DORIS DUKE CHARITABLE FOUNDATION (DDCF)
2019 REQUEST FOR APPLICATIONS AND
APPLICATION INSTRUCTIONS
PHYSICIAN SCIENTIST FELLOWSHIP

REVISED 05/23/2019

GRANT OPPORTUNITY

Grants of up to $110,000 each year ($100,000 direct cost and $10,000 indirect costs per year) for one or two years will be awarded to physician scientists (MD, MD/PhD, DO or foreign equivalent) in subspecialty training working at US degree granting institutions to support at least one year of clinical research that will strengthen their careers as biomedical investigators.

KEY DATES

Applications due	June 7, 2019, 3 p.m., ET
Notice of Award	Late July 2019
Award Start Date	September 1, 2019

PROGRAM DESCRIPTION

Physician scientists lend vital expertise to biomedical research through their training as both clinicians and researchers. The purpose of the Physician Scientist Fellowship (PSF) program is to: 1) support physician scientists in subspecialty training to lead and conduct an outstanding clinical research project; 2) ensure research time protection to enable development of research skills; and 3) facilitate strong mentorship relations. The PSF award aims to support research during final years of subspecialty fellowship and aid in the transition into a research faculty appointment.

AWARD INFORMATION

The 2019 Physician Scientist Fellowship consists of $100,000 direct costs plus $10,000 (10 percent) indirect costs each year for one to two years, depending on the need of the applicant. The award project period will begin on September 1, 2019. DDCF expects to fund between four and eight proposals in 2019. The priority of the PSF award is to fund candidates with passion for conducting clinical research. DDCF does not have funding priorities based on disease area or research type.

ELIGIBILITY CRITERIA

We strongly encourage applications from women and those from groups that are underrepresented in medicine, including Blacks or African Americans, Hispanics or Latinos, American Indians, Alaskan Natives, and Native Hawaiians.

To be eligible for this award, applicants must:
- Be a subspecialty fellow

- Have completed the majority of the clinical training portion of fellowship by the award start date, September 1, 2019 and must spend 20 percent or less effort on clinical work during the term of the grant. Successful candidates will most likely have also completed some research and can use this award to extend their research for one to two years. *Assistant professors are not eligible to apply for the funding opportunity. Please refer to our [Clinical Scientist Development Award](#) for more details on our award for assistant professors.*
- Dedicate at least 50 percent effort to the PSF project
- Not be in a graduate degree program at the time of the award. All education and training towards advanced degrees must be completed by the award start date, September 1, 2019, including residency.
- Be guaranteed a minimum overall research time protection of 80 percent of full-time professional effort by the applicant's institution if an award is made. This protection ensures that the applicant develops skills and knowledge necessary for a career in biomedical research.
- Have received an MD, DO, or foreign equivalent degree from an accredited institution.
- Have a valid, active US medical license at the time of application, but do not have to be US citizens.
- Work full-time at a US academic institution that grants doctoral degrees and is able to receive an award as an organization with 501(c)(3) Internal Revenue Service status. Please see the information on page 3 and consult with your institutional grants office.

Other requirements
- A clinical research project, as defined by DDCF, must be proposed in any disease area. A definition of clinical research can be found on page 4. The clinical research question should have strong potential to impact the field.
- A mentor must be designated, or mentorship team assembled, and the role of the mentor(s) must be described. Mentors are expected to play an active role during the course of the award in fostering the applicant's career development as a physician scientist. Mentors are expected to act as advocates for the applicant at the departmental, institutional and professional levels and provide scientific guidance for the proposed project.
- Experiments that utilize non-human animals or primary tissues derived from them should not be included in the proposed research. In keeping with Doris Duke's wishes as expressed in her will, these types of experiments will not be supported. Animal-based research may be presented as preliminary evidence supporting the proposed research but the aims themselves may not include research with non-human animals.
- If applicable, Investigational New Drug Approvals must be in place by the deadline for submission of a full proposal. See page 4.
- Institutional Review Board (IRB) approvals are not necessary at the time of application. However DDCF strongly prefers IRB approvals to be in place by the grant start date, September 1, 2019. IRB approval must be in place by December 1, 2019. See page 4.

