Letter From Training Program Director** (Maximum 2 pages)

- The letter must be on official institution letterhead
- The Training Program Director must indicate that at least 75 percent of the applicant's time will be dedicated to research.
- The letter should also include:
  - Statement of anticipated clinical responsibilities for the applicant during the award period.
  - Describe the salary support resources for all of the program's trainees.
  - Applicants other salary support if recipient of this award.
  - Document the institution's financial need for this award.
  - Confirm the availability of the institutional resources to support the proposed project.

**Company Letter** (Optional, Maximum 1 page)

- If the applicant has a project that involves drugs, reagents, etc. from an individual company, a letter will need to be submitted from the drug company. This letter will indicate that the company is supplying the drugs, reagents, etc. to the applicant.

**ASH Member Letter of Support** (If research mentor is not an ASH member and not a hematologist) (Maximum 1 page)

- The letter should from a current ASH member who is familiar with both the applicant and mentor and can show support.