

Information *for* Medical Fellows *and* Fellowship Institutions

Research Training Fellowships for Medical Students

2009

Initial year of research training

**Continued support for
second year of research training**

HHMI
HOWARD HUGHES MEDICAL INSTITUTE

Office of Grants and Special Programs

Howard Hughes Medical Institute

www.hhmi.org

The Howard Hughes Medical Institute is a medical research organization dedicated to biomedical research and education. Its principal objectives are the advancement of fundamental knowledge in the biomedical sciences and the application of that knowledge to alleviate disease and promote health.

Through its grants and special programs, HHMI seeks to strengthen science education and biomedical research by supporting current and future leaders to advance scientific knowledge, develop educational products, and implement outstanding educational practices.

Research Training Fellowships for Medical Students

HHMI's medical fellowships are awarded to students enrolled in medical, dental, and veterinary schools in the United States and are intended to strengthen and expand the nation's pool of medically trained researchers. These fellowships provide funds to help meet fellows' research-related expenses and education costs during the research-training period.

Fellowships are awarded annually to provide support for one year of full-time training in fundamental biomedical, clinical, translational, or applied research. The fellowship includes a stipend, a research allowance to meet the fellow's research-related expenses, and a fellow's allowance to be used on behalf of the fellow for health care, tuition and fees, and other research-related expenses.

Information on the fellowship program and eligibility requirements is available at www.hhmi.org/medfellowships.

Program Policies and Procedures for Fellows and Fellowship Institutions

3	TERMS AND CONDITIONS	7	TEMPORARY INTERRUPTION OF FELLOWSHIP
3	LOCATION OF STUDY	7	Illness, Disability, or Long-Term Family Care
3	FELLOWSHIP ADMINISTRATION	7	Military Service or Jury Duty
3	Fellowship Officer	7	Other Leave
4	Financial Administrator	7	Vacations
4	Payment Administrator	7	STIPEND AND ALLOWANCES
4	Arrangements for Fellows from Other Medical, Dental, or Veterinary Schools	8	Payment Mechanism
4	<i>Terms and Conditions</i> Document	8	Stipend
4	Transfer of Fellowship to Another Institution	8	Research Allowance
		8	Fellow's Allowance
		9	Supplementary Income
5	SCHOLARLY ACTIVITIES	9	Purchases
5	Area of Research	9	Changes in Stipend and Allowances
5	Major Change in Research Plan or Change in Research Mentor	9	Funds Remaining at the End of the Fellowship Year or Term
5	Publications		
5	Intellectual Property Rights	10	TAX AND OTHER LEGAL CONSIDERATIONS
6	Responsible Conduct of Research	10	Income Tax
6	Allegation of Scientific Misconduct	10	Accounting and Audit
6	DURATION OF FELLOWSHIP TERM	10	REPORTING: FELLOW'S RESPONSIBILITIES
6	GRADUATION FROM MEDICAL, DENTAL, OR VETERINARY SCHOOL	10	Current Name and Address
		10	Fellow's Annual Progress Report
		10	Completion of Fellowship
6	RESIGNATION OR TERMINATION OF FELLOWSHIP	10	Career Updates by Former Fellows
		11	Alumni Network
		11	Publications
		11	Notification of Change in Fellowship Status

- 11 **REPORTING: FELLOWSHIP
INSTITUTION'S RESPONSIBILITIES**
- 11 Annual Financial Reports
- 11 Change in Nonprofit Status
- 11 Change of Fellowship Officer,
Financial Administrator, or
Payment Administrator

- 12 **OTHER MATTERS**
- 12 Meeting of Medical Fellows
- 12 Relationship with HHMI
- 12 Public Announcement and Attribution
- 12 Outreach

- 13 **CONTACTING HHMI
PROGRAM STAFF**

Program Policies and Procedures for Fellows and Fellowship Institutions

TERMS AND CONDITIONS

Fellows and their fellowship institutions agree to use grant funds provided under this program in a manner that conforms to

- the *Terms and Conditions* document that is signed by representatives of HHMI and the fellowship institution;
- the policies and procedures set forth in this information booklet and in any further documents provided by HHMI; and
- all applicable HHMI policies and procedures.

