

*The Brody Family Medical Trust Fund Fellowship  
In “Incurable Diseases”*

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# **Funding Opportunity Announcement and Application Instructions**

***The Brody Family Medical Trust Fellowship,  
Administered by The Philadelphia Foundation,  
with The College of Physicians of Philadelphia***

August 31, 2023

# Funding Opportunity Announcement and Application

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## **Funding Opportunity Announcement**

The Brody Family Medical Trust Fund was established by Dr. Louis Brody, Dora and Hans Brody, Ida Brody, Benjamin Brody, and Sara Brody to support medical research in the field of "incurable diseases." Designed to foster the career development of outstanding young scientists and to expand their potential to make significant contributions in the field of "incurable diseases," Brody Medical Trust Fellowships ("Brody Fellowships") provide up to two (2) consecutive years of financial support to fund research by postdoctoral fellows and/or clinical fellows in the early stages of their training at Drexel University, Temple University or The University of Pennsylvania. Generally, it is expected that two (2) Fellowships will be awarded annually. More than one (1) Fellowship may be awarded in any particular year to postdoctoral and/or clinical fellows from one university.

Brody Fellowships are intended to fund research into diseases that have a substantial societal impact and for which no consistently effective cure currently exists. Such diseases include, but are not limited to Alzheimer's, HIV/AIDS, diabetes, and many forms of cancer. Both basic and applied research will be considered for funding.

The funding may be used to support basic research designed to illuminate the cause of disease; pharmacological and clinical studies to identify or test treatments; epidemiology and social science studies to examine matters such as psychosocial or community barriers to prevention or treatment; research designed to evaluate (for example) community programs that encourage individuals to obtain screening, to obtain care, and/or to provide support-groups for people undergoing treatment or their caregivers; and research relating to prevention of chronic disease in individuals at high risk. The research can be focused on the disease itself, and/or its related effects on patients, caregivers and/or the community.

All research proposals must have a clear, direct relevance to a specific "incurable disease" or class of diseases. Proposals must also justify why the research has the potential to provide a better understanding of the disease process and/or lead to a more effective course of prevention, diagnosis, or treatment.

Applications will be reviewed by members of The College of Physicians of Philadelphia ("The College of Physicians"), which is responsible for the coordination of application materials, as well as the preliminary review and evaluation of Brody Fellowship candidates. Recommendations for funding, along with a ranking of the applications and copies of the applications, will be submitted to the Board of Managers of The Philadelphia Foundation, which oversees the Brody Family Medical Trust Fund. In making its recommendations, The College of Physicians will consider such factors as the feasibility and potential impact of the proposed research, the quality and suitability of the research environment, and the potential for the Award to foster the applicant's independent professional growth and development and have a positive overall effect on

the applicant's career. Selection will be made by the Board of Managers of The Philadelphia Foundation, in its sole discretion. Once the final selections have been made and the Fellowships awarded, all general administrative matters pertaining to the Brody Fellowships will be handled directly by The Philadelphia Foundation.

Women and individuals from racial, ethnic, or other minority groups that are underrepresented in the biomedical research community are encouraged to apply.

### **Eligibility Criteria**

1. These Fellowships will be available to applicants who will be doing their research at Drexel University College of Medicine, Temple University School of Medicine or The University of Pennsylvania School of Medicine. Applicants from other Schools and Colleges of Drexel University, Temple University and The University of Pennsylvania, whose disease-related research meets the intent of this Fellowship and who are collaborating with faculty in the respective Schools of Medicine, are also eligible.
2. Applicants must hold an MD or PhD degree, and/or be in the final stages of completing a PhD (PhD applicants must have obtained their degrees by the date the Award commences).
3. PhD applicants already possessing their degrees must be in their first or second year of postdoctoral training on the date of the submission of the Application.
4. Applicants holding an MD or combined MD/PhD degree must have completed an accredited residency program and be in their first year of advanced (subspecialty, fellowship) training.
5. Applicants must apply for the Fellowship under the guidance of a Mentor qualified to oversee the proposed research. Applicants from Schools and Colleges of the Host Institutions whose disease-related research meets the intent of this Fellowship, and who are collaborating with faculty in the respective Schools of Medicine, must submit letters both from the Primary and the Collaborating Mentors.
6. Applicants must be U.S. citizens, have permanent resident status, or be able to demonstrate clearly their eligibility to stay in the United States legally for the duration of the proposed Fellowship research.
7. Multiple applications will be considered from the same laboratory, but only one (1) Brody Fellow at a time will be funded *per* laboratory. However, more than one (1) Brody Fellowship may be awarded in any particular year to postdoctoral fellows and/or clinical fellows from one (1) university.
8. Each potential Host Institution (Drexel University, Temple University and The University of Pennsylvania) may nominate up to ten (10) Brody Fellowship applicants *per* year.

