

REQUEST FOR PROPOSALS
Hennepin Healthcare Research Institute
Post-doctoral Appointment Program

Letter of Intent: Interested individuals should submit a letter of intent by Friday, February 2, 2024 to facilitate organizational planning. This letter is non-binding, should include a very brief (<1 paragraph) description of the Principal Investigator's research focus, and does not influence review of a subsequent application.

Application deadline: Applications for the 2024 cycle should be submitted electronically by 5:00 pm CST on February 29, 2024 to researchinquiry@hhrinstitute.org. Questions should be directed to Carey Nadeau, Director of Operations, at cnadeau@hhrinstitute.org.

Overview: The HHRI supports the development of research in a variety of ways, including supporting post-doctoral positions for existing programs. Post-doctoral support is available for request from any existing research programs with external sponsored awards. The specific purpose of these awards is to support and build existing HHRI programs by providing salary support that encourages and facilitates the development of independent researchers within HHRI. This mechanism is targeted to post-doctoral candidates that will be mentored by existing investigators who have already been successful in attracting extramural grants. Investigators must indicate the need for post-doctoral involvement, how this will help grow their programs, and how they plan to mentor post-doctoral candidates and launch their scientific career. As part of HHRI's dedication to health equity, emphasis will be placed on supporting minority and underrepresented individuals such as women post-doctoral fellows.

Amount of Award: The level of support corresponds to 0.50 FTE at the currently published National Research Service Award stipend levels, plus applicable fringe benefits and rent costs that may be allocable to the salaries being supported. The applying investigator is expected to support the remaining 0.50 FTE (and associated fringe/rent) for the post-doc with their existing sponsored funds. We anticipate making awards in the range of \$30,000 to \$50,000 per twelve-month award period, per post-doc.

Duration of Support: Awards will be one year, with an option for one year of renewal (or two total years of support). Renewal funding will be contingent upon acceptable progress and availability of funds. For evaluation of continuation into a second year of support, a progress report will be required for review by the HHRI Operations Management Committee (and external reviewers as needed). Measures to be evaluated include progress in the initial year related to applications for external funding, publications, and an assessment by mentor of scientific growth.

Eligibility: Applicants must be existing HHRI Investigators and post-doctoral candidates must be available for full time employment at the HHRI during the period of support. Candidates may be internal or external (to the HHRI) at the time of application. We are committed to bringing in individuals with new cultural perspectives to assist in creating a more equitable organization. Individuals from groups under-represented in biomedical research based on race or ethnicity, sex, disability, or disadvantaged background are encouraged to apply.

Application guidelines: To apply, please submit the following via researchinquiry@hhrinstitute.org.

- 1) Written proposal of up to three pages (Arial 11pt font, single spaced, 1-inch margins), consisting of two pages from the current HHRI investigator/mentor and one page by the post-doctoral candidate (if one is specified at the time of application).

- **Investigator/mentor information (≤2 pages)**
 - A. Program: overview, including the status of the mentor’s current projects and funding
 - B. Rationale and purpose: Explain what role the post-doc will fill within the program, how the post-doc’s training/experience will serve the mentor’s program, and why the support is needed to grow and/or expand the research program.
 - C. Mentorship Plan: include mentorship plan for mentee, and your vision for the career development of your mentee. This may include a clear pathway toward independence and/or a plan for cross-collaboration within the HHRI community of investigators. The mentor should specify the portion of FTE (i.e., indicate a percent effort) funded by this HHRI award that will be used to support independent research avenues and additional training/education for the post-doctoral candidate. Expected research avenues and training/education opportunities should be specified if possible.
NOTE: A mentorship plan is required even if an applicant has not been identified.
 - D. Community Engagement: Please indicate mentor and/or post-doctoral fellow’s willingness to discuss research in your lab with media from the minority community. The goal of the engagement is to create more transparency about research being conducted at HHRI. Media engagement may include participating on a KMOJ radio show or giving interview to editors of minority community newspapers. Media training will be provided for those willing to participate in this community engagement.
 - E. Corporate Philanthropy: There has been an interest from corporations to partially fund post-doctoral fellows at HHRI. Please indicate mentor and/or post-doctoral fellow’s willingness to discuss research in your lab with corporate philanthropic partners.

- **Post-doctoral candidate information (≤1 page)**
 - A) Experience: overview of training and experience (to be supplemented by biosketch)
 - B) Career development goals/aims: What career trajectory does the post-doctoral candidate envision over the next 5-10 years (e.g., collaborator to multiple HHRI/external programs or a PI leading his/her own projects)? Include specific short-term objectives to accomplish during the award, including plans for pilot data generation, papers, submitting extramural funding application, and additional specialized training and/or education and how training at HHRI/with the proposed mentor will foster such objectives.
NOTE: IF the post-doc candidate is not currently identified then the PI may write this section. The career development goals can be more general but the PI should propose (for the newly added post-doc): a) short-term career milestones for the post-doc (i.e., funding strategies and academic output), b) potential focus areas that post-doc might develop within the program, and c) additional strategies to support career development, including additional training, networking, and conference attendance.

2) Submit an accompanying biosketch ([NIH format](#)) for the Principal Investigator as well as for the post-doctoral candidate (if identified). Include a table of trainees for the principal investigator/mentor in addition to, or within, the mentor’s biosketch:

Sample table:

Past and Current Trainees	Trainee Position	Period (Dates)	Academic Degree(s)	Research Funding or Support	Current or Last Known Position

Review Process & Criteria: Applications will be reviewed by the HHRI Operations Committee plus additional ad-hoc peer review by investigators based on research topic/focus. Applications will receive an overall priority score from 1.0 to 5.0 (1 being highest score), based on reviewers' assessment of the following criteria:

- a) Environment: Has the mentor and corresponding research program established the necessary support and track record, to assure the candidate's success?
- b) Candidate: Is the candidate well-suited for the research program? What is their likelihood of success in the establishment of independent and/or strong collaborative funding? If the PI is proposing to hire a post-doc candidate (i.e., not a current HHRI candidate), then success will be judged on the proposed career development goals along with mentorship plan.
- c) Significance & Impact: Is the post-doc candidate likely to help advance, grow and/or expand the research program? Is there potential for the post-doc candidate's research to open up new avenues and/or support other programmatic research at the HHRI?

Award date: Awards will be announced and funding will be available by 5/1/2024. Post-doc appointments can begin any time before 12/31/2024.