

Lundbeck Letter of Agreement (Fellowship)

This document provides the guidelines for anyone interested in applying for funding through the Lundbeck medical education grant portal and it is recommended that it is reviewed in its entirety before creating a login/registration and/or submitting a new application.

Please complete and sign the LOA and upload directly into the grant management portal at the time of submission.

Please note this is for informational purposes only. Adherence to these guidelines does not automatically guarantee support of a grant application.

All Lundbeck sponsored grants require a completed Lundbeck LOA signed by your Institution. Lundbeck does not accept LOAs other than its' own. Any funds approved for an activity are contingent upon receiving the signed LOA.

Completed grant requests must be submitted at least 60 days before the program start date. The selection of the fellow for the fellowship cannot have already occurred.

Decisions are made on a case-by-case basis. Lundbeck will notify the requestor about the decision prior to the program start date.

Fellowship - Letter of Agreement

Eligible Organizations - National-level professional medical associations with established clinical or research fellowships or residency award programs where the funds are used to support advanced study by clinical and research professionals at an accredited university or teaching institution.

1. Please include in the grant proposal, a *signed letter of request* from the appropriate representative of the professional medical association or society on organization letterhead. Please upload into the Lundbeck Grant Management Portal at the time of submission.
2. Please include in the grant proposal detailed information regarding the fellowship or residency award program including:
 - Other current and pending sources of funding of the fellowship
 - Report of past award program achievements, such as:
 - What year the fellowship program was established
 - Percentage of previous fellowship trainees currently in research, clinical practice, and/or faculty positions

- Names of previous residency or fellowship award recipients and current affiliations
- Accomplishments of previous trainees such as publications and presentations at major scientific meetings
- Description of each award category, including award amount and number of award(s) available
- An overview of the professional medical association's application process for fellowship or residency awards, including:
 - eligibility criteria
 - submission requirements
 - application deadline for each award category
- Detailed explanation of how program will facilitate training in the specialized research methods needed to become an expert clinician or investigator
- An overview of the award review and candidate selection process, including:
 - Submission timelines
 - Reviewer selection
 - Review/selection criteria
 - Funding guidelines
 - Plan for announcing recipients

3. What if I have my own Letter of Agreement?

If the recipient requires a separate Letter of Intent that needs to be signed in order to proceed with this fellowship, the terms of the Lundbeck Letter of Agreement will govern if the two documents are inconsistent with one another.

If you have any questions regarding the Lundbeck LOA, please contact the Lundbeck Grants Office at 844-634-7867 or mededgrants@lundbeck.com.

Please note: Any organization with a written policy to discriminate based on race, religion, gender, sexual orientation, national origin, disability, military status or any other protected status is ineligible for funding.

For any medical education questions not answered by viewing this website please contact the Lundbeck Grants Office by calling (844) 634-7867 or via email at: mededgrants@lundbeck.com. Please allow at least 2-3 business days for a response to your email inquiry.