## Terms of Fellowship Award

1. The Brody Fellowship provides support of a stipend, fringe benefits and supplies/equipment annually for up to two (2) consecutive years.
2. Each Brody Fellowship recipient will be required to submit to The College of Physicians an Annual Progress Report at the close of the first annual reporting period, no later than two (2) months before the beginning date of the next budget period. The Report must be approved by the Brody Fellow's Mentor(s) and should include summaries of the work completed, including annual activities, major benchmarks (as set forth in the Project Timeline), budget categories and other financial information. The funding of a second year of the Brody Fellowship (if any) will depend, in part, upon the timely submission of the Annual Progress Report, and its favorable review and acceptance by The Philadelphia Foundation.
3. The Fellowship stipend may be up to one-hundred and fifteen percent (115%) of an equivalent stipend for a trainee at the designated level at the Host Institution.
4. The fringe benefit rate will be the standard rate applied by the institution at which the Brody Fellow is employed.
5. A sum of up to fifteen-thousand dollars (\$15,000) may be allocated annually from the Fellowship Award for supplies/equipment/travel to professional meetings.
6. Fellowship Awards are made to institutions on behalf of the Brody Fellows. The institutions are responsible for disbursing the funds and for maintaining adequate supporting records and receipts of expenditures. The Brody Fund does *not* permit deductions to cover administrative expenses (e.g., indirect expenses) from the Fellowship award.
7. Award payments will be made in annual installments in U.S. currency to the Host Institutions. Payments for a second year of Brody Fellowship funding (if any) will be made upon submission by each Brody Fellow of an Annual Progress Report signed by the Brody Fellow and associated Mentor(s). During the Fellowship Award period, unused research funds may be carried over to the succeeding year, *provided that* the reason for the carryover of funds is set forth in the Annual Progress Report and the carryover is approved by The Philadelphia Foundation. *Any unused funds held by the Host Institution when the Fellowship Award expires or is terminated must be returned to The Philadelphia Foundation.*
8. Brody Fellowship recipients must be full-time postdoctoral fellows, and must hold appropriate MD and/or PhD degrees by the date of Award activation. Brody Fellows will be required to provide copies of their doctoral diplomas before the Fellowships can be activated.
9. Brody Fellows must be engaged full time in the research supported by the Award.

