

McCABE FUND FELLOW AWARD and PILOT AWARD

GUIDELINES for CHAIRS AND JUNIOR FACULTY – 2023-2024

1. BACKGROUND: The Thomas B. and Jeannette E. Laws McCabe Fund was established in 1969 with a generous gift from Mr. and Mrs. Thomas B. McCabe to the University of Pennsylvania School of Medicine. They hoped to help junior faculty in the early stages of their research careers to initiate fresh and innovative basic or clinical biomedical/surgical research projects that could lead to continued funding and productive research. For over 50 years, the McCabe awards have provided important start-up funding.

2. JUNIOR FACULTY ELIGIBILITY: Open to junior faculty of the Perelman School of Medicine and the School of Veterinary Medicine who began their first faculty year at Penn as of July 1, 2021 up to those *about to begin their first year here, i.e. those appointed between 7/1/2021 and 7/1/2023 are eligible.* (Those who would receive McCabe funding after completing three years on the Penn faculty are *not* eligible).

-Tenure Track faculty are not eligible.

-Junior faculty (Assistant Professors) who have received no or limited extramural research funding are eligible; these funds cannot exceed **\$140,000** in total. K awards including the K08 award are *excluded* from this **\$140,000** limit.

-The amount of Departmental start-up funds received by the applicant does not affect eligibility. However, this amount will be taken into consideration by the Committee when awards are determined.

-Applications from clinical (CE and AC) track physicians are encouraged and will receive special consideration.

-Junior faculty members of the Research Track are eligible.

-Junior faculty who spent a short time at another institution just prior to coming to Penn are eligible.

-Instructors, associates, previous winners, and senior faculty are not eligible.

-Applications should be based on basic or clinical biomedical research; health services research is also eligible.

-A winner of a previous year may not submit a new or continuation proposal for the current year. Only one application (either Pilot or Fellow) per applicant. Unsuccessful applicants may reapply the following year, provided they continue to meet the appointment eligibility requirements.

3. McCABE FUND ADVISORY COMMITTEE: The McCabe Fund Advisory Committee, chaired by Dr. Clyde Barker who helped the McCabe family establish the original gift, is comprised of senior PSOM faculty members with strong research backgrounds. The Advisory Committee oversees the application process, reviews the applications, and at its annual meeting in June, determines the number and amount of awards based upon the amount of interest earned by the fund that fiscal year.

4. SUBMISSION PROCEDURES: A call for McCabe applications letter and instructions are sent to department chairs and then disseminated to their junior faculty (and division chiefs as applicable). The applicant submits one complete application for *either* the Fellow or Pilot (not both) to his/her department chair. In the case of Fellow applications, the department chair will choose the best one to submit to the Advisory Committee on behalf of that department (only one Fellow application per department permitted).

The departments are limited to a total of five applications per department from their junior faculty i.e., one Fellow and up to four Pilot Awards, or up to five Pilot Awards. **The application must be signed by the chair and accompanied by a letter of support from the chair or division chief, as well as a letter of support from the applicant's mentor.** The applications should be electronically forwarded to the McCabe

Fund Advisory Committee, c/o Kaitlyn Hagarty, kaitlyn.hagarty@pennturnmedicine.upenn.edu. **The deadline for submission is Wednesday, May 10, 2023.**

5. FELLOW AWARD: In 1988 the Fellow Award was created in addition to the Pilot Awards to recognize a research submission of outstanding quality. Each department may submit *one* Fellow application which it deems the most qualified. It is entered into the pool of Fellow submissions from other departments. The Advisory Committee will choose the most outstanding submission as the McCabe Fellow winner. All Fellow applications not chosen will automatically be considered for a Pilot award.

The Fellow Award has usually been about \$40,000, but could be somewhat more or less depending on available funds.

6. PILOT AWARD: For the past several years, the Pilot Award has usually been about \$20,000 depending upon the amount of earnings from the McCabe Fund investment in that fiscal year and the number of grants competing.

7. NOTIFICATION: Once award decisions have been made, all applicants, their department chairs, business/financial administrators will be notified in early summer of the Advisory Committee's award decisions. Award winners should follow up with their Financial Administrators immediately to set up their accounts (by August 31st) to begin their projects. Financial Administrators will receive a set of instructions for creating the account from the PSOM Dean's Business Office. The McCabe Fund is a gift, and awards *should not be funneled through your institution's formal grant tracking system.*

8. FUNDING PERIOD: Fellow and the Pilot funds should be spent in conjunction with the PSOM fiscal Year-July 1 to June 30. However, should the award announcements be delayed, adjustments to the spending year will be considered. **Funds not expended within the approved award period should be returned and may not be used for other projects or transferred to other faculty in the department.**

9. PROGRESS REPORTS (previous winners): At the end of this award year, winners from last year should provide a brief (one to two page) progress report providing project results and listing all published or pending papers. Awardees should acknowledge McCabe Fund support in any resulting publications as follows: "This work was supported (*in part*) by The Thomas B. and Jeannette E. Laws McCabe Fund at the University of Pennsylvania."

10. Important Dates:

February 1, 2023	Applications distributed to Department Chairs
May 10, 2023	Deadline for 2022-2023 Applications
June 15, 2023	2021-2022 Award winners' progress reports due
June 2023 (TBD)	Grant reviewers meet to determine winners
June 2023	Notification of winners
July 1, 2023	Award funds become available for fiscal year 2022-2023
August 31, 2023	Deadline for departments to create award winners' accounts

<https://www.med.upenn.edu/evdresearch/mccabe-fund.html>