

McCABE FUND AWARD PROGRAM

APPLICATION INSTRUCTIONS: 2026-2027

1. COVER SHEET: Please provide complete contact information and signatures for the applicant, financial administrator, and department chair. The title of financial administrator varies in each department; it is the person in your department responsible for creating external research funding accounts. Please also provide a 26-digit account or budget code, which will be used to facilitate the transfer of funds if you are awarded. This information can be confirmed by your financial administrator. The department chair must review and sign your application.

2. LETTERS OF SUPPORT: Either the department chair or division chief must provide a signed letter of support addressed to the McCabe Advisory Fund. In addition, the applicant's mentor must also provide a signed letter of support.

3. RESEARCH BACKGROUND: List internal and external funding that you have received in support of your research, including the amount of any departmental start-up funds. For pending applications, provide the expected announcement date and notify the Advisory Committee contact as soon as a decision is made. Final McCabe award decisions may be delayed until this information is received. For both current and pending support, specify the percentage allocated to your salary and to other research costs. Refer to the program guidelines for funding eligibility requirements.

4. RESEARCH PROPOSAL: Describe your research project in no more than three pages, including any graphics.

5. PROPOSED BUDGET: Budget for \$50,000 in total. Budgets are for direct costs only and should not include institutional overhead. McCabe funds do not cover salary for the applicant or another faculty member but may be used for technician salary support; *the technician must be employed by the University of Pennsylvania*. This is a Perelman School of Medicine sponsored award, and no penalty is assigned should there be an error in the application as may be expected if it were a federal or other external grant.

6. CV AND COMPLETE BIBLIOGRAPHY

SUBMISSION: Deadline for application submission is **Friday, May 8, 2026**. Please submit your materials to the McCabe Fund Advisory Committee, c/o Kaitlyn Hagarty, via email: kaitlyn.hagarty@pennmedicine.upenn.edu. Please send any questions to kaitlyn.hagarty@pennmedicine.upenn.edu.

DURATION OF THE AWARD: Funds should be spent in the 18-month award period —August 1, 2026 to January 31, 2028. However, should the award announcement 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 within the department.**

CREATING YOUR McCABE ACCOUNT: Once the McCabe Advisory Committee announces the awards to the applicant, the department chair, and the financial administrator, awardees should contact their Financial Administrator to ensure that the spending account is created and research spending ready.

PROGRESS REPORTS: At the end of the award period, awardees should provide a progress report, including a brief summation of the results of the research project and a list of any publications, seminars, or speaking engagements that resulted from the work. While there is no specific format or template required for the progress report, previous awardees have included items such as summary of progress, achievements, data and data collection, participants and collaborators, budget updates, challenges, ongoing work and future directions, results and findings, publications, manuscripts, and presentations.