10. The Brody Fellowship Awards will be announced in *March 2024* and will begin in **July 2024**. Any proposed deviation from this schedule must be approved, in advance, by The Philadelphia Foundation. The Fellowship Award must be activated within one (1) year of granting.
11. Although supplementation of the stipend by the Mentor(s) is permitted, concurrent fellowship support from another funding entity is not allowed.
12. Awards are non-transferable.
13. All Brody Fellowship recipients are expected to adhere to the highest ethical standards and to ensure compliance with all applicable public laws and regulations when undertaking any type of research supported by Brody Family Medical Trust Fund monies. It is expected that all Brody Fellows will:
  - Be intellectually honest in proposing, performing, and reporting their research.
  - Be accurate in representing their contributions, as well as the contributions of others, in all research proposals, papers and reports.
  - Be fair in peer reviews.
  - Be collegial in scientific interactions, including communications and the sharing of resources.
  - Be forthcoming in disclosing any conflicts of interest or potential conflicts of interest.
  - Ensure the protection of human subjects in the conduct of research, in compliance with all applicable regulations and policies governing the protection of human subjects.
  - Ensure the humane care of animals in the conduct of research, in compliance with all applicable regulations and policies governing the humane care and treatment of laboratory animals.
  - Adhere to the mutual responsibilities between investigators and their research teams.
14. Each Brody Fellowship recipient shall agree to: (1) maintain appropriate status during the year(s) in which the Fellowship proceeds will be used; and (2) participate in any evaluation, outcome studies or surveys related to the Fellowship program sponsored by the Brody Fund. Failure to comply with these obligations shall bar the recipient from participating in other Brody Fund programs.
15. Each Brody Fellow shall provide a Final Report to The College of Physicians within ninety (90) days after the final Fellowship year has been completed. This report should include a summary of the Brody Fellow's program and work completed, budget categories and other financial information. Failure to submit this Final Report by the stated deadline shall bar the Brody Fellowship recipient from participating in other Brody Fund programs.
16. Brody Fellows must acknowledge funding from *The Brody Family Medical Trust Fund Fellowship in "Incurable Diseases" of The Philadelphia Foundation* in all publications and presentations arising out of the work performed pursuant to the Brody

Fellowship. Copies of any such journal articles and other publications should be sent to The College of Physicians along with the Final Progress Report.

17. Brody Fellows should follow their institutions' patent, copyright, and intellectual property policies regarding discoveries that result from research conducted under these Fellowship Awards. Additionally, all appropriate federal, state, and local regulations and guidelines with regard to scientific misconduct must be in place and enforced at all institutions with which Brody Fellows are affiliated.

18. Brody Fellows should share scientific findings in a timely manner *via* the standard means of scientific communication, including publications and/or presentations in scientific forums. *The Brody Family Medical Trust Fund Fellowship in "Incurable Diseases" of The Philadelphia Foundation* will not retain any rights to published results or patents that result from the research.

## Deadline and Submission of Application

### Deadline

Internal BPP deadline for preselection: **October 1, 2023**

BPP deadline for completed applications: **October 25, 2023**

Final Application submission deadline: **Tuesday, November 1, 2023**

Applications are considered on time if they are sent on or before the date listed.

**No extensions will be granted.**

### Submission Process

Each proposed Host Institution will designate an Application Coordinator (BPP Administrative Director) who shall be responsible for the coordination and submission of all Brody Fellowship Applications and supporting materials. BPP will manage the pre-selection process for UPenn applicants.

Please provide all information requested in the Brody Fellowship Application Form (text fields will expand to accommodate answers). The Application Form *and all supporting materials* must be saved as a single .PDF file and submitted in digital format to The College of Physicians of Philadelphia by the Host Institution's designated Application Coordinator. Paper applications will **not** be accepted. Final Applications are to be submitted no later than **midnight on Wednesday, November 1, 2023**.

**Note:** *If you are planning to submit your Application via email, please print the entire, finished document as a .PDF before attaching it to the email message. Failure to do so may result in the email program's not retaining or transmitting the relevant Application information.*

The designated Application Coordinator shall submit all final Applications and supporting materials by **midnight on Wednesday, November 1, 2023** to:

Holly Brown Everbach, JD  
Chief of Staff and Vice President for Governance The College of Physicians of Philadelphia  
19 South 22nd Street Philadelphia, PA 19103  
215-399-9926  
[heverbach@collegeofphysicians.org](mailto:heverbach@collegeofphysicians.org)

## Application

### Complete Application

Applications for the pre-selection process will not include sections six and seven (budget and institutional certification and approval signatures). Selected applications will need to submit the application to PennERA and submit a complete application to BPP. For the final submission, the Application Form must be filled out completely, and must be complete at the time of its submission. An Application may not be reviewed if it is incomplete or illegible, fails to follow instructions, or presents insufficient material to permit adequate review.