Other funding

- Applicants are allowed to hold a National Institutes of Health (NIH) T or F series award or other training award at the same time as the PSF grant as long as they can dedicate 50 percent effort to the PSF project. They cannot have an NIH K or R series award, or equivalent.
- Applicants must not propose research aims or budget expenses that directly overlap with another funded project. Application for support of PSF research aims that simply extend those of other grants is discouraged.

Eligibility of Institutions

- DDCF can award grants only to institutions that have determination 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. Please note that this requirement does not exclude participation of applicants at state universities, which may not have 501(c)(3) status. State university applicants are encouraged to apply through their grant-receiving arms (e.g. applicants from the University of Texas may apply through the University of Texas Foundation). DDCF encourages applicants to seek guidance from their institutions to identify the appropriate institutional entity through which they can apply. DDCF is unable to provide information on the tax ID that applicants must use to gain access to the application site.

REVIEW AND SELECTION CRITERIA

- **Significance:** Importance of the problem and likelihood that the research will impact the career advancement of the applicant.

- **Originality:** Originality of the research proposal to address a clinically meaningful research question.

- **Approach:** Appropriateness of the methodology and scope of the project.

- **Investigator:** Evidence of the applicant's commitment to a clinical research career and promise to make significant contributions to the field. Demonstration of the applicant's inventiveness and talent. Potential of the fellow to have a successful career in clinical research.

- **Environment and Mentorship:** The quality of the research training environment and commitment of the applicant's department and institution to the applicant. Evidence of institutional and mentor commitment to facilitate access to key resources, including necessary clinical subjects or specimens. Evidence of the mentor's successful research career. Potential of the mentor to support the applicant and offer outstanding research and career guidance. Fit of the proposed partnership between applicant and mentor. Evidence of both parties' commitment. Quality of the mentoring plan and proposed structure of the mentorship.

Applicants are encouraged to propose research that is innovative, interfaces with different scientific disciplines, and has the potential to significantly advance the frontiers of clinical research.

DEFINITION OF CLINICAL RESEARCH

For this program, 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.

It is expected that the research protocols of grant applicants will require Institutional Review Board (IRB) approval. Occasionally, DDCF has funded research that does not require IRB approval, such as research using de-identified data from patient populations. If a research project is being proposed that does not require IRB approval, applicants are strongly encouraged to contact DDCF program staff to discuss whether the proposed research falls within DDCF's definition of clinical research. Please email ddcf@aibs.org with questions regarding the eligibility of your research project.

APPLICATION REQUIREMENTS FOR USE OF HUMAN RESEARCH SUBJECTS

Institutional Review Board approval, if necessary, is not required at the time of application. However, if necessary, Investigational New Drug approval must be in place by the submission date of June 7, 2019. DDCF strongly prefers Institutional Review Board approval to be in place by the grant start date of September 1, 2019. Institutional Review Board approval must be in place by December 1, 2019. The grantee may not conduct activities supported by the PSF that involve human subjects until a copy of the Institutional Review Board approval is received at DDCF. We recommend that you coordinate with your Institutional Review Board to ensure timely approval.

GUIDELINES AND POLICIES

DDCF grantees are subject to a public access policy. In addition, DDCF, 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. Find more information on public access, grant information sharing, and other policies here.

APPLICATION PROCESS

A complete application consists of a completed online application form, which includes two required attachments, and supporting materials submitted directly by the mentor and department chair through a separate, confidential website. Note that the requirements for submitting supporting materials are different for the mentor and department chair. Be sure to review the instructions below to ensure materials are submitted for a complete application.

To start a new application, you will need to obtain the tax identification number (also known as the Employer Identification Number or EIN) of the grant-receiving organization, which is the organization that would accept and administer the award. The applicant will be unable to access the application submission form without this information.

> All communications will be made through email. We recommend applicants add "ddcf@aibs.org" to their email safe senders list.