Fellows and fellowship institutions are urged to review the information in this booklet carefully and to consult it before calling HHMI with any questions.

Fellowship institutions are responsible for complying with all relevant laws, including those relating to the receipt and disbursement of grant funds from HHMI. This includes responsibility for any reporting or withholding of funds as required by federal, state, or local laws and regulations.

HHMI reserves the right to terminate a fellowship if the requirements set forth in the *Terms and Conditions* document and this information booklet, as well as any other requirements that HHMI may determine to be necessary, are not met. If a fellowship is terminated, all required reports must be submitted, and HHMI may ask that unused funds be promptly returned.

LOCATION OF STUDY

Fellowship research must be conducted at an academic or nonprofit research institution in the United States, excluding the National Institutes of Health in Bethesda, Maryland. The fellowship

institution need not be the fellow's medical, dental, or veterinary school. Fellows are responsible for making all arrangements for attendance at their chosen institutions. A fellow may engage in research away from the fellowship institution (including a non-U.S. research institution) during the fellowship term if, in the research mentor's judgment, such an arrangement would further the fellow's training. The fellow's mentor must be employed by an academic or nonprofit research institution in the United States.

After each annual competition, HHMI notifies awardees and their fellowship institutions. In most cases, HHMI designates as the fellowship institution the university at which a fellow is enrolled rather than any constituent part, such as a medical, dental, or veterinary school. An exception is made if the medical, dental, or veterinary school is listed separately in the *Higher Education Directory* (Higher Education Publications, Falls Church, Virginia).

FELLOWSHIP ADMINISTRATION

Fellowship institutions are required to designate a fellowship officer, financial administrator, and payment administrator for the fellowship program (the same person may be designated for all three roles, if appropriate). *HHMI must be promptly notified if there is a personnel change in any of these roles.* Please notify HHMI by sending an e-mail to medfellows@hhmi.org. (See "Change of Fellowship Officer, Financial Administrator, or Payment Administrator," page 11.)

Fellowship Officer. The *fellowship officer* is the principal point of contact for the fellow, the financial administrator, the payment administrator, and HHMI staff about any nonfinancial matters

relating to the fellowship program. Responsibilities include administering the program consistently with policies set forth in the *Terms and Conditions* document, this information booklet, and any additional documents provided by HHMI. The fellowship officer also confirms dates for fellowship completions and resignations and confirms which fellows, if any, are on leave.

Financial Administrator. The *financial administrator* is the primary contact for HHMI, the fellowship officer, the payment administrator, and fellows on all financial matters relating to the fellowship program. In addition, the financial administrator is responsible for completing and submitting the annual financial report for every HHMI medical fellow. Reports to HHMI are due on September 30 each year. If this responsibility is shared at any given fellowship institution, the financial administrator has the final responsibility for submitting the report to HHMI and is the person to whom HHMI will come with questions.

Payment Administrator. The *payment administrator* has the sole responsibility of receiving the annual payment on behalf of active HHMI medical fellows and dispersing those funds accordingly. This includes providing a copy of the payment letter (which details funding increases and other key information) and the enclosure listing each fellow included in the payment to the appropriate offices at the fellowship institution.

HHMI will notify the fellow of the names and roles of the fellowship officer, financial administrator, and payment administrator. The fellow should direct questions about fellowship matters to the appropriate person at the fellowship institution before contacting HHMI.

Arrangements for Fellows from Other Medical, Dental, or Veterinary Schools. If the fellowship institution is not the fellow's own medical, dental, or veterinary school, the fellowship officer must ensure that arrangements are made to provide the

fellow with access to resources comparable to those available for other medical or dental students academically enrolled at the fellowship institution. Such resources may include library privileges, an e-mail address, Internet access, parking, and eligibility for group health insurance.