***Late submissions will not be accepted.***

### Application Format

The Application and supporting materials must be sent as one .PDF file and ***not*** a series of documents and attachments. The submission should not exceed a total of ***thirty-five (35) pages, or forty (40) pages if there are co-mentors (excluding the Application Cover Sheet, Eligibility Criteria, and List of Supporting Materials and Application Checklist)***. Please combine all the documents into one (1) .PDF file, and name it according to the following formula: if your name is John Brown, your file should be called Brown\_John.pdf. Please retain the original copy of the Application Form, as you may be required to mail it, along with other original documentation, in the event that you are selected to receive an Award.

- The Application must be single-spaced, formatted for standard size (8 ½" x 11") sheets of paper.
- ***Observe page number limits.***
- Print must be clear and legible. Please use 12-point. A smaller type size is acceptable for Figures, Graphs, Diagrams, Charts, Tables, Figure Legends, and Footnotes, but the type must be in black ink, readily legible.
- Use at least one-half inch margins (top, bottom, left, and right) for all pages, including continuation pages. No information should appear in the margins, including the applicant's name or page numbers.
- Use only a standard, single-column format for the text.
- Consecutively number pages throughout the Application; do not include unnumbered pages.
- ***Use English and avoid jargon.*** If terms are not generally known, define the terms the first time they are used and note the appropriate abbreviations in parentheses. The abbreviations may be used thereafter.
- You may include black-and-white or color images in the Application, provided such images are critical to the content of the Application.

### Mentor information

For each Mentor, the applicant must provide a copy of the Mentor's Biographical Sketch (in NIH format) and a letter in which each Mentor addresses how the proposed project will foster the applicant's independent professional growth and development. The



Primary Mentor must also attest to having read the Application, agreeing to it, and confirming the Mentor's and the institution's willingness to accept the applicant for the stated period of time. The mentor name, department, and contact information must be included in the cover page.

### **Departmental Administrative Contact**

All applications must include the name, and contact information of the "Administrative Contact". The Departmental Administrative Contact is the administrator or grant manager that handles the postdoc/mentor administrative paperwork or financial aspects of the proposal.

### **Institutional Officer**

Only proposals that has been selected will include the information and signature of the Institutional Officer. The Institutional Officer is the institutional authorized official (e.g., ORSS pre-award administrator, Marianne Achenbach). Selected proposals will first be submitted to PennERA and then they will collect the required signatures.

### **Applicant's Personal Statement**

As part of the Application, each applicant must submit a Personal Statement (*maximum of 600 words*). In light of the Brody Foundation's goal to foster the career development of young scientists, each applicant should describe the particular inspiration for the proposed Fellowship project, if any, and explain how any prior research and personal experience, background, and future goals make the applicant an appropriate candidate for the Brody Fellowship. The statement should also describe other notable activities and interests to give the Review Panel a clear sense of the applicant's individuality, passions, and pursuits outside of professional and scientific accomplishments. The Review Panel is genuinely interested in learning about each applicant as an individual. ***Please use the Personal Statement as an opportunity to convey any important and distinctive information about you as an individual that is not reflected elsewhere in the Application materials.***

### **Project Information**

Each applicant should provide specific information about the proposed research project.

Disease Information: Each Application must provide a description of the disease, or class of diseases, targeted by the research (*maximum of 500 words*). This should include information about the societal impact of the disease(s), the efficacy of current treatments, and how the proposed research may lead to a better understanding of the disease process and/or a better course for prevention, diagnosis, or treatment.

Training Environment: Each Application must include a description of the proposed Training Environment (*maximum of 250 words*), which explains how each Mentor's laboratory will provide an appropriate environment in which to carry out the proposed research.

**Abstract of Research Proposal:** Each Application must include an Abstract of Research Proposal (*maximum of 500 words*), which describes the proposed work, including specific aims, ***in language that is accessible to and understandable by a multidisciplinary group of scientific reviewers***. The Abstract should be intelligible to non-expert scientists, and may be published by The Philadelphia Foundation if the project receives Brody Fellowship funding. ***Please avoid the use of jargon, shorthand, and overly technical language.***

**Research Proposal:** Each applicant must submit a formal Research Proposal (*maximum of 3 single-spaced pages using 12-point font; figures are included in this page allotment, but the reference list is not*). You may use the standard NIH format: Specific Aims, Background and Significance, Preliminary Data, Research Design and Methods, and Career Objectives, including how the Award will help you achieve these objectives. The proposal should be a complete, cohesive, and coherent scientific document that is easy to read and tells a story.