STEP-BY-STEP INSTRUCTIONS ON HOW TO PREPARE AND SUBMIT A COMPLETE APPLICATION

OVERVIEW OF HOW TO SUBMIT AN APPLICATION

A complete application consists of (1) electronic confidential support forms submitted by the mentor and the department chair at the applicant's request, including a letter of support to be uploaded by the mentor(s); and (2) an application form, including two attachments, submitted via DDCF's online application form. The detailed components of the complete application are described in the checklist on the next page. Please note that partially completed applications will not be accepted and will be disqualified from the competition. To begin an application submission, do the following:

1- Visit http://ddcf.aibs-scores.org/ and provide the contact information for the mentor and department chair who will fill out Confidential Electronic Supporting Materials. Read more about the support forms on page 7. We suggest that you provide the mentor and department chair contact information well in advance of the deadline. It is the responsibility of the applicant to provide DDCF with the contact information of the individuals so that they can receive instructions on how to submit the Supporting Materials. Mentor information provided here must match that provided on the DDCF online application form.

2- Obtain the *tax identification number* (also known as the Employer Identification Number or EIN) of the grant-receiving organization, the organization that would accept and administer the award. *The applicant will be unable to access the application submission form without this information.*

3- Access the online application site. See page 11 for the web address. Once you gain access, we strongly suggest that you download the budget template and ensure that all required information has been gathered in advance of the deadline. Note that the application site is different from the site listed on #1 above and both sites must be visited to fill and submit the corresponding forms.

Use the checklist on the next page to ensure that you gather all the information required to submit an application.

Application check list

A complete application consists of:

			Instructions on page
		Electronic Confidential Support Materials (applicant must visit **http://ddcf.aibs-scores.org/**)	7
☐	I.	Supporting Materials from Mentor(s) (Only one mentor may fill out the online form. However, joint or separate letters from multiple mentors may be uploaded, if applicable) a) Mentorship Form (Fillable Electronic PDF Form) b) Mentor(s) Letter of Support on institutional letterhead (2 pages maximum for each mentor)	
☐	II.	Institutional Commitment Form (Fillable Electronic PDF Form) from the department chair	
		Online application form (See the corresponding page for the web address, the site is different from the one above, make sure you visit both and submit the corresponding forms)	11
☐	III.	Principal Investigator information and affiliations	
☐	IV.	Project information	
☐	V.	Mentor information	
☐	VI.	Contact information for the department chair who will provide confirmation of institutional support	
		Budget	13
☐	VII.	Proposed budget using DDCF budget template	
		Full Proposal attachment (all sections listed below must be assembled into one PDF document and use 12-point font size throughout, unless noted otherwise. Smaller font sizes are acceptable for use in tables and figure legends. Margins must not be smaller than one-half inch on all sides.) Submitted through the online application form	14
☐	VIII.	Proposal (12 page maximum)	14
☐		a) Research Plan (9 page maximum)	
		b) Literature Cited in Research Plan (no page limit, does not count toward the proposal page limit)	
☐		c) Description of Resources (1 page maximum)	
☐		d) Mentoring Plan (2 page maximum)	
☐		e) Description of how the proposed research meets DDCF's definition of clinical research as described on page 4 of this document. (1/2 page, does not count toward the proposal page limit)	
☐	IX.	Career Goals and Accomplishments (1 page maximum)	16
	X.	Budget justification (1 page maximum)	16
	XI.	Consultant/Collaborative/Contractual Arrangements (Each letter maximum 1 page)	16
	XII.	NIH format biographical sketch of the applicant and mentor(s) using the NIH template, 5 page limit	16
☐	XIII.	Assurance form	16

ELECTRONIC CONFIDENTIAL SUPPORT MATERIALS

Background Information

Supporting materials from the designated mentor and department chair will include three files in PDF format (instructions on how submit these materials can be found on page 9):

I.   Supporting Materials from Mentor(s)
   a. A Mentorship Form submitted by the designated mentor,
   b. Letter(s) of support submitted by the designated mentor and other members of a mentorship team if applicable (see page 8 for additional details), and

II. An Institutional Commitment Form submitted by the department/division chair.

These supporting materials provide information about the applicant, the designated mentor and plans for mentorship, and the institutional commitment to provide research time protection for the applicant. Detailed instructions for how to request these materials are provided on page 9.

