

Information for

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Predoctoral Fellows and  
Fellowship Institutions  
2003

Predoctoral Fellowships  
in Biological Sciences

**Office of Grants and Special Programs**

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**HOWARD HUGHES MEDICAL INSTITUTE  
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## Howard Hughes Medical Institute Programs

The Howard Hughes Medical Institute was founded in 1953 by aviator-industrialist Howard R. Hughes. Its charter, in part, reads: *The primary purpose and objective of the Howard Hughes Medical Institute shall be the promotion of human knowledge within the field of the basic sciences (principally the field of medical research and medical education) and the effective application thereof for the benefit of mankind.*

### BIOMEDICAL RESEARCH PROGRAM

The Howard Hughes Medical Institute (HHMI) is a nonprofit medical research organization dedicated to basic biomedical research and education. Its principal objectives are the advancement of fundamental knowledge in biomedical science and the application of new scientific knowledge to alleviate disease and promote health. Through its program of direct conduct of medical research, it employs about 350 independent investigators based at laboratories throughout the country. To find out about their research, go to [www.hhmi.org](http://www.hhmi.org).

### GRANTS AND SPECIAL PROGRAMS

To complement its research activities, HHMI has a grants program committed to strengthening education in the biological and related sciences. Other important objectives of

HHMI's grants program are to advance public understanding and appreciation of science and to broaden access to science for all persons, including women and members of underrepresented minority groups. HHMI grants, which are administered by the Office of Grants and Special Programs, provide funding for pre-K–12 and undergraduate science education, graduate science education and research training, and research by non-U.S. scientists. For information on HHMI's grants programs, go to [www.hhmi.org/grants/](http://www.hhmi.org/grants/).

### PREDOCTORAL FELLOWSHIPS IN BIOLOGICAL SCIENCES

HHMI's predoctoral fellowships, awarded under the Graduate Science Education and Medical Research Training Program, are intended to promote excellence in biomedical research by helping prospective researchers with exceptional promise obtain a high-quality graduate education. Fifty five-year fellowships were awarded in 2003 to students who are at or near the beginning of graduate study toward a Ph.D. or an Sc.D. degree in selected biological sciences. The fellowships provide funds to support fellows and to help meet their education-related expenses. Information about current fellows' research is available at [www.hhmi.org/grants/awards/](http://www.hhmi.org/grants/awards/).

No further predoctoral fellowship competitions are planned.

## 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 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 for unused funds to be promptly returned.

### LOCATION OF STUDY

Fellows may choose as a fellowship institution any U.S. or foreign institution of higher education that offers advanced degrees in biological and biomedical sciences, with the following restrictions: fellows who are U.S. citizens or nationals may study in the United States or abroad, whereas those who are not U.S. citizens or nationals must be enrolled in a doctoral degree program at a U.S. institution.<sup>1</sup> Fellows are responsible for making arrangements for attendance at their chosen institutions. Fellows are also responsible for obtaining any necessary passports or visas.

After the competition, HHMI notifies awardees and the academic institutions they selected. 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 school. An exception is made if the medical 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, a financial administrator, and a payment administrator for the predoctoral 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 [grantpre@hhmi.org](mailto:grantpre@hhmi.org). (See “Change of Fellowship Officer, Financial Administrator, or Payment Administrator,” page 14.)

1. The term “U.S. nationals” includes native residents of U.S. possessions, such as American Samoa. It does not include persons who have applied for, but not received, U.S. citizenship. For purposes of the fellowship program, such individuals are considered foreign citizens or nationals.

**Fellowship Officer.** The *fellowship officer* is the principal point of contact for the fellow, the financial administrator, the payment administrator, and HHMI on most matters relating to the fellowship program. Responsibilities include administering the program consistently with the policies set forth in the *Terms and Conditions* document, this information booklet, and any additional documents provided by HHMI. The fellowship officer also completes the eligibility confirmation form (twice yearly) and fulfills the nonfinancial reporting requirements described in this booklet.

**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 predoctoral fellow. Reports to HHMI are due on October 31 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 predoctoral 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 is encouraged to direct questions about fellowship matters to the appropriate person at the fellowship institution before contacting HHMI.

**Terms and Conditions Document.** For newly designated fellowship institutions (i.e., those that have previously not had an HHMI predoctoral fellow), a *Terms and Conditions* document and an HHMI grant ID number for each predoctoral fellow are transmitted to the dean of graduate studies (or a comparable official). 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 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.