Terms and Conditions Document. For newly designated fellowship institutions (i.e., those that have previously not hosted an HHMI medical fellow), a *Terms and Conditions* document and an HHMI grant ID number for each medical fellow are transmitted to the official suggested by the fellow's mentor. An official at the fellowship institution must sign the *Terms and Conditions* document, which incorporates by reference the policies and procedures detailed in this information booklet and in any further documents provided by HHMI.

Appendixes to the *Terms and Conditions* document are used to designate the fellowship officer, financial administrator, and payment administrator.

Any new medical fellows at a fellowship institution in subsequent years will receive new grant ID numbers, and they will be covered under the most recent *Terms and Conditions* document.

Transfer of Fellowship to Another Institution. Fellows may transfer to another eligible institution only with the written approval of HHMI. The request letter, which may be sent by e-mail to medfellows@hhmi.org, must name the proposed new fellowship institution and department, specify the reason(s) for the change, and provide a transfer timetable. If relevant, the name of the new mentor must be indicated and the new research plan described. A transfer will usually be approved if the fellow's mentor moves to a new institution. Transfers for other reasons will be considered on a case-by-case basis. The fellow is responsible for informing the fellowship officers, financial administrators, and payment administrators at both institutions involved in the transfer.

If HHMI approves the transfer of a fellowship, the original fellowship institution must refund to HHMI the *cumulative* remaining balance of the stipend and allowances no later than one month after the effective date of the transfer. HHMI will then transfer the funds to the new fellowship institution.

A fellow may study or engage in research away from the fellowship institution during part of the fellowship term if in the mentor's judgment such an arrangement would further the fellow's research training. This is not considered a change of fellowship institution.

SCHOLARLY ACTIVITIES

Area of Research. During the fellowship year, fellows must be engaged full time in research on biological processes or disease mechanisms.

Eligible fields include the following:

Biochemistry	Mathematical and computational biology
Bioinformatics ¹	Microbiology
Biophysics	Molecular biology
Biostatistics	Neuroscience
Cell biology	Pharmacology
Developmental biology	Physiology
Epidemiology ²	Structural biology
Genetics	Virology
Immunology	

Major Change in Research Plan or Change in Research Mentor. A major change in the research plan or a change of research mentor after the fellowship award is accepted requires the approval of HHMI if the fellowship is to be continued. Minor changes in the research plan do not need HHMI approval.

Fellows must request approval from HHMI in writing (hard copy) and notify the fellowship officer of this request. The letter must include, as appropriate, the proposed new department, mentor, or research plan, along with the reason(s) for the request and a timetable for the change.

The new research plan should be in the same format as the research plan submitted in the original fellowship application. The research mentor must cosign the letter to indicate endorsement of the new proposal. If the new research plan is not approved, the fellow must resign the fellowship.

For a change of mentor, the proposed new mentor must provide both a letter indicating willingness to serve as the fellow's research mentor and the information required in the Mentor's Endorsement section of the fellowship application. Requests to receive research training in a department that does not have a formal biological sciences program will be considered on a case-by-case basis.

Publications. Fellows are wholly responsible for the conduct of research and the preparation of research results for publication within the guidelines established by their fellowship institutions. An acknowledgment of HHMI support must appear in any publication that is based on the fellowship research. A suggested format for the acknowledgment follows:

Janel/John Doe is/was a Howard Hughes Medical Institute Medical Research Training Fellow.

Fellows should promptly notify HHMI when forthcoming publications are accepted so that HHMI can use this information in its print or Web publications.

Intellectual Property Rights. HHMI claims no rights to any products, materials, inventions (or

1. For purposes of fellowship eligibility, health services research, such as computerized diagnosis or treatment algorithms, is not included in bioinformatics.
2. Research directed toward an understanding of biological factors relevant to disease distribution in populations or of associations with biological factors that may suggest causal influence and/or prevention strategies.

associated patents), or writings that might result from research supported by its fellowship awards. Fellows should be aware, however, that the federal government or other parties may acquire such rights through other support for particular research.