The Institutional Commitment fillable electronic PDF form must be completed by the applicant's department chair to guarantee that the applicant will be provided with the required research time protection (80 percent) if selected to receive the Physician Scientist Fellowship award. Division chiefs in the departments of Medicine or Pediatrics may fill out this form if they are authorized to guarantee protected research time.

We recommend that you provide the information below to each of the individuals completing the supporting materials for guidance.

INFORMATION FOR MENTOR(S) AND DEPARTMENT CHAIR

The purpose of the Doris Duke Physician Scientist Fellowship award is to support research conducted by subspecialty fellows to enhance their skills towards independent careers in research.

I.   **Supporting Materials from Mentor(s)**
   Mentors are expected to play an active role in fostering the applicant's career development as a clinician researcher during the course of the Physician Scientist Fellowship grant. Mentors are expected to act as advocates for the applicant at the departmental, institutional and professional levels and provide scientific guidance for the proposed project. DDCF recognizes that these functions may be more adequately fulfilled by a team rather than an individual mentor. Though not required, applicants may opt to engage a mentorship team rather than a single mentor.

   The designated mentor will receive two email messages from ddcf@aibs.org requesting two types of supporting materials:

   a) **Mentorship Form (Fillable Electronic PDF Form)**
      The mentorship form asks for information about the designated mentor and the

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applicant. Please do not upload scanned copies. The PDF form contains data fields for electronic responses that will be extracted for review.

b) Mentor(s) Letter of Support on institutional letterhead (2 pages maximum for each mentor)

Mentor(s) are required to submit a letter of support (in addition to filling out and uploading the form described above in Section I.a, page 7). If an applicant has more than one mentor (a mentorship team), each mentor should write a letter (2 pages maximum for each), and the designated mentor should combine all the letters into one PDF and upload as one attachment to the Supporting Materials website. The mentorship letter(s) should describe in detail:

- Why the mentor(s) has/have taken a mentorship role for this applicant.
- Why the applicant's record and accomplishments merit PSF support
- Plan for successful mentoring of the applicant in her/his development as a clinical investigator. Indicate how the mentor, and the mentorship team if applicable, will use their professional influence and scientific knowledge to promote the applicant's research and career advancement.
- How often and how many hours the mentor will commit to the applicant each month, describing any formal or informal mentoring approaches.
- Plans to remove potential institutional hurdles for the applicant to accomplish the proposed research.
- If applicable, plans to help strengthen the applicant's research skills, particularly in areas for which the applicant may not already have a strength and that are required to carry out the research aims.

Mentors are asked to avoid referring to personal circumstances or attributes of the applicant, such as: marital status, age or gender (e.g. young, woman, man), juggling of work-life balance such as child care responsibilities or illness, and roles of the applicant outside of the professional setting (e.g. mother, husband, father).

II. **Institutional Commitment Form (Fillable Electronic PDF Form)**

The Institutional Commitment fillable electronic PDF form must be completed by the applicant's department chair to guarantee that the applicant will be provided with the required research time protection (80 percent) if selected to receive the Physician Scientist Fellowship award. Chairs will also have the opportunity to provide additional, optional remarks in the electronic form. Division chiefs in the departments of Medicine or Pediatrics may provide this form if they are authorized to provide the information above. Letters on institutional letterhead will not be accepted in lieu of the Institutional Commitment form nor in addition to it. Please do not upload scanned copies. The PDF form contains data fields for electronic responses that will be extracted for review.

Instructions for the applicant on how to request supporting materials from a mentor and the Department Chair

- Before going to the site below, applicants will need the following information for both the mentor and the department chair:
    - First name, middle initial and last name
    - Highest academic degree
    - Title
    - Department
    - Institution
    - Office address, city, state and postal code
    - Institutional email address
    - Phone number

- Visit http://ddcf.aibs-scores.org/ and bookmark the page. We recommend that applicants visit this site as soon as possible so that the mentor and department chair can complete and upload their supporting materials ahead of the deadline**s:**

    - Electronic confidential support forms from mentors and department/division chairs must be submitted by **June 6, 2019** to ensure a complete application.

    - Final deadline for the full application is **June 7, 2019, 3 pm ET. Late submissions will not be accepted.**

- Create a login using the same email address as the online application form.

- Upon login, click "Begin Submission" under the Physician Scientist Fellowship to begin an application.