**Transfer of Fellowship to Another Institution.** A fellowship may be transferred to another eligible institution *only with written approval of HHMI*. The request letter, which may be sent by e-mail (grantpre@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 thesis adviser must be indicated and the new research plan described. A transfer will usually be approved if the fellow's thesis adviser 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 to another institution, 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.

Fellows may study or engage in research away from their fellowship institutions during part of the fellowship term if in the judgment of supervising faculty such an arrangement would further their education.

This is not considered a change of fellowship institution.

At the time of accepting the fellowship award, designation of a graduate institution other than that named in the fellowship application is not considered a transfer, and HHMI approval is not required.

### SCHOLARLY ACTIVITIES

**Area of Research.** Fellows are required to be enrolled full time in a program leading to a Ph.D. or an Sc.D. degree in one of the following areas:

Biochemistry  
 Bioinformatics<sup>2</sup>  
 Biophysics  
 Biostatistics  
 Cell biology  
 Developmental biology  
 Epidemiology<sup>3</sup>  
 Genetics  
 Immunology  
 Mathematical and computational biology  
 Microbiology  
 Molecular biology

Neuroscience  
 Pharmacology  
 Physiology  
 Structural biology  
 Virology

In general, study must be in a biological sciences department, although study in chemistry, mathematics, computer science, engineering, physics, or other related departments is allowed if the department provides ample opportunity for formal study in the biological sciences. Exceptions are reviewed on an individual basis.

A change in the area of study or department after an award is accepted usually requires approval from HHMI if the fellowship is to be continued. Approval must be requested in writing, preferably by e-mail (grantpre@hhmi.org). *If the new area of study is not supported by the HHMI predoctoral fellowship program, the fellow must resign the fellowship.*

Letters to HHMI requesting a change in area of study or department must include, as appropriate, the proposed new department, thesis adviser, or research summary, as well as the reason(s) for the request and a timetable for the change.

**Teaching.** The fellow's program of study toward a Ph.D. or an Sc.D. degree may include teaching or similar activities. Scholarly development of the fellow rather than service to the fellowship institution should govern the assignment of such duties.

**Publications.** Fellows are wholly responsible for the conduct of research and the preparation of research results for publication within the guidelines established by their fel-

2. For purposes of fellowship eligibility, health services research, such as computerized diagnosis or treatment algorithms, is not included in bioinformatics.
3. 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.

lowsHIP 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:

*Jane/John Doe is/was a Howard Hughes Medical Institute Predoctoral Fellow.*

Fellows should promptly notify HHMI about forthcoming publications so that HHMI can use such information in its print or Web publications.

**Intellectual Property Rights.** HHMI claims no rights to any products, materials, inventions (or any 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 research according to the highest scientific and ethical standards. *On Being a Scientist* (National Academies Press, Washington, D.C., 1995), a copy of which is provided to each fellow, presents a thoughtful discussion of such standards. Fellows are also 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 also be notified of the outcome of these inquiries.

## FELLOWSHIP TERM

**Duration of Fellowship Term.** The fellowship award is for five years. Fellows must be engaged in their Ph.D. or Sc.D. studies full time for the 12 months of each fellowship year. Support must be used within a five-year period except in the case of an approved leave of absence (see "Temporary Interruption of Fellowship," page 9). In this case, the fellowship term will be extended for a period equal to the length of the leave.

The fellowship term 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 who attend institutions with no formal summer sessions must make institutionally approved arrangements for directed study or research toward their advanced degree during that period.

**Starting Date.** The first year of the fellowship term must begin no earlier than June 1, 2003, and no later than January 1, 2004.

**Continuation of Fellowship.** The availability of support after the first year of a fellowship award is contingent upon the fellowship institution's semiannual certification to HHMI that the fellow is pursuing full-time studies toward a Ph.D. or an Sc.D. degree and is in good academic standing. An annual progress report by the fellow is also required (see "Fellow's Annual Progress Report," page 13, and "Confirmation of Eligibility for Continuation of Fellowship," page 14).

## 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, the fellowship officer, the financial administrator, and the payment administrator in writing, preferably by e-mail (grantpre@hhmi.org), of their intention to resign the fellowship, the effective date of the resignation, and the reason for the resignation.

