

## CRI IRVINGTON POSTDOCTORAL FELLOWSHIP PROGRAM

Applications must be submitted electronically. Paper applications will not be accepted. The application process requires you to complete a PDF application form for institutional signatures and certification. You must also complete an electronic application form, which requires you to upload supporting materials.

### Completing the PDF Application Form

Before you submit the online application form, you must first complete the [PDF application form](#). Fill out the form, print it, and obtain signatures for the Institutional Certifications section. Signatures will be required from the following individuals:

1. An Internal Review Board (IRB) or certifying officer, who can attest that the proposal is in compliance with government and institutional regulations
2. The institution's administrative officer
3. The institution's financial officer

When your form is complete, you should scan it as a PDF and upload it with your other supporting materials when completing the online application form.

[DOWNLOAD PDF APPLICATION](#)

### Completing the Online Application Form

#### New Users

You will be prompted to create a user account unique to you, which will catalogue all applications you submit to CRI. You will use this account every time you login.

[CREATE ACCOUNT & APPLY](#) 

#### Returning Applicants

Visit the login page to access your saved application.

[LOGIN TO PORTAL](#) 

Before you can access the online application form, you will first be asked to answer six questions that will help determine whether you are eligible to apply for a CRI Fellowship. If you meet the required criteria, you will be directed to the online application. If you do not meet the required criteria, please do not apply, as your application will be eliminated for administration reasons.

Enter in all relevant information, paying special attention to spelling and punctuation. Please avoid using abbreviations, acronyms, and typing in all capital letters. To move from page to page, click the numbered links at the top of the web page. Do not use your browser's "BACK" button to navigate from page to page, as this will cause all data to be lost. You can save your application at any time by clicking the "Save" button at the bottom of each page.

### Uploading Supporting Materials

After you have filled out all required fields on the online application, you will be asked on the final page of the application to upload, in this order, the following supporting documentation in one PDF document:

1. The entire PDF application form, beginning with the cover sheet. Please make sure all signatures have been obtained for section three.
2. Brief description of the applicant's background and research accomplishments.
3. List of other funding sources to which applications have been or will be submitted, with due dates.
4. Applicant's curriculum vitae and bibliography.
5. Brief summary of your project, including a description of how the proposed research is relevant to understanding the role of the immune system in cancer and/or the treatment of cancer through immunological means.
6. Abstract of research in non-technical English explaining the importance of the proposed research and its potential clinical relevance. The abstract will be used for fundraising purposes and submitted to CRI's lay Board of Trustees.

7. Concise research proposal (background, significance, specific aims, materials and methods) not to exceed 6 pages inclusive of tables and figures, exclusive of references. Applications exceeding this page limit will be disqualified.
8. Letter from the sponsor introducing the applicant and describing the sponsor's qualifications to direct the proposed research. The letter must contain assurance that the applicant's project will be conducted under the direct supervision of the sponsor. Finally, sponsors are asked to indicate whether the application was written by the applicant and also whether any preliminary data included in the proposal was generated by the applicant or by the lab prior to the applicant's arrival.
9. Sponsor's curriculum vitae/biosketch, bibliography (limit bibliography to past 5 years or to publications relevant to proposed research), and a list of sponsor's current research support.
10. Two letters of recommendation are required. One letter must be from the applicant's thesis advisor. Applicants who received an M.D. or otherwise who do not have a thesis advisor should have some other qualified individual submit this letter. The second letter should be from an individual well acquainted with the applicant's work. The sponsor may not submit one of these letters. If the sponsor was also the applicant's thesis advisor, you must contact CRI for further instruction.

Only PDF documents will be accepted. All files must be combined into one document and named according to the following formula: if your name is John Brown, your file should be called Brown, John.pdf. Do not submit multiple attachments.

When you have finished uploading the attachments, click "Submit." You will receive a notice confirming that you have successfully submitted your Application Form. Immediately after, an automated notification from CRI will be sent to your email address, also confirming submission.

If you encounter problems uploading your attachment, email it to [grants@cancerresearch.org](mailto:grants@cancerresearch.org). Be sure to note the application number, which will be assigned to you at the time of submission.

Online applications will be accepted until 5 p.m. Eastern Time on the deadline date. If the deadline falls on the weekend, applications will be accepted until the close of business that following Monday. We strongly suggest submitting your applications as early as possible to provide ample time in case your application is incomplete. Incomplete applications will not be considered.

### **Note on Letters of Recommendation**

Documents 8 through 10 may be submitted directly by referees via the web as a PDF. On Page 5 of the online application, please specify e-mail addresses for those providing letters of support. Referees will then be sent a link where they will be prompted to upload their recommendation letter. Please note that the application should not be submitted by the applicant until referees have uploaded their letters.

While direct submission is preferred, referees may instead scan a copy of their letter as a PDF and email it to [grants@cancerresearch.org](mailto:grants@cancerresearch.org).

In cases where the referee submits the recommendation letter to the applicant, the applicant should scan the original, signed letters and collate them into the supporting documentation attachment that is uploaded at the time of electronic application submission. If recommendation letters will be included with the supporting documentation or emailed to [grants@cancerresearch.org](mailto:grants@cancerresearch.org), there is no need to provide e-mail addresses for referees on Page 5 of the online application.

All letters should be scanned in grayscale at a maximum resolution of 300 dpi to keep file size to a minimum. Do not scan in color, as this will significantly increase the file size, which could potentially cause uploading problems.

### **Formatting Guidelines**

Any documents you attach to your online application form must be typed single-space using a 12 point or larger font size.

**[A browser plugin may be required for the PDF file found this page.](#)**

*\*Immunotherapy results may vary from patient to patient.*

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