

DORIS DUKE CHARITABLE FOUNDATION
CLINICAL SCIENTIST DEVELOPMENT AWARD 2009
Nomination Submission Instructions

Institutions nominating candidates must submit their nominations using the foundation's online system on or before November 5, 2008. Institutions will nominate their respective candidates electronically at: <http://www.ddcf.org/apps/csda/index.asp>.

Please be sure that you gather **all** the required information listed below before going into the online system. Nominations submitted by other methods will not be accepted. It is the responsibility of the institutions to ensure that candidates nominated meet **all** of the eligibility requirements. Nominations are final upon electronic submission; the replacement of nominees will not be permitted.

Nominations are due by 5 pm EST on November 5, 2008.

The following information must be entered online:

- The nominating institution
- The name and contact information (telephone and e-mail) for the person to be contacted with questions about the institution's nominations
- The Grant receiving organization that will accept and administer the award: (must be exempt from federal income taxation as an organization described in section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code") and must not be a private foundation or a Type III supporting organization as defined in Section 509(a) of the Code)
- The name of each nominee and his/her complete contact information.
- The completion date of the nominee's most recent fellowship.
- The title (e.g., instructor or assistant professor), appointment date, and institution name of the nominee's first faculty-level appointment.
- The title (e.g., instructor or assistant professor), appointment date, and institution name of the nominee's current faculty-level appointment.
- The disease area(s) (please use the Disease/Specialty Area Reference Document found on www.ddcf.org/mrp-csda) and the clinical research type of the proposed research. (The clinical research types are: etiology/pathogenesis, therapeutic intervention, clinical trial, disease control, epidemiology, and health outcomes.)
- The tentative proposal title and keywords for the proposed research area.
- Biographical information about the nominee: year of birth, gender, race/ethnicity, and whether the individual is from a historically disadvantaged background. The Doris Duke Charitable Foundation values the diversity of the nominees. We are collecting data on race/ethnicity and gender to measure progress in the nomination of diverse applicants. Please identify the candidate as one of the listed racial/ethnic and gender categories; if no one category is accurately descriptive, please select the closest category listed. The information provided will be anonymous and will not affect the nominee's standing in the process. These data are for statistical purposes only and will only be described in aggregate. The information will not be used for any other purposes. Individual information will be kept on a secure server and will not be provided to the review panel.

- Complete contact information for the Dean of the degree-granting institution.
- A signed letter from the Dean of the degree-granting institution confirming the nominations. This is not a letter of recommendation and will not be forwarded to the review panel. It is strictly a confirmation of the institution's nominees. This signed letter must be in PDF format.