With the exception of interruptions resulting from serious illness, disability, long-term family care, military service, jury duty, or other approved leave (see “Temporary Interruption of Fellowship,” page 9), failure to complete 12 months of any fellowship year will be considered to constitute resignation of the fellowship and will result in forfeiture of the remaining portion of the fellowship.

**Resumption of Medical Studies.** Medical students who are selected as predoctoral fellows should note that fellowship support is awarded only for full-time studies toward a Ph.D. or an Sc.D. degree. Fellows must notify HHMI, in advance, of the date they intend to resume medical studies. Support will terminate upon a fellow’s resumption of any studies toward an M.D., a D.O., a D.V.M., or a D.D.S. degree, whether full time or part time.

**Completion of Degree.** Within one month of completing requirements for a Ph.D. or an Sc.D. degree, fellows must provide the following information to HHMI by e-mail (grantpre@hhmi.org):

- date of degree completion;
- thesis title and defense date;

- plans for postdoctoral training or other next position; and
- expected next address.

If a fellow completes a Ph.D. or an Sc.D. degree before the end of the fellowship term, he or she may terminate the fellowship or continue to engage in fellowship activities at the same institution for a brief period. However, this must not extend beyond the end of the six-month period covered by the most recent fellowship payment.

On request, HHMI will consider making a final payment for completion of fellowship-related activities, such as preparing a manuscript. Such support will neither extend to activities that involve initiating a new project nor be provided to fellows who have activated a postdoctoral fellowship or similar support. Activities must be conducted at the fellowship institution. In no case will additional payments be made for support beyond the five-year fellowship term.

Fellows requesting a final payment after the thesis defense date must submit the following information to HHMI by e-mail (grantpre@hhmi.org):

- date of degree completion;
- thesis title and defense date; and
- the activities they will undertake with remaining fellowship funds.

## REFUND OF STIPEND AND ALLOWANCES

Stipend payments to a fellow should be made only for those months during which the fellow engaged in study under the fellowship. A full six-month refund to HHMI of the stipend and allowances is required if a fellow does not undertake fellowship activities in the six-month fellowship period covered by the payment. Refunds of the stipend

and allowances must be made to HHMI within two months of the resignation.

No refund is due to HHMI if a fellow completes graduate study or otherwise resigns the fellowship after the start of the six-month period covered by the most recent payment.

### TEMPORARY INTERRUPTION OF FELLOWSHIP

Study 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 (such as leave undertaken to acquire teaching experience) will be considered on a case-by-case basis. *Fellows on approved leave will not receive support from HHMI during that period.*

Fellows are responsible for requesting leave from HHMI as soon as they become aware of the need to take leave from their studies and for notifying the fellowship officer and the financial administrator.

The letter requesting leave, which may be sent by e-mail (grantpre@hhmi.org), must be sent to HHMI before the start of a period of leave or as soon thereafter as feasible.

The letter must indicate

- the reason leave is requested;
- start date and anticipated end date for the requested leave; and
- the arrangements that have been made with the fellowship institution for this period.

For HHMI approval of leave, the request must be endorsed by the thesis adviser and either the department chair or the fellowship officer. Endorsement may be made either by including them on the e-mail letter's courtesy copy (cc) line or by having them send separate letters.

### 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, such leave will automatically be approved by HHMI.

**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; in most cases, HHMI will follow 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, fellows are expected to

make arrangements for the use of the facilities necessary to carry out their research. If this cannot be done at the fellowship institution, fellows should make arrangements to carry out their work elsewhere.

### STIPEND AND ALLOWANCES

The fellowship includes a stipend for the fellow, a fellow's allowance, and an institutional allowance on behalf of each 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. Fellows should contact their financial administrators for information about the schedule and procedures for stipend payments and for drawing on the fellow's allowance.

Payments are made semiannually (June and December) for all predoctoral fellows at a given fellowship institution and are included in a single check. Payments, along with a list of fellows covered by the payments, are sent to the designated payment administrator (the fellowship officer and financial administrator are courtesy copied). *Payments are suspended for fellows on approved leave.*

HHMI provides funds to foreign fellowship institutions in U.S. dollars. Fellows who select fellowship institutions abroad should understand that HHMI makes no special arrangements to compensate for changes in exchange rates. In order to comply with U.S. tax law, HHMI may impose certain restrictions on the ability of foreign fellowship institutions to spend HHMI-provided funds

for activities in, including travel to, the United States.