- Section I. TITLE should be the title of applicant's PSF project which must match the title in your online application form. Click "Save".

- Section II. PEOPLE allows applicants to enter applicant information and add the mentor and department chair. Click "Add a person to this submission" to fill out your information and provide contact of both the mentor and department chair.

    NOTE: Applicants will only be able to add one mentor. The mentor email address provided should be the mentor designated to complete the mentorship form and upload the letter(s) of support.

- Upon entering the "New Person" section, select the appropriate role and complete the fields appropriately. Once the required fields are filled, click "Save.".

- Upon submitting contact information, applicants will be brought back to Section II. PEOPLE. Continue to add another person until information is provided for both the mentor and department chair.

- Section III. SUPPORTING MATERIALS contains links to create and send invitations to the mentor and department chair to submit supporting materials. There are three items that require an invitation: 1) a Mentorship Form, to be submitted by the designated

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mentor; 2) Letter(s) of Support from Mentor(s), to be submitted by the designated mentor; and 3) an Institutional Commitment Form, to be submitted by the department chair. Click "Create and send invitation" under each item and then click "Save". Upon clicking "Save", an automatic email will be generated for each respective individual. This email will include instructions on how to provide the confidential electronic supporting materials for the applicant's proposal. Recommenders will be required to download and complete fillable PDF forms and upload them to the Supporting Materials website.

NOTE: By clicking "Create and send an invitation", each Recommender field will be automatically populated based on role you designated to each individual. Please make sure you are confident in your selections so that unnecessary emails are not distributed.

- Please alert the mentor and department chair of the upcoming email from ddcf@aibs.org. This email will contain instructions on how they can provide their confidential electronic supporting materials. We recommend the Recommenders add ddcf@aibs.org to their safe senders list to avoid email requests from being blocked by filters.

- Once the applicant provides the mentor and chair contact information, the text "Pending" will appear under each item. This text indicates that the person has not yet submitted the electronic form. The text will change to "Received" as soon as the person uploads the electronic form.

- If necessary, applicants can replace the contact information for the mentor and department chair before supporting materials are submitted. If any of these individuals did not receive the email with instructions, we recommend that the applicant delete and add them again. We also recommend that email recipients check their junk mail folder or spam email filter.

Note that if an applicant wants to delete a recommender after supporting materials have been submitted, they must contact ddcf@aibs.org to make changes.

- Applicants will receive a confirmation email from ddcf@aibs.org once each individual submits their electronic confidential support form. Applicants should receive a total of three confirmation emails.

- It is the applicant's responsibility to ensure that the supporting forms are completed by the deadline. **Late submissions will not be accepted**.

- Applications missing the electronic confidential support materials from their mentor or department chair will be disqualified without notice.

- Once all confidential electronic support materials are received, applicants must log back into http://ddcf.aibs-scores.org/ for the final submission. Each section will be marked with a check indicating completion. Section IV. FINALIZE YOUR SUBMISSION includes information on submitting the received electronic confidential support forms. Once the applicant is ready, click "Save and Finalize" to complete the Confidential Electronic Support Materials requirement of the PSF application.

ONLINE APPLICATION FORM

To gain access to the online application form, applicants must provide their institution's nine digit tax ID (also known as the Employer Identification Number or EIN). Please consult with your grants office to obtain the tax ID for your institution. Applicants at public universities may need to check with their university foundations for the correct tax ID. Only tax IDs from organizations with 501(c)(3) status are recognized by the online application system. If the tax ID is not recognized by the online application system, please see our FAQs and verify with your institution that you are using the appropriate tax ID number. The tax identification number of the grant-receiving organization, which should be the mentor's institution that will accept and administer the award. Applicants will be unable to access the application system without this information.

To begin an application form use the following link:
https://www.grantrequest.com/SID_1149?SA=SNA&FID=35293

To return to an application form already in progress you must use the link below:
https://www.grantrequest.com/SID_1149?SA=AM

Please bookmark this page to return to an application in progress. Using the first link of the two immediately above will generate a new application form rather than lead you to one started previously.

Enter all information requested into the electronic application system. Fields marked with an asterisk are required. You will not be able submit the application without entering information into the required fields.