Responsible Conduct of Research. Fellows are expected to conduct their research in compliance with all applicable laws, regulations, and policies regarding protection of human research subjects, humane care and use of laboratory animals, and laboratory safety.

Allegation of Scientific Misconduct. If an allegation of scientific misconduct is brought against a fellow, the fellow will be subject to the procedures in place at the fellowship institution. The fellowship institution must notify HHMI's vice president for grants and special programs of both the allegation and the procedures that the fellowship institution will follow to inquire into the allegation. HHMI's vice president for grants and special programs must be notified of the outcome of these inquiries.

DURATION OF FELLOWSHIP TERM

The fellowship term is 12 consecutive months and includes periods of full-time research and independent study, whether or not the fellowship institution is in session, and any short vacation periods normally scheduled at the institution. Fellows may not undertake medical, dental, or veterinary school coursework or a clerkship; however, they may receive academic credit for their research. Fellows may request permission from HHMI to take a graduate school course that is directly related to their research during the fellowship term.

The term for fellows in the initial year of research training must begin *no earlier than June 1 and no later than September 1* following notification of the award.

GRADUATION FROM MEDICAL, DENTAL, OR VETERINARY SCHOOL

Fellows must notify HHMI of the completion of their medical, dental, or veterinary studies whether it occurs during or after the fellowship term (see "Fellow's Annual Progress Report," page 10, and "Career Updates by Former Fellows," page 10). They are expected to provide HHMI with information about any new position or affiliation and contact information. Fellows who subsequently pursue a Ph.D. degree are asked to inform HHMI of completion of that degree as well.

RESIGNATION OR TERMINATION OF FELLOWSHIP

Fellows who terminate fellowship-related activities at the fellowship institution before the expected end of the fellowship term are considered to have resigned. Fellows must notify HHMI (preferably by e-mail to medfellows@hhmi.org), the fellowship officer, the financial administrator, and the payment administrator in writing of their intention to resign the fellowship, the effective date of the resignation, and the reason for the resignation.

Fellows who terminate research training at a fellowship institution before completion of the expected fellowship term are considered to have resigned.

Interruptions resulting from serious illness, disability, long-term family care, military service, jury duty, or other approved leave do not constitute resignation (see "Temporary Interruption of Fellowship," page 7). The fellowship institution may hold fellowship funds, which are to be used by the fellow on return to fellowship activities.

A stipend is to be paid only for those months during which the fellow is engaged in fellowship activities. For a fellow who resigns or otherwise terminates research training before the expected fellowship end date, the unpaid portion of the

stipend must be refunded to HHMI within two months of the resignation. If a fellow resigns or otherwise terminates research training in the first six months of a fellowship year, half the amount of the annual allowances must be refunded to HHMI.

TEMPORARY INTERRUPTION OF FELLOWSHIP

Research under the fellowship is expected to be continuous. However, a leave of absence will normally be approved for serious illness, disability, long-term family care (e.g., birth or adoption of a child, serious illness of a family member, or death of a family member), military service, and jury duty. Arrangements should be consistent with the policies of the fellowship institution. Other requests will be considered on a case-by-case basis. *Fellows on approved leave will not receive support from HHMI during that period;* however, provisions may be made for reservation of a fellowship (or the balance of it) and for reinstatement of the unused portion at a later date.

Fellows are responsible for notifying the fellowship officer as soon as they become aware of the need to take leave from their research and for requesting leave from HHMI as soon as it has been approved by the fellowship institution. Fellows must make their requests in writing (hard copy) before the start of a period of leave or as soon as possible thereafter. The letter requesting leave must indicate

- the reason leave is requested;
- the expected period for which leave is requested; and
- the arrangements that have been made with the fellowship institution for this period.

The letter must be cosigned by the mentor. Otherwise a separate letter from the mentor is required for HHMI approval of leave.

Illness, Disability, or Long-Term Family Care.