**Stipend.** The annual stipend during the 2003–2004 academic year will be \$21,000. Stipends are to be paid only for those months during which the fellow is engaged in study under the fellowship.

**Fellow's Allowance.** HHMI provides an annual fellow's allowance of \$2,500, which can be used for health insurance, medical and dental expenses, books and supplies, journal subscriptions, a computer and computer-related expenses, travel to scientific meetings, professional fees or dues, tuition for special summer courses, secretarial or clerical services relevant to the program of study, or other purposes relevant to a fellow's study and approved by the fellowship officer.

If the fellow's allowance is not sufficient to cover a purchase, the fellowship institution may subsequently reimburse a fellow (in the next payment period, after a further fellowship payment by HHMI). Alternatively, the fellowship institution may advance funds to a fellow with the understanding that such an advance does not obligate HHMI to make another fellowship payment if a fellow resigns or otherwise ceases fellowship activities.

Purchases made with the fellow's allowance portion of the grant funds become the property of the fellow.

The fellowship institution is responsible for determining appropriate uses for the fellow's allowance portion of the grant funds and monitoring the balance available.

**Institutional Allowance.** HHMI provides fellowship institutions with a \$13,500 annual allowance in lieu of tuition and assessed fees. If the cost of tuition and required fees

is less than \$13,500, any remaining funds must be used for education-related purposes to benefit the fellow or other graduate students. For example, such funds may be added to the fellow's allowance.

The fellowship institution is responsible for determining appropriate educational uses of any remaining funds in the institutional allowance and monitoring the balance available.

If fellows engage in study or research away from the fellowship institution during part of the term of the fellowship, HHMI will not provide the visited institution with an institutional allowance.

Fellows are exempt from paying tuition and fees normally charged to students of similar academic standing unless such charges are optional or refundable. Fellows should consult with their financial administrators for information about their particular situations.

**Supplementary Income.** Fellows are not permitted to supplement the stipend 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 graduate students. Mentors may also supplement the stipend from a National Institutes of Health RO1 grant or similar award in accordance with the fellowship institution's policies for comparable graduate 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.

**Changes in Stipend and Allowances.** HHMI will advise payment administrators, financial administrators, fellowship officers, and fellows of any changes in the amounts of stipends and allowances at the time of the June payment; that payment will reflect those changes. Continuing fellows must receive any announced increases on the anniversary of their fellowship start date.

**Funds Remaining at the End of Fellowship Year or Term.** Funds not expended in the year for which they were budgeted may be carried over to the next year without approval from HHMI. For fellows who remain at the fellowship institution after the fellowship term, any balance in the fellow's allowance *must* be used for the fellow's benefit; that is, to support the fellow in continued study in the biological sciences. This can include further research on the thesis project, preparation of a manuscript, or travel to a meeting to report on the fellowship research. 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 *cumulative* remaining balance after a fellow leaves the fellowship institution, the funds must be used by that institution for general educational purposes to benefit other graduate students.

#### **TAX AND OTHER LEGAL CONSIDERATIONS**

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 that is required by federal, state, or local laws and regulations.

**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. The financial administrator must ensure that required information relevant to income taxes is sent to fellows.

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, nationals, or resident aliens may be affected by federal income tax withholding requirements imposed on the fellowship institutions or by income tax treaties. For further information, such fellows may consult Internal Revenue Service (IRS) publication No. 519, *U.S. Tax Guide for Aliens*, available from the IRS website at [www.irs.gov/formspubs/](http://www.irs.gov/formspubs/). Fellows studying abroad should observe U.S. tax laws and regulations, as well as foreign tax laws and treaties, applicable to them. In order to comply with U.S. tax law, HHMI may restrict the ability of foreign fellowship institutions to spend grant funds for activities in the United States.

The following IRS publications contain further information that may be of interest to fellows: No. 520, *Scholarships and Fellowships*; No. 508, *Tax Benefits for Work-Related Education*; and No. 4, *Student's Guide to Federal Income Tax*. These publications can be downloaded from the IRS website at [www.irs.gov/formspubs/](http://www.irs.gov/formspubs/).