Complete the electronic form by entering the following information:

III.   Fellow and affiliations

- First name, middle initial and last name.
- Post-baccalaureate academic degree(s), institution and year
- US Medical license confirmation
- Current appointment title, if applicable
- Current appointment start and end dates, if applicable
- Additional current job titles, if applicable
- Institution name
- Department name
- Telephone number
- Institutional email address; **Note that commercial email addresses such as Gmail, Yahoo, etc. are not acceptable.** All communications regarding the application will be sent to the institutional address.
- Office address
- Start date of subspecialty fellowship training

- Completion date of the clinical portion of subspecialty fellowship training
- Field(s) of research training (select from the list)
- Clinical specialty and subspecialty
- Percent professional effort currently allocated to patient care, research, teaching, administration, and other
- Other funding information (NIH T and F level awards)
- Number of first author peer-reviewed original reports
- Date of birth
- Gender
- Race/Ethnicity

IV.   Project information

- Project title (up to 255 characters)
- Primary disease area (select from the pull-down list)
- Primary biomedical/health research area (select from the pull-down list)
- Research classification (select from the pull-down list)
- Research approach (select from the pull-down list)
- Abstract (up to 250 words)

V.   Mentor information

Please provide the information below for the mentor (or mentors, if applicable):
- First name, middle initial and last name
- Highest academic degrees
- Title
- Department
- Institution
- Office address
- Email address

Applicants with mentorship teams:
- Make sure that the information of the mentor listed matches that of the mentor designated to fill out the Mentorship form, as indicated at http://ddcf.aibs-scores.org/.
- The contact information for up to three mentors may be provided in this online application form. Only one designated mentor will be responsible for indicating the composition of the team in the confidential online Mentorship Form.

VI.   Department chair information

Applicants are asked to provide the contact information for the department chair. This person must be able to confirm that the applicant will have 80% protected time for research as well as the term of the applicant's title. Applicants in the Departments of Medicine or Pediatrics may provide contact information for their division chief, provided that this person

can provide assurance of research time protection and confirm the term of the applicant's title.

Please make sure that this information matches what you provided at http://ddcf.aibs-scores.org/.

- First name, middle initial and last name
- Title
- Institutional email address
- Phone number

APPLICATION ATTACHMENTS

VII.   **Budget:** The Excel document **Budget Template** must be used. The template can also be downloaded from the last page in the online application form and must be uploaded as a single Excel file.

The budget template contains TWO worksheets: The first contains the detailed year 1 budget. The second contains the summary budget for the entire grant if two years of funding is being requested. A Detailed budget for year 2 is not required even if a two-year award is requested. Each grant will be $100,000 direct costs and $10,000 (10 percent) indirect costs annually (i.e., if applicant opts for a two-year grant term, the award will be a total of $220,000 over two years).

- **Personnel:** The fellow is required to spend a minimum of 80 percent effort on research in general and dedicate at least 50 percent effort to the PSF project. Salary must be greater than or equal to the NIH National Research Service Award (NRSA) Fellowship stipend, determined by the number of full years of relevant postdoctoral experience when the award is issued. While the salary for the applicant does not have to adhere to the NIH salary cap for postdoctoral trainees or fellows, the salary level must be justified.

    Salaries for research staff should be based on current actual salaries for existing employees. If a position is "to be named," use the salary of an equivalent employee. Fringe benefits should be budgeted for salaried positions based on the appropriate rates at your institution. Fringe benefits typically cover charges such as FICA, retirement, and health insurance. Nurse, research coordinator, and fellow efforts are allowable costs as long as these positions would directly support the proposed research plan.

- **Consultants:** Consultants are individuals who provide expert services for the project and are compensated by a fee for the service. Consultants do not receive salary support from the grant. Consultant costs should be reasonable and necessary to the project.

- **Supplies:** Supplies are expendable items and must be necessary for the conduct of the research project. If the total for supplies exceeds $10,000, break down the costs into categories such as reagents, disposables, etc.

