



*Revised 10/22/19*

**DORIS DUKE CHARITABLE FOUNDATION (DDCF)  
2020 REQUEST FOR APPLICATIONS AND  
APPLICATION INSTRUCTIONS  
PHYSICIAN SCIENTIST FELLOWSHIP**

**GRANT OPPORTUNITY**

*Grants of up to \$220,000 over two years (\$100,000 direct cost and \$10,000 indirect costs per year) will be awarded to physician scientists (MD, MD/PhD, DO or foreign equivalent) in subspecialty fellowship training working at US medical institutions to support two years of clinical research that will strengthen their careers as biomedical investigators.*

**KEY DATES**

Applications due	January 7, 2020, 3 pm ET
Notice of Award	Late March 2020
Award Start Date	July 1, 2020

**PROGRAM DESCRIPTION**

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

**AWARD INFORMATION**

The 2020 Physician Scientist Fellowship consists of \$100,000 direct costs plus \$10,000 (10 percent) indirect costs each year for two years. The award project period will begin on July 1, 2020. DDCF expects to fund about four proposals in 2020. The priority of the PSF award is to fund candidates with promise for strong research careers. 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 in a fellowship program leading to certification in an American Board of Medical Specialties (ABMS)-approved clinical subspecialty as of the award start date, July 1, 2020. *See a list of ABMS-approved subspecialties [here](#). Revised 10/22/19*

- Have completed the majority of the clinical training portion of an Accreditation Council for Graduate Medical Education ([ACGME](#))-accredited fellowship by the award start date, July 1, 2020. Successful candidates will most likely have also completed some research and can use this award to enable two more years of research. *If the structure of your subspecialty fellowship program positions the clinical training year(s) after your research year(s), a request must be submitted to ask for an exemption to this eligibility criterion (see page 4).*
- Be no more than three years from the start of subspecialty clinical fellowship training at the deadline for an application.
- *Not* have an appointment as a full-time faculty member. Assistant professors may be eligible for the Doris Duke [Clinical Scientist Development Award](#).
- Dedicate at least 50 percent effort to the PSF project.
- 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.
- Not be in a doctoral degree program at the time of the award. Applicants may be enrolled in a master's degree program at the start of the award, July 1, 2020. A description of the purpose and goals of obtaining the master's degree should be included in the proposal, if applicable (see the "Career Goals and Accomplishments" section on page 14). Time spent in a master's program cannot infringe on the 80 percent research effort required for this award.
- Have received an MD, DO, or foreign equivalent degree from an accredited institution.
- Work at a US medical institution that 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 and considerations:

- Applicants do not have to be US citizens.
- 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 a mentorship team assembled. Mentors are expected to play an active role during the course of the award in fostering the applicant's career development. 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 any tissues derived from them, including established cell lines, must not be included in the proposed research. Animal-based research may be presented as preliminary evidence supporting the proposed research but the aims themselves must not include research with non-human animals.
- If applicable, Investigational New Drug Approvals must be in place by the application submission deadline. 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, July 1, 2020. IRB approval **must** be in place by October 1, 2020. See page 4.

## Other funding

- Applicants who are principal investigators on an NIH K or R series award or equivalent are not eligible to apply.
- Awardees cannot be supported by an NIH T or F series grant concurrent with the PSF because these NIH programs require fulltime commitment.
- While we realize that applicants may need several sources of funding to conduct their research, budget expenses that directly overlap with another funded project should not be proposed.

## 501(C)(3) STATUS OF THE APPLICANT'S INSTITUTION

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.

## APPLICATION PROCESS

This competition is a one-stage process in which complete applications are evaluated by a review panel. All applicants will be notified of the review results in late March of 2020. Instructions to prepare a complete application by January 7, 2020 start on page 6.

All communications will be made through email. We recommend applicants add [ddcf@aibs.org](mailto:ddcf@aibs.org) and [noreply@mail.smapply.io](mailto:noreply@mail.smapply.io) to their email safe senders list.

## REVIEW AND SELECTION CRITERIA

The goal of the review is to identify physician scientists in subspecialty fellowship who show great promise to become committed researchers and who are addressing a major clinical issue. A strong mentorship environment should also be evident. The review criteria include:

- **Significance:** Importance of the problem and likelihood that the research will impact the field and 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 if applicable. 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.

### **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. Experiments that utilize non-human animals or any tissues derived from them, including established cell lines, must not be included in the proposed research.

