DORIS DUKE CHARITABLE FOUNDATION
FUND TO RETAIN CLINICAL SCIENTISTS 2015
REQUEST FOR LETTERS OF INTENT

OVERVIEW OF GRANT OPPORTUNITY

Approximately 10 grants of $540,000 each over 5 years ($500,000 direct costs and $40,000 indirect costs) will be awarded to medical schools to provide supplemental, flexible funds to young faculty members at their institution working on clinical research projects and facing extraprofessional demands of caregiving. The potential candidates for the funds must be physician scientists at the junior faculty level who are working on significant biomedical problems. They must have active financial support for their main research and be on a clear trajectory to a successful independent research career. Importantly, they must be able to demonstrate a compelling case for why the funds are needed to maintain productivity while also facing significant demands of being a caregiver. The supplemental funds from the Fund to Retain Clinical Scientists would typically be used to support technical assistance during the year or two when demands are highest.

KEY DATES

<table>
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<th>Event</th>
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<td>Letters of intent due from medical schools</td>
<td>June 15, 2015</td>
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<td>Full proposals due</td>
<td>August 5, 2015</td>
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<td>Funding decisions</td>
<td>Early October, 2015</td>
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<td>Start date</td>
<td>January 1, 2016</td>
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PROGRAM DESCRIPTION AND GOALS

Over forty percent of young physicians with fulltime faculty appointments at academic medical schools leave academics within ten years.¹ The reason behind this attrition is complex and multi-dimensional, but one factor is that young faculty members, particularly women, face substantial extraprofessional demands such as childcare and eldercare. Several innovative programs have been developed at the institutional level to help researchers maintain productivity in the face of transitory, significant obstacles by providing “extra hands” (see, for example, the publication by Munson et al.²). Evaluation of one of these programs has shown return on investment in the form of retention of scientists in research, promotion within academic ranks, and attainment of new grants.³ Furthermore, at a recent meeting of the Initiative on Women in Science and Engineering (IWSE), a recommendation was made for

¹ Association of American Medical Colleges (https://www.aamc.org/download/67968/data/aibvol8no4.pdf)
³ Jagsi et al., 2007. A targeted intervention for the career development of women in academic medicine. Arch Intern Med 167:343
grant-making organizations and institutions to consider creating gender-neutral award programs for primary caregivers that provide supplemental research support.\(^4\)

To assist researchers facing these obstacles, the Doris Duke Charitable Foundation is offering the opportunity for institutions to establish a Fund to Retain Clinical Scientists (“the Fund”). The goal is to retain clinician investigators facing particular challenges due to transitory caregiving responsibilities.

**ELIGIBLE INSTITUTIONS**

Eligibility is limited to US Medical Schools and affiliated research hospitals. The sponsoring institution must demonstrate commitment to the program that includes provision of adequate staff and resources. Schools with existing “extra hands” programs are eligible to apply if they can justify the need for additional, not replacement, support.

Only one award will be made to a given medical school or to an affiliated academic research hospital, so it is suggested that departments confer on applications.

**501(C)(3) STATUS OF THE APPLICANT INSTITUTION**

The Doris Duke Charitable Foundation can only award grants to institutions that have letters from the US Internal Revenue Service documenting exemption from federal income taxation as an organization described in section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), and that they are not a private foundation or a Type III supporting organization as defined in Section 509(a) of the Code.

**QUALIFIED PROGRAM DIRECTORS**

Applicant institutions will designate a Program Director and optional co-Director who is able to promote the program and recruit worthy candidates and excellent reviewers. Program Directors and co-Directors should be individuals with the skills and knowledge to carry out the proposed program. These individuals should be in a position to direct the program at their institution, establish a fair and accountable selection process, and provide general mentoring to the recipients of the supplemental funding.

**ELIGIBLE CANDIDATES FOR THE FUND AND SELECTION OF CANDIDATES**

Program Directors will establish a process to award the supplemental funds to researchers who:

- Demonstrate a compelling need for the supplement that is related to being a caregiver. Typically this would be childcare and/or eldercare.
- Are physician scientists with an Instructor or Assistant Professor full-time appointment at the medical school.
- Hold an MD or DO degree and an active US medical license.

• Have research support such as a career development award or research project grant, which includes salary support.
• Show evidence of strong research training and productivity.
• Are conducting a clinical research project (see definition below) that has the potential to impact human health.
• Are women or men, although it is expected that more women may qualify because women face the intersecting responsibilities of career-building and child-rearing more often than men.

All supplements awarded from the Fund must be selected by a confidential, scientific peer review process using an application and review procedure established by the applicant institution. It is the responsibility of the Program Director to manage this review. It is expected that one to two scientists would be selected for a supplement each year.

AWARD INFORMATION
The foundation has committed $5,400,000 to this initiative for a total of 10 institutional awards over 5 years. Each award will be $500,000 direct costs and $40,000 indirect costs. The project period is 1/1/2016 to 12/31/2020. An applicant institution can decide to spend the $540,000 total costs in a shorter period of time if justification is given.

ALLOWABLE COSTS
Applicants may request $500,000 direct costs and $40,000 indirect costs. Allowable direct costs include:
• Supplemental research support to approximately 6 young faculty members over the term of the grant, with support recommended to range from $30,000 to $50,000 per year for one or two years (the Program Director should decide the appropriate amount for the local setting). The funds cannot be used directly for childcare or eldercare costs. They must be used to support clinical research. Examples include technical support, grant-writing support, or buy out of required clinical time so that more time can be spent on research.
• Partial personnel support for the Program Director and administration if needed. It is recommended that personnel support & administration combined be no more than 20% of direct costs.
• Supplies if needed.