- **Equipment:** Equipment is non-expendable, tangible property that has a useful life of more than one year. *Equipment allocations are not an allowable cost and may not be charged to the PSF grant.*

- **Travel:** Travel costs should be reasonable and based on current rates. Typically, a DDCF medical research award budget contains one trip per year to a scientific meeting. Note, your attendance at the Doris Duke Clinical Scientist Meeting is required. However, expenses for your travel and hotel will be covered by DDCF to not hinder the flexibility of your funding for other research-related costs.
- **Subject costs:** Expenses related to subject recruitment (such as participation incentives, subject remuneration, phlebotomy charges, etc.) and clinical laboratory analyses of human subjects or their samples (such as clinical laboratory assays, imaging charges, study medications, etc.) should be listed in this section of the budget.
- **Other expenses:** Publication costs may be included as other expenses. Applicants to the PSF award are expected to have completed all training leading to an academic degree. However, coursework and training costs are allowed when these would provide supplementary training that is relevant to the project.
- **Total Direct Costs:** Total direct costs are the total costs from all items budgeted in the proposal, including equipment. Direct costs are costs that will be used to directly support the program activities. The total direct costs must not exceed $100,000 annually for the entire grant term.
- **Indirect Costs:** Indirect costs are the costs that cannot be directly associated with the grant but are incurred as a result of the institution taking on the proposed activity. The maximum amount of indirect costs for the PSF is 10 percent of annual total direct cost or $10,000 annually over the entire grant term.

The sections below (VIII-XIII) must be assembled into one PDF

VIII. **Proposal:** The following five sections must be uploaded as a single PDF document in the order listed below for submission with your application. Do not use PDF files that have Flash embedded in them. Adhere to the page guidelines described below.

a) **Research Plan (9 pages maximum)**: Single-spaced including figures, excluding literature cited.
Concise proposal for a clinical research project prepared by both the fellow and the mentor or mentor team (see page 4 for DDCF's definition of clinical research). The research proposal should include:

   1. **Clinical Significance:** Address the following questions (*no more than two sentences each*)
      o What is the clinical research question to be addressed?
      o Why is your proposal important or innovative?
      o How will the proposed research impact or improve patient care?
   2. **Hypotheses and Specific Aims:** Clearly state each hypothesis being tested and the corresponding proposed specific aim.
   3. **Background and Significance:** Discuss the scientific knowledge that led to the stated hypotheses and specific aims and cite critical references. State the importance and health relevance of the proposed research.

4. **Preliminary Results:** Present data pertinent to the proposed research, especially if they substantiate the validity of a new technique or hypothesis or demonstrate expertise in a new area of research.
5. **Research Design and Methods:** Describe the procedures and methodology that will be used to accomplish the specific aims of the project. For each specific aim, describe the participants (age, age group, gender, etc.), samples and their source (commercial or from study subjects), study design, inclusion and exclusion criteria for participants if applicable, predictor and outcome variables, methods to measure or assess predictor and outcome variables, and randomization of treatment and analyses. Discuss any potential difficulties and alternate approaches that might be taken to accomplish the aims.

NOTE: The review committee is comprised of experienced physician scientists and will broadly reflect the disease areas supported by this award mechanism, however, your proposal will not necessarily be reviewed by experts in your field of research. Therefore, it is in your best interest to define all acronyms, to keep your research plan free of jargon, and to make it understandable to a non-specialist.

The research plan must include all required sub-sections numbered above *in the order specified*. We recommend that applicants copy/paste the sub-sections into their working document to ensure that all are included and clearly labeled. *Proposals with a research plan missing sub-sections or with sub-sections out of order will be disqualified from the competition without prior notice.*

b) **Literature Cited in Research Plan (No page limit, Use 10-point font)**
Provide complete references to the literature cited in the body of the Research Plan.

c) **Description of Resources (1 page maximum)**
Identify specific resources such as subjects, materials, equipment, and facilities that you will need to complete the proposed research plan. Do not list general laboratory and office facilities at your disposal such as office square footage and general use computer equipment. Verify that you have access to the specialized equipment and facilities required for your research including facilities for patient studies if needed, such as hospital units or clinical research centers.

d) **Mentoring Plan (2 pages maximum):** Description of mentor(s)'s training record and an individualized mentoring plan for the fellow. The mentoring plan should describe how the mentor will contribute to the development of the fellow's research career. The following items are suggested:
1. Description of availability of mentor's time, resources, and environment for fellow's research and career development
2. Plans for supervision, guidance, and communication, such as face-to-face meetings

3. Plans for enrichment activities, such as seminars, journal clubs, and formal coursework
4. Training timeline

e) **Description of how the proposed research meets DDCF's definition of clinical research (Half page maximum)**
Please be succinct in your description and note that this section is not meant to justify the importance of your studies. The purpose of this section is to ensure compliance with the program's definition of clinical research.