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](mailto: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 deadline, January 7, 2020. DDCF strongly prefers Institutional Review Board approval to be in place by the grant start date of July 1, 2020. Institutional Review Board approval must be in place by October 1, 2020. The grantee may not conduct activities supported by the PSF that involve human subjects until Institutional Review Board approval is in place. 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](http://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](#).

### **ELIGIBILITY EXEMPTION REQUESTS DEADLINE NOVEMBER 15, 2019, 5 PM ET**

All eligibility criteria exemption requests must be submitted by **November 15, 2019, 5 pm ET**. Interested applicants must submit the form at <https://www.surveymonkey.com/r/PSF2020>. Requests will only be accepted through this form. In addition to contact information, you will need to:

1. Indicate the specific eligibility criterion from which you seek to be exempted and why it renders you ineligible for the competition.
2. Present a clear and brief justification for the request (1000 character limit). If you are beyond the third year from the start of your fellowship training, indicate why an exemption is being requested. Reasons for such a request might include situations such as parental leave, childcare, eldercare, or medical conditions.
3. Attach a biographical sketch that lists the full official start date for your fellowship.

Please do not provide additional materials, we will get in touch if any other information is needed. All requests will be evaluated as a group. As a result, even if submitted early, responses to all exemption requests will be communicated by the end of business day on November 19, 2019.

### **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**

If you have any questions concerning this Request for Applications, please consult our online [Frequently Asked Questions](#) or email Joanne Sullivan at [ddcf@aibs.org](mailto:ddcf@aibs.org) with "2020 PSF – your last name" as the subject line. Questions will be answered within 2 business days. Please do not call; we will promptly reply to any inquiries submitted over email. We cannot assure that phone calls will reach the appropriate contact at the foundation. For this reason, we strongly encourage applicants to contact us via email.

## 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) online confidential support forms submitted by the mentor and the department chair at the applicant's request, including a letter(s) of support to be uploaded by the designated mentor; and (2) an application form, including two attachments, submitted via DDCF's online application form. Note that the requirements for submitting supporting materials are different for the mentor and department chair. 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 reviewed. To begin an application submission, do the following:

- 1- Visit [https://ddcf.smapply.io/prog/psf mentorship and institutional commitment form request/](https://ddcf.smapply.io/prog/psf_mentorship_and_institutional_commitment_form_request/) to send a request to the mentor and department chair to fill out electronic confidential support forms. Read more about the support forms on page 8. We suggest that you visit this site to make requests well in advance of the deadline so that the mentor and department chair receive timely instructions on how to submit the confidential forms. Mentor information provided here must match that provided in the online application submission form. Note that the site to request support forms from the department chair and mentor is different from the application submission site.
- 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- Start an online application form at [https://www.grantrequest.com/SID\\_1149?SA=SNA&FID=35293](https://www.grantrequest.com/SID_1149?SA=SNA&FID=35293). Once you gain access, we strongly suggest that you bookmark [this website](#) and ensure that all required information has been gathered in advance of the deadline. Please use the bookmark to return to an application form in progress. Using the first link that starts an application will create multiple new forms.

Note that the online application site is different from the site listed in #1 above and **both** sites must be visited to complete an application.

Use the checklist on the next page to ensure that you gather all the information required to submit an application. The Doris Duke Charitable Foundation may have concurrent competitions, each with its own application form. Please confirm that you are visiting the websites indicated here to avoid submission of forms for the wrong competition.