#### Budget, Timeline, and Institutional Certification and Approval

The Application must include a Proposed Budget Form, a Project Timeline, and a completed Institutional Certification and Approval (included with the Application). The Institutional Officer is the institutional authorized official (e.g., ORSS pre-award administrator, Marianne Achenbach). The institution's Financial Officer is Kevin Dixon. The Institutional Office will complete all signatures in section seven including:

1. An Internal Review Board (IRB) or Certifying Officer, who can attest that the proposal is in compliance with government and institutional regulations
2. The institution's Administrative Officer (Institutional Officer)
3. The institution's Financial Officer

#### **Reference Letters**

Each applicant must arrange to have at least three (3) reference letters submitted in support of the Brody Fellowship Application; one (1) letter should be from the applicant's Mentor (in the case of an applicant with joint mentorship, the Primary and Collaborating Mentors should each submit a letter). Letters should include a description of the references' interactions with the applicant, their assessment of the quality of the applicant, and the applicant's commitment and potential to establish an independent career in research. The mentor's reference letter must be in UPenn letter head. Reference letters are submitted independently by recommenders via email to the designated point person (postdoc@penncmedicine.upenn.edu Re: Brody Foundation postdoc last name\_first name recommendation, e.g., Brody Foundation Roberts, Jane recommendation). Signed Reference Letters will be collated into the supporting documentation of the digital Application submission by a BPP staff member. In all cases, the original copy of all letters should be retained in the event that you are selected to receive an award. At that time, you may be required to submit all original documents.

## Use of Funds

No funds will be approved to finance living expenses, tuition expenses, academic fees, or other expenses incurred **before** the beginning of the Brody Fellowship year.

## Review and Selection Process

Applicants should describe the proposed work ***in language that is accessible to and understandable by a multidisciplinary group of scientific reviewers***. The proposal should be a complete, cohesive, and coherent scientific document that is easy to read and tells a story. ***Please avoid the use of jargon, shorthand, and overly technical language***. Fellows of The College of Physicians will serve as reviewers, with membership on the Review Panel augmented to assure knowledgeable reviewers for all submitted proposals. The Review Panel members will score the proposals and forward their recommendations, along with a ranking of the Applications and copies of the Applications, to the Board of Managers of The Philadelphia Foundation, which oversees the Brody Family Medical Trust Fund. The Philadelphia Foundation will serve as the body making final funding recommendations. All final decisions pertaining to the awarding of Brody Fellowships shall be made by The Philadelphia Foundation, in its sole discretion.

In making its recommendations, The College of Physicians will consider such factors as: the feasibility and potential impact of the proposed research; the quality and suitability of the research environment; and the potential for the award to foster each applicant's independent professional growth and development, and to have a positive overall effect on the applicant's career. Women and individuals from racial, ethnic, or other minority groups that are underrepresented in the biomedical research community are encouraged to apply. Candidates not selected for a Brody Fellowship may be renominated in the next selection cycle, *provided that* they continue to meet the Fellowship eligibility requirements. The Philadelphia Foundation does not provide critiques of unfunded proposals.

## Selection Criteria

The funding may be used to support basic research regarding the cause of a disease; pharmacological and clinical studies to identify or test treatments; epidemiology and social science studies; research designed to evaluate care and treatments programs; and research relating to prevention of chronic disease in individuals at high risk. The research can be focused on the disease itself, and/or its related effects on patients, caregivers and/or the community.