It should be noted that these awards are intended to supplement research projects; the young faculty members must have active support for their research projects including travel to scientific meetings.

PROCESS TO SUBMIT A LETTER OF INTENT
A Letter of Intent (LOI) must be submitted electronically through the foundation’s application website by 3 pm EDT on June 15, 2015. Submitting an LOI does not obligate the applicant to submit a proposal. Nonetheless, proposals will not be accepted unless an LOI has been
submitted through the website. LOIs will be used to review eligibility and to structure the peer review process. Specific instructions on how to prepare and submit an LOI are provided on page 5.

FULL PROPOSALS
In the full proposal, applicants will be asked to describe the rationale and justification for establishment of a Fund at their school, the program leadership and administration, the environment, the potential pool of junior faculty, and the recruitment and selection process that will be used to choose junior faculty and their projects for supplements. Schools with existing programs are eligible to apply if they can justify the need for additional, not replacement, support. Full details on the proposal format and submission will be sent by June 17, 2015 to those eligible applicants that submitted an LOI. Full proposals will be due on August 5, 2015.

REVIEW AND SELECTION CRITERIA OF FULL PROPOSALS
Full proposals will be evaluated based on the following criteria:
- Evidence of a competitive applicant pool for the supplements
- Environment conducive to promoting young scientists with caregiver responsibilities
- Leadership and administrative strengths of the Program Director
- Recruitment plan that considers diversity
- Transparent plans for scientific peer review of applications for supplements
- Mentoring activities
- Overall merit of the proposed program

TRACKING AND EVALUATION
This is a new and experimental effort, and as such the foundation is very interested in its impact. Therefore, the foundation has contracted with an outside researcher to help evaluate this program. Selected institutions must agree to facilitate this evaluation process, which will include but is not limited to: providing baseline data on candidates, encouraging participating young faculty to respond to surveys, and helping to track participants beyond the funded term. The evaluator will get IRB approval at her own institution to conduct this study, but each selected institution may want to consider checking with its own IRB concerning the evaluation. Further details will be provided to awardee institutions.

DEFINITION OF CLINICAL RESEARCH
For research projects supported in connection with the Fund, clinical research is defined as the scientific investigation of the etiology, prevention, diagnosis, or treatment of human disease using human subjects, human populations, or materials of human origin. Included in the definition are studies that utilize tissues or pathogens only if they can be linked to a patient.

In keeping with the wishes expressed in Doris Duke’s will, experiments that utilize animals or primary tissues derived from animals will not be supported by this program.
USE OF HUMAN SUBJECTS
All research projects supported in connection with the Fund involving human subjects must comply with appropriate regulations pertaining to the use of human subjects in research.

SHARING OF GRANT INFORMATION
The Doris Duke Charitable Foundation, as a member of the Health Research Alliance (www.healthra.org), has agreed to deposit basic grant information into a database of privately funded awards. Information on the Fund for Retaining Clinical Scientists grants will be entered in this database. Find more information on the foundation’s grant information sharing and other policies here.

ABOUT THE DORIS DUKE CHARITABLE FOUNDATION
The Doris Duke Charitable Foundation is a philanthropic organization with the mission to improve the quality of people’s lives through grants supporting the performing arts, environmental conservation, medical research, and child well-being, and through preservation of the cultural and environmental legacy of Doris Duke’s properties.

QUESTIONS
Please email ddcf@aibs.org with “2015 FRCS - your last name” as the subject line. Questions will be answered within two business days. No phone calls, please.

HOW TO SUBMIT A LETTER OF INTENT (LOI)

Please note that LOIs must be submitted by 3pm EDT on June 15, 2015. Late submissions will not be accepted. Submitting an LOI does not obligate applicants to submit a full proposal. Nonetheless, proposals will not be accepted unless an LOI has been submitted through the website.

In order to access to the Foundation’s Internet Grant Application Module (IGAM) to submit the LOI, applicants must provide their institution’s nine digit employer identification number (EIN). Please consult with your grants office to obtain the ID for your institution. Only tax ID’s from organizations with 501(c)(3) status are recognized by the online application system, which matches against the IRS database. Please verify that you are using the appropriate tax ID number if it is not recognized by the online application system.

START a new letter of intent here:

Click this link once.
Using this link more than once will create multiple LOIs.

RETURN to an existing letter of intent:
https://www.grantrequest.com/SID_1149/?SA=AM
Once you have initiated a letter of intent, please bookmark the page at the link immediately above. *Using the first link of the two above will begin a new Letter of Intent.*

*If you have accessed IGAM previously to submit applications or progress reports, use your existing account information (email address & password) to log in. If you do not know your password you can request to reset it on the main IGAM log-in page.*

The LOI form is brief and consists of the items listed below. We recommend that you gather the following information before starting an online form submission.

1. Program Director’s and optional co-Director’s first name, last name, title, department, office address, phone, and email address
2. Name of the medical school
3. A brief statement that includes the goals of the program and a description of the potential pool of and proposed selection criteria for physician-scientist candidates for supplemental funds (maximum 250 words)
4. If applicable, a brief description of existing “extra hands” programs at the applying institution (maximum 200 words)

Applicants submitting an LOI will have access to the full proposal submission form through their IGAM account no later than the end of the business day on June 17, 2015. Detailed instructions for submitting the full proposal will be emailed directly to applicants.

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