For this program, 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.

IX. **Career Goals and Accomplishments (1 page maximum)**: Statement written by the applicant that contains a description of reasons for undertaking clinical research, plans for future professional development, and long-term career goals. Include how you envision this award will further your career development and one significant professional accomplishment.

X. **Budget Justification (1 page maximum)**: Provide a budget justification for the proposed expenses. Be sure to explicitly justify large or unusual budget allocations and the proposed effort allocation of the fellow.

XI. **Consultant/Collaborative/Contractual Arrangements (Each letter maximum 1 page)**
If applicable, include letters verifying any consulting, collaborative, or contractual arrangements necessary to conduct the proposed research. **These should not be letters of recommendation.**

XII. **NIH format biographical sketch of the fellow and mentor (Maximum 5 pages each)**
Biographical sketches must be provided for the fellow and the mentor(s). Changes to the mentors are not accepted once an application is submitted.

The biographical sketch, including research support information, must be in the current NIH format. For applicants that opted to have more than one mentor, the biographical sketches for all mentors (5 pages each) must be provided. Do not include biographical sketches for collaborators, consultants, or any others not explicitly required.

XIII. **Assurance form**
The Assurance Form, provided in the last page of this document, **must be signed by the applicant and an Institutional Official.** A scanned PDF of this document must be included as part of the proposal document. Applications missing this form will be disqualified from the competition.

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 consult our online Frequently Asked Questions or email ddcf@aibs.org with "2019 PSF – Last Name" as the subject line. Questions will be answered within two business days. No phone calls, please. We can more efficiently address your questions over email.

DORIS DUKE CHARITABLE FOUNDATION PHYSICIAN SCIENTIST FELLOWSHIP
Assurance form for online application submission

Fellow: Title (if applicable):
Department: Institution:
Project Title:

PART A: FELLOW ASSURANCE: I certify that the statements contained in the application materials submitted online are true, complete, and accurate to the best of my knowledge. I certify that the following statements are true.

- I will have completed the majority of the clinical training portion of my subspecialty fellowship by the award start date, September 1, 2019, and do not hold a full-time faculty appointment at my institution.
- I meet all eligibility criteria as stated in the request for applications for the Physician Scientist Fellowship competition.
- This proposal does **not** propose funding for experiments that utilize non-human animals or primary tissues derived from them.
- I understand that if my proposal is recommended for funding, DDCF expects that I will have IRB approval by the start date of September 1, 2019 or no later than December 1, 2019.
- I understand that if my research plan is subject to IND approval, this approval has been obtained on or before the deadline for submission of this full proposal, June 7, 2019.

_____   _____
Principal Investigator Signature   Date

PART B. APPLICANT ORGANIZATION CERTIFICATION AND ACCEPTANCE: I certify that the application materials to be submitted by the above Principal Investigator have been reviewed on _____, 2019 and are true, complete, and accurate to the best of my knowledge, and that this individual is currently a subspecialty fellow and is able to receive grants at this institution. I also certify that the organization that would receive and administer the grant is a 501(c)(3) organization according to the Internal Revenue Code of 1986, as amended (the "Code") and is not a private foundation or a Type III supporting organization as defined in Section 509(a) of the Code). I certify that no part of the Grant would be used for a purpose that is not specified in Section 170(c)(2)(B) of the Internal Revenue Code.

APPLICANT ORGANIZATION:		EIN:	

_____   _____
Authorized Institutional Official Signature   Date

Name:
Title:
Department:
Address:
Telephone:
E-mail:

This signed form must be uploaded as a PDF as part of the complete online application package no later than 3 pm ET on June 7, 2019.