## Application check list

**A complete application consists of:**

	<b>Online Confidential Support Materials</b> (applicant must visit <a href="https://ddcf.smapply.io/prog/psf_mentorship_and_institutional_commitment_form_request/">https://ddcf.smapply.io/prog/psf_mentorship_and_institutional_commitment_form_request/</a> )	8
<input type="checkbox"/>	I. Mentorship form (filled out by a designated mentor) with letter(s) of support on institutional letterhead uploaded by the same mentor (2 pages maximum for each mentor, <b>assembled into one pdf for applicants with mentorship teams</b> )	
<input type="checkbox"/>	II. Institutional Commitment Form from the department chair	
	<b>Online application form</b> (Start an application at <a href="https://www.grantrequest.com/SID_1149?SA=SNA&amp;FID=35293">https://www.grantrequest.com/SID_1149?SA=SNA&amp;FID=35293</a> , the site is different from the one above, make sure you visit both and submit the corresponding forms)	10
<input type="checkbox"/>	III. Principal Investigator (fellow) information and affiliations	
<input type="checkbox"/>	IV. Project information	
<input type="checkbox"/>	V. Contact information for the mentor	
<input type="checkbox"/>	VI. Contact information for the department chair who will provide confirmation of institutional support	
	VII. Other institutional contacts (for pre and post award and public relations)	
	VIII. Demographic information	
	<b>Application attachments</b>	
<input type="checkbox"/>	IX. Proposed budget using DDCF <a href="#">budget template</a>	12
<input type="checkbox"/>	X. Proposal ( <b>assembled into one PDF document</b> )	13
	1. Biographical sketch of the applicant and mentor(s) using the NIH template (5 page limit per biographical sketch)	14
<input type="checkbox"/>	2. Career Goals and Accomplishments (1 page maximum)	14
<input type="checkbox"/>	3. Research Plan (9 page maximum)	14
	4. Literature Cited in Research Plan (no page limit)	15
<input type="checkbox"/>	5. Mentoring Plan (2 page maximum)	15
<input type="checkbox"/>	6. Description of Resources (1 page max)	15
<input type="checkbox"/>	7. Consultant/Collaborative/Contractual Arrangements (Each letter maximum 1 page)	15
<input type="checkbox"/>	8. Budget justification (1 page maximum)	15
<input type="checkbox"/>	9. Assurance form	17

## **ONLINE CONFIDENTIAL SUPPORT MATERIALS**

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 below. Supporting materials from the designated mentor and department chair will include two confidential online forms:

### **I. Mentorship Form**

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 and capacity for independence. 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.

The foundation recognizes that the mentor functions described 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. Applicants with mentorship teams must, however, designate a mentor to fill out the mentorship form. Designated mentors will be evaluated for their research and mentorship accomplishments and will be responsible for briefly describing the mentorship team if applicable.

A Mentorship Form submitted by the designated mentor will ask for information about the mentor and letter(s) of support. If the applicant has a mentorship team, the designated mentor must upload all the letters of support as one PDF file through the online confidential support materials website. See the attachment on page 19 for additional details.

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

The Institutional Commitment 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 in the attachment on page 19 to each of the individuals completing the supporting materials for guidance.

### **Instructions for the applicant on how to request supporting materials from a mentor and the department chair**

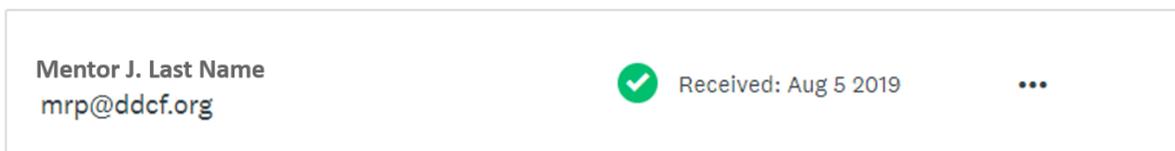
- Before going to the site below, applicants will need the following information for both the mentor and the department chair:
  - First name, middle initial and last name
  - Highest academic degree
  - Title
  - Department

- Institution
- Office address, city, state and postal code
- Institutional email address
- Phone number
- Alert the mentor and department chair to expect email requests from the address [noreply@mail.smapply.io](mailto:noreply@mail.smapply.io). It is advisable to add this address to the safe senders list to avoid email requests from being blocked by spam filters.
- Visit [https://ddcf.smapply.io/prog/psf\\_mentorship\\_and\\_institutional\\_commitment\\_form\\_request/](https://ddcf.smapply.io/prog/psf_mentorship_and_institutional_commitment_form_request/) 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. Online confidential support forms from mentors and department/division chairs must be submitted by **January 7, 2020, 3 pm ET. Late submissions will not be accepted.**
- Follow the prompts to create a login using the applicant’s email address as the username. We ask applicants to use the same institutional email address as for the online application form.
- On the landing page, you will see two tasks: 1) Mentorship Form, and 2) Institutional Commitment Form. Click on “Mentorship Form” to send a request for the designated mentor to fill out a Mentorship Form. An optional message may be included for the mentor.
- Repeat the previous step to request the department chair to complete an Institutional Commitment online form.
- Upon submission of their contact information, an automatic email will be generated for each of the two individuals. This email will include instructions on how to complete online confidential support forms for the applicant. Please make sure you are confident in your selections so that unnecessary emails are not distributed.