In the event of serious illness, disability, or long-term family care (e.g., birth or adoption of a child, serious illness of a family member, or death of a family member) that prevents full-time fellowship activity, the fellowship institution is responsible for making arrangements that are consistent with its general policies for dealing with such events. Generally, HHMI will automatically approve such leave.

Military Service or Jury Duty. A brief interruption of a fellowship for authorized military service or training or for certain activities in lieu of service with the regular armed forces will be permitted. Leave for jury duty will also be permitted.

Other Leave. A leave of absence for other reasons, for a period generally not to exceed one year, may be granted, depending on the particular circumstances. Requests will be considered on a case-by-case basis, and in most cases HHMI will follow the policy set by the fellowship institution with respect to granting leave.

Vacations. Fellowships do not specifically provide for a vacation period during the fellowship term. However, fellows are entitled to short holidays observed by fellowship institutions, such as winter holidays, spring breaks, and short between-term breaks. Holiday time may not be accumulated for later use. If a fellowship institution should close for a long time, the fellow is expected to make arrangements for the use of facilities necessary to carry out the research supported by the fellowship award. If this cannot be done at the fellowship institution, the fellow should make arrangements to carry out the research elsewhere.

STIPEND AND ALLOWANCES

The fellowship includes a stipend, a research allowance, and a fellow's allowance to be used on behalf of the fellow. There are no dependency

allowances, and HHMI does not provide supplemental funding during the fellowship term.

Payment Mechanism. HHMI provides funds to the fellowship institution, which then pays stipends directly to fellows according to a schedule established by the fellowship institution. Indirect costs (F&A) are not covered with this award. Fellows and mentors should contact the financial administrator for information about the fellowship institution's established schedule and procedure for stipend payments, for tuition payments where applicable, and for drawing on other allowances.

HHMI makes annual payments for medical fellows at a fellowship institution. Electronic payment is made in June on behalf of fellows receiving support for that fellowship year. Notification of electronic payments, along with a list of fellows covered by the payments, are sent to the designated financial administrator (the fellowship officer and payment administrator are courtesy copied). If the fellowship institution is not the fellow's own medical, dental, or veterinary school, the financial administrator at the fellowship institution will make the stipend, fellow's allowance, and research allowance available to the fellow at the fellowship institution.

Payments are suspended for fellows on approved leave.

Stipend. For all fellows, the stipend during the 2009–2010 grant year will be \$27,000. Stipends are paid only for those months during which the fellow is engaged in research under the fellowship at $\frac{1}{12}$ of the grant year total per month. The total of such disbursements should be reported as such in the annual financial report submitted by the financial administrator.

Research Allowance. On behalf of each fellow, HHMI provides an annual research allowance of \$5,500, which should be used for research-related expenses that directly benefit the fellow, including

travel to scientific meetings. Fellows are required to use their research allowance to fund transportation, with economy air or train fare, to the Clinical Investigator Student Trainee (CIST) Forum at the NIH in Bethesda, Maryland, in the fall of their fellowship term. In addition, fellows are expected to attend one scientific conference related to their research during their fellowship term, particularly as a presenter. The HHMI administration views conference attendance as an important component of the research training experience. After consulting with their mentor, fellows should advise HHMI of their conference attendance plans. The research allowance may not be used for the purchase of computer equipment, software, cell phones, PDAs, MP3 players, or any related accessories. The fellow should work in collaboration with the mentor to determine appropriate uses for the research allowance portion of the grant funds and to monitor the balance available. The research allowance is not meant for general lab supplies for the mentor's laboratory beyond those supplies required by the fellow. Prior approval from HHMI and the fellow's mentor must be obtained for any single purchase over \$1,500, travel expenses exceeding \$1,500, or any international travel.

