

January 12, 2009

## MEMORANDUM

**TO:** CVM Chairs, Faculty, Graduate students, and Post Docs  
**FROM:** Sandra Brabb, Dept. of VCAPP  
**SUBJECT:** Poncin Scholarship

**DEADLINE: noon, Monday, March 2, 2009**

In 2008, the PONCIN SCHOLARSHIP fund awarded five (5) scholarships to graduate students and post-doctoral fellows in the College of Veterinary Medicine, each in the amount of **\$22,515.78** per year (**\$1,876.32** per month) to conduct research in the biomedical sciences. The Poncin Scholarship is intended solely for PhD students, medical students, or post-doctoral fellows attending colleges and universities in the State of Washington (see attached description). Although they are called "scholarships", these are best thought of as research fellowship stipends. The amount to be awarded for 2009-2010 will be slightly more than noted above, but the new award level will not be finalized until late spring of 2009. If awarded, these funds are used by the department toward the funding of the graduate student or post-doctoral position of the recipient.

### Application Procedure

Eligible applicants include citizens and non-citizens on temporary or student visas studying at the graduate or post-doctoral level. Each applicant must have a sponsor (usually the applicant's graduate or post-doctoral mentor), and must complete the Poncin application form (sample attached). All applications must bear the signature of the sponsor (VCAPP, VMP, or VCS faculty mentor) and the head of the research institution (Department Chair and Dean of the College of Veterinary Medicine). Thus, a departmental cover letter, signed by the sponsor/mentor and the department chair must accompany all applications.

**Applicants should submit an original and six (6) copies to Sandi Brabb, McCoy 110, Dept. of VCAPP, by noon, Monday, March 2, 2009.**

All applications will be internally reviewed by the CVM Research Committee, where they will be ranked before being forward to the Poncin Trust for final consideration.

### Award Procedure

The Poncin Trust Scientific Committee will review all applications and CVM ranking documentation in May - June with award notifications mailed to the CVM in July. The Poncin Trust sends monthly checks payable to the recipient in care of the department or unit. It is the sponsoring unit's responsibility to monitor the recipient and to ensure that the recipient conducts his or her research project in a professional manner and in alignment with the intent of the Poncin Trust and the proposed activity. Checks will not be forwarded to the institution should the sponsor disapprove of the manner in which the research has been conducted, or if the research has changed directions sufficiently so that it does not remain within the bounds of the research proposal for which it was awarded. Checks should also be returned to the trustee if the researcher leaves the institution before receiving 12 monthly payments.

cc: CVM Research Committee  
S. Slinker  
B.Sorg

## PONCIN SCHOLARSHIP FUND (WSU CVM; rev. 2009)

### Description

The Poncin Scholarship Fund is a medical research scholarship trust created by the will of Cora May Poncin. An excerpt from page 5 of the Poncin will states:

“I desire to aid worthy and ambitious young people who are engaged in medical research and to that end I direct my trustee to make scholarships available to people engaged in medical research in connection with, or as a part of, any recognized institution of learning within the state of Washington. I direct that the scholarships be available to meritorious people qualifying as provided in this paragraph. My preference is to assist people who are doing advanced medical research and who have an M.D. degree.”

**All awards were in the amount of \$22,515.78 per year in 2008-2009, payable in monthly installments of \$1,876.32, and are eligible for renewal twice.** It is anticipated that the award amount will be slightly higher for 2009-2010, but the new award level will not be finalized until later in the spring of 2009.

### Application Procedure

Each applicant must have a sponsor and must complete the attached application form. All applications require the signature of the sponsor and the head of the research institution. The deadline is May 1 at the Poncin Trust but, due to the requirement for internal WSU CVM review prior to that date, the internal CVM deadline is March 2, 2009. Final notification of acceptance or denial by Poncin will be mailed to all applicants in July 2009.

### Payment Procedure

Monthly checks are payable to the researcher and are sent in care of the sponsor. At the request of the researcher, checks can be made payable to the institution. In the case of graduate students, the funds are intended to assist the researcher in the form of a stipend. Each check represents a scholarship payment in advance. Therefore, in all cases where the researcher leaves the institution before receiving his/her 12 monthly payments, sponsors are requested and required to return to the trustee any check received after the time the researcher terminates his/her work.

Effective January 1, 1987, all payments, regardless of whether checks are payable to the individual or to the research institution, are considered income and will be included in the recipient's gross income. The Bank is not presently required to declare all amounts received as income.

## Responsibility of Sponsor

The sponsor is responsible to see that the recipient is engaged in his/her research project in a professional manner and within the confines of the authorized project. Checks should be returned to the trustee should the sponsor disapprove of the manner in which the research has been conducted, or if the research has changed direction sufficiently so that it does not remain within the confines of the project for which the award was made. Should the direction of the research change, the trustee will be happy to consider a request for change. This request should take the form of a brief description of the requested change and be signed by both the researcher and the sponsor.

## Reporting Procedure

A report must be prepared at the end of the award year by the recipient. This brief report should contain the following information:

1. Reiteration of the purpose of the research.
2. The purpose of the research has not been altered during the period of the grant without approval of the trustee.
3. The signature of the sponsor indicates his/her verification that the research recipient did indeed conduct his/her research in a satisfactory manner.
4. Verification that the recipient used the monies received from the Poncin Fund for his/her support.
5. The results of the research are available at the offices of the research foundation or educational institute where the research was conducted, and are available to other physicians, educational institutions and to the trustee upon request.

## Renewals

Beginning in 1996, anyone requesting a renewal will be required to complete a new application by the May 1 deadline. Please include a list of any presentations made or papers published during the past year.