Once the applicant sends requests to the mentor and chair, a half-filled green circle will appear by each of the two tasks as pictured below. The circle indicates a request has been made.



- Applicants will receive a confirmation email from [noreply@mail.smapply.io](mailto:noreply@mail.smapply.io) once each individual submits their online support form. Applicants should receive a total of two confirmation emails.
- Another way to check if a submission has been made by the mentor and department chair, is to click on each of the tasks and look for a green check next to the mentor and department chair name and email address as shown below



- Once both forms have been submitted by the corresponding individuals, you will also receive an email to confirm that we received the submissions. If you do not receive an email, please check your spam folder.
- If necessary, applicants can replace the contact information for the mentor and department chair up to deadline. 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.
- 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 online confidential support forms from their mentor or department chair will be disqualified without notice.

### **ONLINE APPLICATION FORM**

Enter all information requested into the online 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 online form by entering the following information:

#### **III. Principal Investigator (Fellow) and affiliations**

- First name, middle initial and last 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
- ORCID number
- Post-baccalaureate academic degree(s), institution and year
- Current appointment title, if applicable
- Additional current job titles, if applicable
- Current appointment start and end dates, if applicable
- Institution name
- Department name
- Start date of subspecialty fellowship training
- Anticipated completion date of subspecialty fellowship training
- Field(s) of research training (select from the list)
- Clinical specialty and subspecialty
- Doctoral degree completion confirmation, if applicable
- Percent professional effort currently allocated to patient care, research, teaching, administration, and other
- Number of first author peer-reviewed original reports

#### **IV. Project information**

- Project title (maximum 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)
- Research Abstract (maximum 250 words)
- Experimental systems to be used in the proposed experiments and their source
- IRB and IND requirements for the project

## **V. Mentor(s) information**

The form will ask for 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
- Telephone number
- Email address

Applicants with mentorship teams:

- 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.
- Make sure that the information of the first mentor listed matches that of the mentor designated to fill out the 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 the information below matches what you provided for the Institutional Commitment form:

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

## **VII. Other institutional contacts**

Enter name, title and contact information for each of the individuals responsible for managing pre-award research proposals, post-award grants and contracts, and communications at the

institution.

### VIII. Demographic information

DDCF values diversity so it collects data on race/ethnicity, gender, and age to track diversity of applicants and study equity in the grant application process. Demographic information is not provided to reviewers.

## APPLICATION ATTACHMENTS

For the review of applications, the foundation adds a cover page to each application. The cover page will include information that you provide through the application submission form such as your name and institution, project title, abstract, etc. When assembling your proposal attachment, do not include any additional pages (e.g., cover page, table of contents, abstract) beyond the required content. Including additional pages might result in disqualification from the competition.

### IX. 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. A detailed budget for year 2 should not be prepared. No rows or columns may be deleted, moved, or manipulated in size. It is acceptable to add rows to the detailed Year 1 budget template, as necessary. Please include the budget justification as instructed in the next section.

#### Guidelines for Preparing the detailed Year 1 Budget:

- **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. If salary is charged to the PSF award, the percent salary allocated to the award must not exceed the percent effort dedicated to the project. It is acceptable to have salary support from the institution or other sources.

If applicable, 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. We also require budgeting for attendance to the annual Doris Duke Clinical Scientist Meeting. An approximate cost of \$1,000 is expected to cover travel and ground transportation expenses for our meeting. Hotel costs will be covered by the foundation.
- **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 (\$20,000 over the entire grant term).

#### X. Proposal (sections 1-9 assembled into a single pdf document)

- **Font:** Use 12-point font size throughout unless noted otherwise. Smaller font sizes are acceptable for use in tables, figure legends, the biographical sketch, and the list of cited literature.
- **Line spacing:** Single-spaced text body
- **Page Margins:** Page margins must not be smaller than 0.5 inch on all sides
- **Color Figures:** Applicants may include color figures as reviewers will be provided with the electronic pdf that you submit
- **Page Limits:** Do not exceed the page limits stated for each section
- **Page Numbers:** Please number the pages
- **Section Headers:** Each numbered section (1-9 below) must begin on a new page and include the section name (e.g., Career Goals and Accomplishments, Research Plan)

Applicants **must include all sections** described below. The following sections must be compiled into a **single PDF proposal 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.