The Review Panel will consider the following in evaluating proposals for funding:

a) Intrinsic Merit: The overall quality, relevance, and innovation of the work to The Brody Family Medical Trust Fund goals; the feasibility and potential impact of the

proposed research; and the likelihood that the work will lead to fundamental advances, to new clinical discoveries, or to new technological developments. Both basic and applied research will be considered for funding.

b) **Relevance:** All research proposals must have a clear, direct relevance to a specific "incurable disease" or class of diseases. Proposals must also justify why the research has the potential to provide a better understanding of the disease process and/or lead to a more effective course of prevention, diagnosis, or treatment.

c) **Appropriateness:** The need for and suitability of the initiative to the Brody Family Medical Trust Fund Foundation's goals and mission, and whether or not the proposed approach will add significantly to what could be accomplished through existing methodologies. In addition, the integration of component projects is important and should be described explicitly.

d) **Applicant and Mentor Qualifications:** The qualifications and credentials of the applicant and Mentor(s), and their past productivity; as well as the potential for the award to foster the applicant's independent professional growth and development, and to have a positive overall effect on the applicant's career.

e) **Institutional Commitment:** The quality and suitability of the research environment, including the nature and level of resources available from the departments and other sponsoring units.

f) **Appropriateness of Management Plans and Arrangements:** The adequacy of the organizational and administrative plans, including the reasonableness of the proposed timeline and the mechanism to evaluate project progress.

### **Notice of Proprietary Information**

Applicants are discouraged from submitting information considered proprietary unless it is deemed essential for proper evaluation of the Application. However, if the Application contains information that constitutes trade secrets, or information that is commercial or financial, or information that is confidential or privileged, please identify the pages in the Application that contain this information by marking those paragraphs or lines with an asterisk (\*) at the beginning of the paragraph. State at the beginning of the Research Plan which pages contain asterisks and include a note stating: "The following sections marked with an asterisk contain proprietary/privileged information that [name of applicant] requests not be released to any persons, except for purposes of review and evaluation of this Application."

If information in the Application constitutes trade secrets or information that is commercial or financial, or information that is confidential or privileged, it is furnished to the Brody Fellowship Review Panel of The College of Physicians, and the Board of Managers of The Philadelphia Foundation and any of its agents, in confidence, with the understanding that the information shall be used or disclosed only for evaluation of this

Application. If a Brody Fellowship is awarded as a result of or in connection with the submission of this Application, The Philadelphia Foundation shall have the right to use or disclose the information to the extent authorized by law. This restriction does not limit The Philadelphia Foundation's right to use the information if it is obtained without restriction from another source.

### **Notification**

All applicants *must* notify The College of Physicians promptly if they have accepted any other positions or funding opportunities that would preclude their acceptance of a Brody Fellowship Award. In such cases, the information will be confirmed with the applicants, mentors, and institutional point persons, the designated Applications will be withdrawn, and the Selection Committee will be informed of the change in Application status.

The Brody Fellowship Awards will be announced in March of 2024. All successful applicants will receive a notification letter *via* email or by first-class mail.

If indicated by the Host Institution, an IRB-approved research protocol must be received by The College of Physicians, in due course.

### **Non-Compliance**

Failure of any Brody Fellow to comply with the policies governing this Fellowship may be grounds for early termination of the Fellowship and/or denial of any future consideration by the Brody Fund for any of its programs.

### **Annual Progress Report**

Each Brody Fellowship recipient shall provide an Annual Progress Report to The College of Physicians at the close of the first annual reporting period. The Report must be approved by the Brody Fellow's Mentor(s) and should include summaries of the work completed, including annual activities, major benchmarks (as set forth in the Project Timeline), budget categories and other financial information. The funding of a second year of the Brody Fellowship (if any) will depend, in part, upon the timely submission of the Annual Progress Report and its review and acceptance by The Philadelphia Foundation.

### **Final Report**

Each Brody Fellowship recipient shall provide a Final Report to The College of Physicians within ninety (90) days after the final Fellowship year has been completed. This report should include a summary of the Brody Fellow's program and work completed, budget categories and other financial information. Failure to submit this Final Report by the stated deadline shall bar the Brody Fellowship recipient from

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participating in other Brody Fund programs. Brody Fellows must acknowledge funding from *The Brody Family Medical Trust Fund Fellowship in "Incurable Diseases" of The Philadelphia Foundation* in all publications and presentations arising out of the work performed pursuant to the Brody Fellowship. Copies of any such relevant journal articles and other publications should be sent to The College of Physicians of Philadelphia along with the Final Report.

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