**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 made by independent auditors.

## REPORTING: FELLOW'S RESPONSIBILITIES

**Current Name and Address.** For the duration of the fellowship term, 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). The fellow must notify HHMI promptly, preferably by e-mail ([grantpre@hhmi.org](mailto:grantpre@hhmi.org)), of any change in name or mailing address, 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/](http://www.hhmi.org/grantscentral/)). Each spring, 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.

The annual progress report includes a section in which fellows can provide details about mentoring, developing course materials, and other activities that promote science literacy and serve the scientific and education communities. HHMI strongly encourages fellows to participate in such activities and to describe them in the progress reports.

**Completion of Fellowship.** At the end of the fellowship term, fellows must either provide a final progress report or submit a career update report via GrantsCentral ([www.hhmi.org/grantscentral/](http://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).

For fellows completing their Ph.D. or Sc.D. degree requirements after the end of the fellowship term, HHMI must be notified, via GrantsCentral or e-mail ([grantpre@hhmi.org](mailto:grantpre@hhmi.org)), of the fellow's thesis defense date and the date of degree completion.

**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/](http://www.hhmi.org/grantscentral/)). The infor-

mation helps HHMI assess the effectiveness of the fellowship program and inform former fellows about relevant HHMI programs. We also want to hear about your activities as a former fellow with respect to promoting science literacy and serving the scientific and education communities.

**Alumni Network.** HHMI is developing an alumni network designed to foster networking and enhance a sense of community among its 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 GrantsCentral ([www.hhmi.org/grantscentral/](http://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 [grantpre@hhmi.org](mailto:grantpre@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 6).

Fellows should promptly notify HHMI about forthcoming publications 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 5; "Area of Research," page 6; "Resignation or

Termination of Fellowship,” page 8; “Completion of Degree,” page 8; and “Temporary Interruption of Fellowship,” page 9.

## REPORTING: FELLOWSHIP INSTITUTION'S RESPONSIBILITIES

**Confirmation of Eligibility for Continuation of Fellowship.** Twice yearly, before HHMI sends the June and December payments, the *fellowship officer* must complete a form that verifies the eligibility of each fellow for continuation of the award. On this form, the fellowship officer must also confirm the actual starting date for new fellows (based on the first stipend payment by the fellowship institution), confirm dates for fellowship completions or resignations that have occurred since the previous eligibility confirmation, and confirm any fellows, if any, who are on leave.

**Annual Financial Reports.** The *financial administrator* at the fellowship institution must submit annual financial reports via GrantsCentral ([www.hhmi.org/grantscentral/](http://www.hhmi.org/grantscentral/)) by October 31 to cover all fellows who have received any HHMI support during the reporting period (June 1 through May 31). For new fellowship institutions, the first report will be due October 31 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. Financial administrators may request access for another person by sending an e-mail to [grantpre@hhmi.org](mailto:grantpre@hhmi.org). Fellowship officers may also request access to GrantsCentral by sending an e-mail to that address.

**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 the 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 email to [grantpre@hhmi.org](mailto:grantpre@hhmi.org).

## OTHER MATTERS

**Fellows Meeting.** Fellows in the fourth and fifth years of the fellowship term are expected to participate in the Meeting of Predoctoral and Physician Postdoctoral Fellows, held annually in September at HHMI's headquarters in Chevy Chase, Maryland. Other fellows who have not attended a previous annual meeting and who have completed the requirements for a Ph.D. or an Sc.D. degree since the last fellows meeting or who will complete the requirements within a year are also invited to attend the meeting. Fellows are eligible to attend only one of these meetings.

Fellows may give a 15-minute slide presentation or a poster presentation on their fellowship research. Presenters are required to submit a written abstract of the research to be presented. The meeting book, which contains the program and abstracts, is made available on the Web.

HHMI will cover reasonable expenses for travel, accommodation, and meals related to attendance at the fellows meeting.

The 2003 Meeting of Predoctoral and Physician Postdoctoral Fellows will be held Monday, September 15, through Wednesday, September 17. Abstracts will be due in mid-May. Eligible fellows will receive a memorandum in March providing further details about the meeting.

**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 predoctoral 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.

## Contacting HHMI Program Staff

Requests, notifications, inquiries, and other correspondence regarding HHMI's predoctoral fellowship program should be directed to:

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Senior Program Officer  
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