Fellow's Allowance. On behalf of each fellow, HHMI provides the fellowship institution with an annual fellow's allowance of \$5,500. The first priority for the use of this allowance is health insurance and medical and dental expenses for the fellow. If the fellow chooses, it is also permissible to use the fellow's allowance for tuition and registration fees within the fellowship term and research-related expenses that directly benefit the fellow. (Note: It is not permissible to use any funds in the award for tuition or registration fees toward any professional degree, except to the extent that students are required to maintain their matriculation at their medical, dental, or veterinary school.) The fellow should work in collaboration with the fellowship institution to determine

appropriate uses for the fellow's allowance portion of the grant funds and to monitor the balance available. The fellow's allowance may not be used to pay for tuition or fees at an institution that a fellow visits for a brief period of research. If the fellow is conducting research at a fellowship institution that is not his or her home medical, dental, or veterinary school, the fellow's allowance may be used to cover reasonable travel and moving expenses to and from the fellowship institution up to \$1,500. Prior approval by HHMI must be obtained for all moving expenses.

Examples of inappropriate uses of the allowances include payment for the fellow's Internet connection at home, reimbursement of travel expenses to residency interviews or medical board exam sites, medical board exams fees, medical, dental, or veterinary school textbooks, and any other expenditures not directly related to his or her research training. Please send an e-mail to medfellows@hhmi.org if you have any questions regarding the appropriate use of the allowances.

Fellows are not allowed to overlap the use of their allowances. That is, remaining funds from the research allowance may not be used to supplement expenses that fall within the fellow's allowance.

Supplementary Income. Fellows are not permitted to supplement the stipend or allowances through private employment or consulting work, nor may they receive funds from another external fellowship, scholarship, or similar award. However, the fellowship institution may supplement the stipend in accordance with its usual policy for comparable students. Pay received by a fellow for occasional attendance at military reserve or National Guard functions is exempt from these limitations on supplementation of the fellowship stipend.

Purchases. Ownership of laboratory equipment is determined by the fellowship institution's usual policies governing such purchases. Any purchase over \$1,500 must be approved by the mentor and HHMI.

Changes in Stipend and Allowances. HHMI will advise financial administrators, fellowship officers, and fellows of any changes in the amounts of the stipend and allowances at the time of the June payment; that payment will reflect the changes. Information about changes may also be obtained by consulting the program announcement for the medical fellowship competition, which is updated annually and available on the Web at www.hhmi.org/medfellowships.

Funds Remaining at the End of the Fellowship Year or Term. Funds not expended in the year for which they were budgeted may be carried over to the next year for continued fellows without approval from HHMI.

For the research allowance, the mentor may continue to use any balance remaining at the end of the fellowship term, even if the fellow does not continue in research in that laboratory.

Fellows who remain at a fellowship institution following the fellowship term may use any balance in the fellow's allowance for research-related purposes including continuation of the research conducted during their HHMI fellowship, and attendance at scientific conferences related to the research conducted during their HHMI fellowship, particularly if they are a presenter. The fellowship institution must make every attempt to make these funds available to the fellow before the fellow leaves the fellowship institution. If there is a remaining balance after a fellow leaves the fellowship institution, the funds must be used by the medical, dental, or veterinary school to benefit current or former fellows in this program or other medical, dental, or veterinary students, or to defray education-related expenses.

Funds remaining in the research and fellow's allowance accounts at the end of the fellowship term may not be used to purchase computer equipment, software, cell phones, PDAs, MP3 players, related accessories, or for any inappropriate uses (see page 8 for details).

TAX AND OTHER LEGAL CONSIDERATIONS

Income Tax. Under the Internal Revenue Code, income received as a scholarship or fellowship must generally be included in gross income for federal income tax purposes, unless the funds are used for tuition and enrollment fees or for books, supplies, and equipment required for instruction. Fellows are responsible for establishing the amount of their taxable income and for making any required payments of estimated tax.

To assist fellows in understanding their tax liabilities, fellowship institutions are expected to provide each fellow with a statement of amounts paid to or on behalf of the fellow. The statement should include detail that is sufficient to enable fellows to report their taxable income properly. Financial administrators are expected to ensure that fellows receive appropriate information about income taxes.