**1. 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.

**2. Career Goals and Accomplishments (1 page maximum)**

Statement written by the applicant that contains a description of significant professional accomplishments, 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. If the applicant would be enrolled in a master's degree program at the award start date, include a description of the purpose and goals of obtaining this degree and how much time it will require.

**3. Research Plan (9 pages maximum, excluding literature cited)**

The research plan is a 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).

As you begin to work on your research plan, we strongly recommend that you copy/paste all the section headers below into your working document to ensure that all sections are included. *Proposals with a research plan missing sub-sections or with sub-sections out of order will be disqualified from the competition without prior notice.*

The research proposal must include these sections:

- **Clinical Significance:** Address the following questions (*no more than two sentences each*)
  - What is the clinical research question to be addressed?
  - Why is your proposal important or innovative?
  - How will the proposed research impact or improve patient care?
- **Hypotheses and Specific Aims:** Clearly state each hypothesis being tested and the corresponding proposed specific aim.
- **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.
- **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.

- **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.

**4. Literature Cited in Research Plan (No page limit, 10-point font may be used)**

Provide complete references to the literature cited in the body of the Research Plan.

**5. 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:

- Description of availability of mentor's time, resources, and environment for fellow's research and career development
- Plans for supervision, guidance, and communication, such as face-to-face meetings
- Plans for enrichment activities, such as seminars, journal clubs, and formal coursework
- Training timeline

**6. 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.

**7. 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.**

**8. 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. The budget justification must include an explanation of salary allocations.

#### 9. Assurance form

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

### PLEASE NOTE

- Applications **will not be accepted after 3 pm ET on January 7, 2020**. The online application system shuts down automatically at the deadline.
- After the deadline, applicants with incomplete applications and those not adhering to instructions will be removed from the competition without notice.
- Only applications submitted through the DDCF online form will be accepted.
- Applicants whose mentor or department chair does not provide the electronic confidential support forms will be removed from the competition without prior notice. It is the responsibility of the applicant to ensure that this information is submitted by the deadline. Please note that the deadline for submission of the confidential forms is the same as for the applicant, **3 pm ET on January 7, 2020**. Late submissions will not be accepted.
- Applications that do not meet the page limits and formatting instructions will not be considered for review.
- The submission of an application is final, and modifications are not usually accepted.
- The maximum size for the attachment is 1000 MB. Please note that files with certain extensions (such as “exe”, “com”, “vbs” or “bat”) cannot be uploaded.



**DORIS DUKE CHARITABLE FOUNDATION PHYSICIAN SCIENTIST FELLOWSHIP  
ASSURANCE FORM**

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, July 1, 2020, 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, primary tissues, or cell lines 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 July 1, 2020 or no later than October 1, 2020.
- 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 application, January 7, 2020.

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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 \_\_\_\_\_, 2020 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:	_____
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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 January 7, 2020.**

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## **ATTACHMENT: 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 during final years of subspecialty fellowship and aid in the transition into an academic faculty appointment.

### **Mentorship form**

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 mentor, or the designated mentor for applicants with a mentorship team, will receive an email message from [noreply@mail.smapply.io](mailto:noreply@mail.smapply.io) requesting they complete a Mentorship Form by **3 pm ET on January 7, 2020**. The form asks for information about this designated mentor and the applicant. In addition, a mentor letter of support on institutional letterhead (2-page limit), or a single file containing letters from the members of a mentorship team (2 pages maximum for each mentor), must be uploaded.

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).

### **Institutional Commitment Form**

Department chairs will receive an email message from [noreply@mail.smapply.io](mailto:noreply@mail.smapply.io) requesting they fill out an Institutional Commitment Form. The Institutional Commitment 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 provide this form if they are authorized to approve this research time protection.

Department chairs will need to create an account upon receiving a request to fill out the Institutional Commitment Form by **3 pm ET on January 7, 2020**. The form asks the department chair to:

- Answer some questions about the applicant. Please gather this information for the form: applicant's official appointment title (if applicable), fellowship start date and applicant's current effort allocation to research.
- Confirm 80% research time protection, with 50% effort dedicated to the PSF project, for the applicant if an award is received.
- Provide brief remarks (1,500 character limit) about the institution's commitment to the applicant, including research time protection and how the institution will support the applicant's research and career advancement. Letters on institutional letterhead will not be accepted in lieu of the Institutional Commitment form nor in addition to it.

Department chairs 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).