**Application Instructions for the Giuseppina Raviola, MD., Ph.D. Endowment Fund**

**Fund Intent:**

This endowment was established to honor the memory of Giuseppina Raviola, MD., Ph.D. Dr. Raviola was a successful cell biologist, tenured full professor at Boston University Medical School, and mother who showed great understanding and support of women trainees entering the scientific profession. Dr. Townes-Anderson, her graduate student and then postdoctoral trainee, was provided financial support during a period when she was away from the lab after the birth of her first child, as well as professional encouragement as a new parent. This support and mentorship were instrumental in her continuation as a scientist. Dr. Townes-Anderson desires to pay this gift forward to other junior scientists. *The fund is intended to support primary caregivers in STEMM and to offset the different challenges facing postdoctoral and graduate student trainees who anticipate parental or family leave during the critical early years of their career. Moreover, the fund will serve to promote the health and welfare of trainees and their families while also fostering the retention of junior scientists at Rutgers New Jersey Medical School.*

**Fund Purpose:**

Funds shall be used to support postdoctoral associates or fellows employed by the University and graduate students (collectively described herein as "researchers") in Rutgers New Jersey Medical School (“NJMS”) laboratories. The Fund's specific purpose is to support researchers who are eligible for an absence from the laboratory (including, but not limited to, leave to care for a child, or other family member).

**Applicant Eligibility:**

Trainees in an active NJMS research group who have recently become parents or have taken on care-giving responsibilities for a family member.Postdoctoral Fellows (PDF) will be prioritized. In the absence of suitable PDF candidates, doctoral students, or other junior trainees with RA or RTS positions will be considered. Applicants with faculty or instructor positions will not be considered. The awards committee will evaluate the junior trainee status of an applicant.

Application should be made approximately 3 months prior to need, if possible.

**Application Procedures:**

Applicants should submit

* A CV, resume or NIH style biosketch
* A one-page description of the proposed use and amount of requested funds (maximum $20,000; award amount will depend on availability of funds). How this financial support will further the applicant’s research progress and productivity should be clearly described.
* Verification of the expected leave of absence dates from the applicant’s department chairperson or their designated staff person.
* A statement of support from the current mentor affirming that the proposed funds will directly further the applicant’s career and research project during the applicant’s leave of absence for parental or care-giving activities.
* **Allowable funds are to supplement any existing benefits, uses may include:**
* The costs of a laboratory technician/scientist or core facility services to temporarily perform the lab/research duties in the researcher’s absence.
* Other costs as deemed necessary, such as a stipend to extend family leave or childcare costs. The committee will be guided by current NIH standards (https://grants.nih.gov/grants/policy/nih-family-friendly-initiative.htm).

Applications should be sent to Debbie Jacoby, Faculty Organization, MSB C-601, Newark or by e-mail to *jacobydb@njms.rutgers.edu* or to the current President of the NJMS Faculty Organization (185 South Orange Ave., MSB C-601, Newark, NJ 07103, (973) 972-5156, [*https://njms.rutgers.edu/facultyorg/contact.php*](https://njms.rutgers.edu/facultyorg/contact.php)) or the Senior Associate Dean of the School of Graduate Studies, currently Dr. Andrew Thomas.

The applications will be evaluated by a committee of senior and junior faculty, in consultation with the officers of the NJMS Faculty Organization and the Program Administrator, the Senior Associate Dean of the School of Graduate Studies.

If available endowment spending permits, the Committee may select more than one trainee.

*To give to the Raviola Endowment visit:*

[*https://give.rutgers.edu/RaviolaEndowment*](https://give.rutgers.edu/RaviolaEndowment)

*OR contact Mary Ruotolo:*

*Mary.ruotolo@ruf.rutgers.edu*