Fellows should consult with their fellowship institutions on any questions they may have about income tax matters, including federal, state, or local income taxes for which they may be liable. Fellows who are not U.S. citizens or nationals may also consult Internal Revenue Service (IRS) publication No. 519, *U.S. Tax Guide for Aliens*, available from the IRS website at www.irs.gov/pub/irs-pdf/p519.pdf.

The following IRS publication contains further information that may be of interest to fellows: Publication 970, *Tax Benefits for Education*. This publication can be downloaded from the IRS website at www.irs.gov/pub/irs-pdf/p970.pdf.

Accounting and Audit. The fellowship institution must record the receipt of fellowship funds, together with any expenditures related to the fellowship, in a manner (e.g., in a separate ledger account) that enables HHMI to verify that the funds received have been expended for the purposes for which the fellowship was awarded. Records pertaining to each fellowship award, along with copies of relevant

financial reports submitted to HHMI, must be retained in the fellowship institution's files for three years after completion of the fellowship. HHMI reserves the right to audit these records during and after the term of the fellowship or to have an audit conducted by independent auditors.

REPORTING: FELLOW'S RESPONSIBILITIES

Current Name and Address. For the duration of the fellowship period, a fellow must provide current mailing addresses (school and home), an e-mail address, telephone numbers (school and home), and the name and address of a permanent contact person (someone who is likely at any time to know the fellow's current address). Once the fellowship term begins, the fellow must notify HHMI promptly, preferably by e-mail (medfellows@hhmi.org), of any name or mailing address change, as well as of any change in the name or address of the permanent contact.

Fellow's Annual Progress Report. Each year, a progress report must be submitted to HHMI via the Annual Progress Report (APR) component of the Web portal GrantsCentral (www.hhmi.org/grantscentral). HHMI will send fellows the Web address for GrantsCentral, their user IDs and passwords to log into the system, and the date the report is due.

Completion of Fellowship. At the end of the fellowship term, fellows must provide final progress reports or submit career update reports via GrantsCentral (www.hhmi.org/grantscentral). It is especially important for HHMI to know about a fellow's new position and affiliation and any new contact information (professional address, telephone number, and e-mail address).

Career Updates by Former Fellows. In accepting the award, fellows agree to update HHMI at least annually after the fellowship term about any new position, affiliation, or contact information

(especially an e-mail address). This reporting is done through the Alumni Update component of GrantsCentral (www.hhmi.org/grantscentral). The information helps HHMI assess the effectiveness of the fellowship program and inform former fellows about relevant HHMI programs.

Alumni Network. HHMI has developed an alumni network to foster networking and enhance a sense of community among current and former fellows across all HHMI graduate programs. We want to know what resources would be useful to alumni and how best to provide them. Please use the Alumni Update section of GrantsCentral (www.hhmi.org/grantscentral) to keep your e-mail address current because we will be periodically contacting fellows and former fellows. If you are interested in serving as a representative from your fellowship year or geographical area, contact us by e-mail at medfellows@hhmi.org.

Publications. One copy of all publications derived from research carried out during the term of the fellowship must be provided to HHMI in print or PDF format. An acknowledgment of HHMI support must appear in any publication that is based on the fellowship research (see “Publications,” page 5).

Fellows should promptly notify HHMI as soon as upcoming publications are accepted so that HHMI can use this information in its print or Web publications.

Notification of Change in Fellowship Status. Fellows are responsible for notifying HHMI and their fellowship officers, financial administrators, and payment administrators regarding changes in status (see “Transfer of Fellowship to Another Institution,” page 4; “Area of Research,” page 5; “Graduation from Medical, Dental, or Veterinary School,” page 6; “Resignation or Termination of Fellowship,” page 6; and “Temporary Interruption of Fellowship,” page 7).

