

HELMUT SCHUMANN FELLOWSHIP

Application Protocol

- I. Candidate [Not to exceed 2 pages]
 - A. A description of the candidate's commitment to primary prevention and health promotion.
 - B. A description of immediate and long-term objectives of the candidate, explaining how the award will contribute to their attainment.
 - C. *Curricula vitae* of the applicant and key personnel. Do not exceed 3 pages each. Please limit publications to the past 5 years.

- II. Program Plan (Not to exceed 5 pages)
 - A. Brief description of the proposal and its relevance to primary prevention and health promotion to be used for announcements and publicity.
 - B. An introduction to the problem that should include a concise review of the pertinent literature, a clear statement of specific aims and measurable objectives of the proposal. Any relevant preliminary work by the applicant should be discussed here.
 - C. A detailed description of the two-year program in healthful living to be developed for patients or teaching initiatives for health professionals and patients. The work proposed should be appropriate in scope to the budget and the period of the award. In general, the length of the combined Introduction and Description sections should not exceed 5 pages single-spaced. (*In the past, some unsuccessful applications have lacked adequate detail and clear definition of measurable objectives by which the success of the fellowship could be determined.*)
 - D. References as appropriate.
 - E. Statement of anticipated progress in the requested time.
 - F. A detailed budget for the proposed program, not to exceed \$50,000 in Foundation funding over the two years of the award. Indicate the source and amount of any operational support, matching funds or sabbatical leave available to the applicant.

- G. Direct or potential clinical applications of the research and plans for applications based upon work done under this protocol to be submitted to other funding agencies.

III. Other Requirements

- A. All applications must receive the approval from the chairman of the department in which you will be working during the period of the fellowship.
- B. At least one letter of support from colleague(s) attesting to the applicant's understanding and commitment to primary prevention and health promotion.

IV. A total of 6 copies (original application plus five copies) must be submitted to the Hitchcock Foundation for consideration. All copies should be stapled or clipped such that each is a self-contained unit containing all enclosures.

V. Late applications will not be accepted. Applications will be reviewed for completeness by the Hitchcock Foundation staff. Incomplete or late applications will be returned to the applicant without further consideration. Applications will be evaluated for merit by The Hitchcock Foundation's Helmut Schumann Fellowship Review Committee.

VI. Upon completion of the Fellowship, the Fellow is required to submit a terminal report to the Hitchcock Foundation with the results of his or her work.

Note: Available in the Hitchcock Foundation office a "Guide to Awarding the Helmut Schumann Special Fellowship," which outlines the thoughts Mr. Schumann had in creating this fellowship. Candidates may have a copy of it sent to them upon request.

Revised 7/10