#### **Boston Children's Hospital**

# 2013 OFD/RRRC/CTREC FACULTY CAREER DEVELOPMENT FELLOWSHIPS: OUTLINE

Face page (use pre-printed face page): linked on the "Fellowships and Opportunities" webpage
Name of Principal Investigator
Project Title
Children's Hospital ID Number
Department or Division Name
Eligible for (check <b>all</b> that apply)
☐ Career Development Fellowship (Instructor and Assistant Professor)
☐ Family Responsibility (primary caregiver)
☐ Under-represented in medicine and science (URM) *
Indicate underrepresented population *
☐ Undesignated
HMS Academic Rank:
☐ Instructor
☐ Assistant Professor
Contact Information: Office/lab address, email address, office phone, FAX, cell phone number
Type of Research:
□ Basic
☐ Translational **
Pages 1-3 Proposal (font no smaller than Arial 11 pt, 1 inch margins):
Title
Background and Significance (1 paragraph)
Aims and Hypotheses
Preliminary Data
Methods
Analysis Plan
Timeframe
Timonumo

### **Page 4 References**

#### Page 5 Career Development Plan (one-half page limit)

Your career goal and how you hope to get there – write specifically about your research.

<sup>\*</sup> Career Development Fellowships follow the general standard adopted by the Association of American Medical Colleges (AAMC) and also used by HMS "underrepresented in medicine means those racial and ethnic populations that are underrepresented in the medical profession relative to their numbers in the general population," and may include individuals who identify themselves as Black or African-American, Hispanic or Latino, Native American, Alaska Native, Southeast Asian or Pacific Islander. Applicants applying for a URM fellowship should state this on the title page of the application. Please indicate the underrepresented population(s) with which you self-identify.

<sup>\*\*</sup> Translational Research is the translation of observations made in research laboratories and clinical services into clinical studies involving humans, and/or the use of clinical observations to define basic research studies or the use of clinical material in basic laboratories.

Pages 6-10 (can be 2 pages) NIH Biosketch (including publications) and NIH/other support (current and pending; overlap with this funding).

#### Page 11 Budget and Budget Justification

What will the award money be used for, e.g., your salary, salary of a research technician, supplies, etc.

Salary should be expressed as a percent effort (or number of months using the NIH format) in the budget statement rather than a generic statement about salary and/or RA support. A sample one-year budget is at the end of this outline. Your budget should cover the two years of funding.

Page 12 Statement of Impact of Family Responsibilities (one-half page limit, if applicable) If applying for a Career Development Fellowship under family responsibilities criterion, include a Statement of Impact of Family Responsibilities on Career. How has or will your family change and how does/will this affect your research? What is your timeline in terms of next steps in your career and how will this be affected by your family responsibilities? How will the award impact the completion of your research? Your statement should also clarify that you are the primary caregiver in your family (provide > 50% of care).

#### Include

- Sealed letter from Department/Division Chief in support of applicant's career and potential for advancement and space (if applicable) at Boston Children's Hospital (e.g. if an Instructor, potential for promotion to Assistant Professor at Children's). The letter should indicate the percentage of time the candidate will devote to research and whether this percentage will change with this award. It is also helpful to know if the candidate was recruited as part of a search and received support from the Research Recruitment and Resource Committee (RRRC) or Clinical Translational Research Executive Committee (CTREC). If applicant's research is at an outside laboratory, the Chief must indicate plans to incorporate applicant within department. The applicant's Department Chair/Division Chief must include in his/her letter a commitment to providing 25% of the total direct and indirect costs [\$25,000 plus 20% overhead (\$5,000) over 2 years] should the proposal be awarded.
- Sealed letter of recommendation from applicant's research colleague or mentor (if different from Department/Division Chief) in support of applicant's career and "path to independence."

<u>Submit one original and 17 copies</u> (only one copy of signed letters). For a list of frequently asked questions, click on "Fellowships and Opportunities" on the OFD website, then "FAQ - Career Development Fellowships" in the middle of the page.

<u>SAMPLE BUDGETS FOR RESEARCH PROPOSALS</u>
The budgets below reflect an increase in the fringe rate from 31.5% to 33% effective 10/1/2011

## OFD Funding is requested for:

### Sample Year 1 Budget for **Basic Science**

	FTE	FTE Mo		Salary		Project Salary		Fringe (33%)		Total	
PI	0.25	3	\$	70,000	\$	17,500	\$	5,775	\$	23,275	
RA	0.5	6	\$	32,400	\$	16,200	\$	5,346	\$	21,546	
Supplies											
Mice									\$	4,000	
Reagents									\$	1,179	
C										ŕ	
							7	Γotal	\$	50,000	
										,	
Sample Year 1 E	Budget for <b>C</b>	linical or	Trans	slational	Resea	rch					
Sample Year 1 E	Budget for <b>C</b> FTE	linical or Mo		<b>slational</b> Salary		rch ect Salary	Fring	ge (33%)		Total	
Sample Year 1 E	_							ge (33%) 9,623		Total 38,783	
•	FTE 0.9	Mo	5	Salary	Proje	ect Salary		·	\$.		
Research Asst	FTE 0.9	Mo 10.8	5	Salary	Proje	ect Salary		·	\$: \$	38,783	
Research Asst Patient recruitmen	FTE 0.9	Mo 10.8	5	Salary 32,400	Proje \$	ect Salary 29,160		·	\$: \$	38,783 64,000	
Research Asst Patient recruitmen Questionnaires 10 Lab tests	FTE 0.9 at 0@ \$15 each	Mo 10.8	5	Salary 32,400	Proje \$	ect Salary 29,160		·	\$: \$ \$ \$	38,783 64,000 61,500	
Research Asst Patient recruitmen Questionnaires 10	FTE 0.9 at 0@ \$15 each	Mo 10.8	5	Salary 32,400	Proje \$	ect Salary 29,160		·	\$: \$ \$ \$	38,783 64,000 61,500 62,000	