REPORTING: FELLOWSHIP INSTITUTION’S RESPONSIBILITIES

Annual Financial Reports. The *financial administrator* at the fellowship institution must submit annual financial reports (via GrantsCentral at www.hhmi.org/grantscentral) by September 30 to cover all fellows who have received any HHMI support during the preceding 13-month reporting period (June 1 through August 31). For new fellowship institutions, the first reports will be due September 30 of the year following notification of the fellowship award. The financial administrator should collaborate with the appropriate office at the fellowship institution and ensure the timely completion and return of the reports to HHMI. New financial administrators will be notified by HHMI of the Web address and their user IDs and passwords for accessing GrantsCentral. Financial administrators are expected to keep a record of their user IDs and passwords in order to complete their financial reports each year.

Change in Nonprofit Status. The *financial administrator* must notify HHMI immediately of any change or expected change in the fellowship institution’s status as a nonprofit organization exempt from federal income tax.

Change of Fellowship Officer, Financial Administrator, or Payment Administrator. A written request to HHMI from one of these three individuals must provide the name and title of a new fellowship officer, financial administrator, or payment administrator; the effective date of the change; mail and express delivery addresses; telephone and fax numbers; and an e-mail address. The person submitting the request must also provide his or her name, title, and telephone number. The request must be made by sending an e-mail to medfellows@hhmi.org.

OTHER MATTERS

Meeting of Medical Fellows and Research

Scholars. All fellows are required to participate in the Meeting of Medical Fellows and Research Scholars, held annually at HHMI's headquarters in Chevy Chase, Maryland. They must give a platform or poster presentation on their fellowship research project. Before the meeting, fellows must submit written abstracts of the research to be presented at the meeting.

The meeting book, which contains the program and abstracts, is made available on the Web at www.hhmi.org/grants/for_grantees (select "Meetings and Reports").

HHMI will cover reasonable expenses for travel and meals related to attendance at the meeting. Accommodations will be provided for fellows at HHMI headquarters in Chevy Chase, Maryland. The 2010 meeting will begin with a reception and dinner on Sunday, May 23, and adjourn after lunch on Wednesday, May 26. Fellows are expected to attend the entire meeting.

In January 2010, fellows will receive a memorandum that provides details about the 2010 meeting. Abstracts for the meeting will be due in March 2010.

Relationship with HHMI. HHMI's relationship with the fellow and the fellowship institution is solely one of financial support of the fellow. No employer-employee or principal-agent relationship is created through participation in the fellowship program. HHMI assumes no responsibility for the research activities supported by the fellowship program or for research findings or their interpretation.

In addition, HHMI assumes no liability or responsibility in connection with any fellowship,

other than the responsibility for making fellowship payments in accordance with HHMI's policies and procedures. For example, HHMI assumes no liability or responsibility to any fellow or the fellow's dependents for any compensation for injury, disability, or death of the fellow during the term of the fellowship or during travel to or from the fellowship institution; and HHMI assumes no liability or responsibility for the payment of compensation for a fellow's involvement in any accident or incident that causes injury to other persons or damage to property.

The offer and acceptance of a fellowship do not obligate either the fellow or HHMI in any way with regard to employment or service of any kind in the future.

Public Announcement and Attribution. The fellowship institution may make a public announcement of a fellowship award. A copy of any press release or public announcement should be provided to HHMI.

In any reports, articles, or documents regarding HHMI's medical fellowship program, the full name "Howard Hughes Medical Institute" must be used. HHMI is a medical research organization, not a foundation, and must not be referred to as a foundation in any context.

Outreach. Each fall HHMI sends materials on the fellowship program to the fellowship officer and asks that the information be publicized and made widely available to interested faculty, administrators, and students at the fellowship institution. The program announcement can be downloaded from the Web at www.hhmi.org/medfellowships.

CONTACTING HHMI PROGRAM STAFF

Correspondence and inquiries regarding HHMI's medical fellowship program should be directed to:

Melanie Daub
Program Officer
Graduate and Medical Education Programs
Office of Grants and Special Programs
Howard Hughes Medical Institute
1 Cloister Court, Building 60, Room 254
Bethesda, MD 20814-1460
(800) 424-9924
Fax: (240) 497-2314
E-mail: medfellows@hhmi.org