

## Boston Children's Hospital

### OFD/RRRC/CTREC 2013 Career Development Fellowships

#### Frequently asked questions for Faculty Fellowships

Below are the answers to frequently asked questions. For more specific questions, feel free to contact Maxine Milstein, MBA, Administrative Director, [maxine.milstein@childrens.harvard.edu](mailto:maxine.milstein@childrens.harvard.edu) Office of Faculty Development (OFD).

#### **Eligibility:**

*What constitutes Family Responsibility?*

The family responsibility award is intended for the primary caregiver (>50% of care) of children and elders. Hardship situations are not the intent of these awards and can better be addressed at the division, laboratory, or department level on an individual basis.

*Who are considered under-represented in medicine and science (URM) faculty? How should the applicant note this in the proposal?*

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.

*If I apply for one of the restricted faculty awards (URM or family responsibility), can I still be considered for the unrestricted awards (open to all faculty)?*

Yes. Applicants for the restricted faculty awards will automatically be considered for the unrestricted awards, if they are not selected to receive the restricted awards.

*What is the relationship between the Children's Hospital Faculty Career Development Fellowships and the HMS Eleanor and Miles Shore Fellowship program? Can I apply for both?*

Yes, we encourage you to apply for both the HMS fellowships and the BCH fellowships. The applications are fairly similar. The Children's Hospital Boston (BCH) Faculty Career Development Fellowships are also listed under the HMS Shore Fellowship program -- "Fellowships for Designated Institutions." For these fellowships, Children's conducts its own application, review, funding, etc, and only BCH faculty can apply for these faculty awards (\$50,000/year for two years). **Deadline for Children's fellowships is 3:00 PM Wednesday, February 27, 2013.** HMS honors our awardees at the Shore celebration and monitors their progress.

The HMS Shore "Fellowships selected by HMS/HSDM Review Committee," provide \$25-30,000/year for one year, **deadline Friday, March 1, 2013** for which you may also be eligible (see [www.hms.harvard.edu/fa/fifty.html](http://www.hms.harvard.edu/fa/fifty.html)). In some years, there are also Children's Departmental/Divisional awards in fields such as musculoskeletal medicine, anesthesia, neurology, pediatric subspecialties, and pathology.

You can apply for the Children's Career Development, a Children's department/division fellowship, and the Shore Fellowship, but you can receive only one fellowship. The Children's

review for its fellowships precedes the HMS review and is a completely separate process. We inform the HMS Review Committee of our selections and they remove the selected applications from consideration for an "undesigned" \$30,000 fellowship.

*How would one define “without substantial independent support”?*

There may not be an exact measure, but as a rough framework, having a K award or a Foundation grant would be acceptable. If applicants receive a fundable score on their R01 application, they would not be eligible since they are already on the path to independence.

**Process:**

*Are there separate reviews for each criterion?*

The Review Committee is comprised of both clinical and basic science investigators, representing the constituency of our community. Appropriate reviewers will be assigned as primary and secondary reviewer for each application but the Review Committee scores all applicants. Each proposal is evaluated by the same standards whether it is for family responsibility, URM, or undesigned. Excellence in research design and a track record of scholarship productivity are essential criteria.

*Do I need IRB approval for my clinical research proposal? What issues should be addressed?*

While you do not need IRB approval for this application, your clinical research proposal must show consideration of the risks and benefits for your human subjects. If these considerations are not addressed, your proposal will not be funded. Those clinical research fellowships selected for funding will be required to obtain IRB approval before the funding is released.

*Do I need IACUC approval for research involving animals?*

Similar to the IRB process, prior IACUC approval is not required but must be obtained if your application is selected for funding.

*Do applicants need to complete a “Children`s Hospital eResearch Portal (CHERP) online cover sheet” through the Office of Sponsored Programs (OSP) for institutional compliance?*

No, but successful fellowships recipients must complete the “CHERP online cover sheet” though OSP prior to award.

*What if I need more room for the research proposal summary?*

The format requires that you limit this section to 3 pages. Applications should be concise but should include all necessary components. It is important to make sure your methods are clear and can be carried out in the time frame proposed. Do not just “cut and paste” from an existing grant application.

*What is a Career Development statement?*

A career development plan (maximum ½ page) summarizes your career trajectory, outlining your future goals, and commitment to academic medicine and research. It should indicate how this fellowship would improve your opportunities.

*What is included in a Family Responsibility statement?*

The Family Responsibility statement (maximum ½ page) should elaborate on your care-giving responsibilities, ages of children, and indicate how this fellowship would help you reach your goals. These awards are intended for “primary” caregivers, responsible for more than 50% of childcare. They are not intended for single wage earners whose partners/spouses provide the childcare.

*How much information needs to be included in the budget?*

This section can be brief, a simple statement, of how the money will be used each of the two years, 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. Examples of the budget follow:

**SAMPLE BUDGETS FOR BASIC SCIENCE AND CLINICAL OR TRANSLATIONAL RESEARCH**

OFD Funding is requested for:

Sample Year 1 Budget for **Basic Science**

	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
					Total	\$ 50,000

Sample Year 1 Budget for **Clinical or Translational Research**

	FTE	Mo	Salary	Project Salary	Fringe (33%)	Total
Research Asst	0.9	10.8	\$ 32,400	\$ 29,160	\$9,623	\$38,783
Patient recruitment						\$4,000
Questionnaires 100@ \$15 each			100	\$ 15		\$1,500
Lab tests						\$2,000
Statistical support						\$1,717
Data entry						\$2,000
					Total	\$50,000

Applicants should include a brief budget justification for each item. Budgets may be modified for the second year, with OFD approval. If you have funding from other sources, it is essential to outline these other sources.

*What should the mentor and Chief letter cover?*

Sealed letter from Department/Division Chief in support of applicant's career and potential for academic advancement and space (if applicable) at 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. 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. Applicant must be receiving salary support from BCH or BCHFoundation or DFCI if in Division of Hemology-Oncology. **Additionally, 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.**

*When will decisions be made?*

Applicants will be notified of the Career Development Fellowships Review Committee's decisions in May or June 2013.

*When does funding begin?*

Funding for the 2013 fellowships begins July 1, 2013. A progress report is required in May 2014 for the second year of funding to be released in July 2014

*What happens if I leave Boston Children's Hospital during the two year fellowship award period?*

In May of the first year (11<sup>th</sup> month of the two years) of the (OFD) awards, the awardee will be requested to submit a progress report and a plan to continue the project for the second year; his/her Division/Department Chief will be requested to sign a statement of intention to continue the awardee's employment at Children's for the second year. If an OFD award recipient leaves Boston Children's Hospital before the end of the two year project period, award funds must be returned to the OFD, at minimum in proportion to the number of months remaining on the project. The awardee must notify the OFD as soon as he/she knows of his/her expected departure date to discuss plans for scientific and financial closeout of the project. Spending out the balance of the award at the time of departure before the two years is not allowable. By accepting the award, the recipient and his/her chief agree that those obligations are a condition of the award, and commit themselves to meet them.