



THE HITCHCOCK FOUNDATION SCHOLAR CAREER DEVELOPMENT AWARDS

I. PURPOSE OF THE PROGRAM

The purpose of The Hitchcock Foundation Scholar's Program is to increase the pool of extramurally funded, clinically oriented researchers at Dartmouth-Hitchcock Medical Center and Dartmouth College. To help achieve this goal, the Program provides two year career development awards to promising young investigators, Hitchcock Foundation Scholars, who are committed to clinically oriented research and are members of academic departments equally committed to their careers. The applicant must hold a regular faculty appointment and demonstrate the ability to commit not less than fifty percent (50%) effort to career development for the duration of the award. Clear evidence of commitment from the department where the Scholar holds his or her main appointment must be demonstrated by matching support. The involvement of an enthusiastic mentor is also required.

II. SPECIFIC INFORMATION

A. ELIGIBILITY

Applicants must hold a terminal degree appropriate to their discipline and hold a regular faculty appointment (or provide documentation that such an appointment has been awarded, including start date) but must not have progressed beyond the rank of Assistant Professor, nor already have significant levels of extramural support. Clinicians must have completed their clinical training at the initiation of the award.

B. AMOUNT AND DURATION OF CAREER DEVELOPMENT AWARD

The Hitchcock Foundation will provide up to a total of \$200,000 over a two-year period toward salary. An additional \$25,000 per year is available for research and career development activities, including a) fees and books related to career development; (b) research expenses, such as data purchases, computer time & equipment and other supplies; (c) travel to research meetings or training (no more than \$2,000 total); (d) support of research assistants, technical personnel, and statistical services; and (e) expendable supplies and operational costs. Operational funds are not intended to pay tuition for degree programs. Disbursement of second- year funding is contingent upon demonstration of adequate progress. Awards will be available as of July 1.

C. COMMITMENT OF MATCHING DEPARTMENTAL SUPPORT

The candidate's department must commit matching research salary support equal to one-half of that provided by The Hitchcock Foundation.

D. REQUIRED CAREER DEVELOPMENT ACTIVITIES

In addition to acquiring specific research skills, candidates must describe how they will receive training in topics relevant to their research career, such as study design, data management, epidemiology, hypothesis development, biostatistics, drug development or basic science, as well as mandatory animal or human subjects training. Such training may involve formal coursework or less formal settings (seminars, tutorials, etc).

All programs must be tailored to meet the candidate's individual needs and ensure that he/she will gain the skills and knowledge necessary to conduct high quality research. The candidate and the Mentor are jointly responsible for the preparation of the career development plan. In addition, the sponsoring Department may form an Advisory Committee to assist with developing a program of study and/or to monitor the candidate's progress through their career development program.

E. RESPONSIBILITIES OF THE MENTOR

Applicants must apply in conjunction with a mentor who, with the applicant, is responsible for the planning, direction, and execution of the training program. The Mentor should be a recognized investigator in the proposed research area and have a track record of success in training independent investigators. The Mentor should have sufficient independent support to cover the costs of the proposed project in excess of the allowable costs of this award. While candidates are encouraged to propose more than one mentor, one individual must be designated as the primary mentor.

F. REVIEW PROCESS AND AWARD DECISION

Applications will be evaluated for scientific and technical merit by The Hitchcock Foundation Scholar Review Committee. The Committee review will focus on the following criteria:

- Potential to develop into an independent researcher (as judged by the candidate's prior academic record, productivity and commitment to research);
- Institutional commitment (as judged by the Mentor's participation in crafting a strategic career development plan, the departmental salary support and plan to minimize the clinical and administrative burdens of the applicant);
- Research training (as judged by the appropriateness of the proposed educational activities, and the consistency of the career development plan with the candidate's career goals)
- Research design (as judged by the importance of the question being asked and the clarity and validity of the method proposed to address it);
- Research significance (a judgment about the importance of the topic); and
- Research fit (as judged by how the proposed course of research and training draws on available expertise at Dartmouth).

All applications will receive a written critique. Select applicants may also be invited to an interview with the review committee. Funding decisions will be made by the

Hitchcock Foundation Board of Trustees upon the recommendation of The Hitchcock Foundation Scholar Review Committee.

G. EVALUATION OF PROGRESS

1. FIRST AND YEAR EVALUATION

In carrying out its stewardship of the Award, the Hitchcock Foundation will require information essential to an assessment of the effectiveness of the candidate's research and training program. Therefore, approximately 60-90 days before the conclusion of the first Award year, the Scholar will submit a report detailing their progress toward the goals stated in the original application. Second year funding is contingent upon the Committee's determination that adequate progress is being made. Please include a certification signed by the Scholar, and his/her primary mentor and department chair indicating whether the time, effort and resources described in the funded application were committed to the career development program as planned.

2. FINAL REPORT

Within 60 days of the completion of the Award, a terminal report of the results of the study will be due. This should be presented in sufficient detail to allow the Foundation to determine whether the original goals of the proposal have been attained. Please include a certification signed by the Scholar, and his/her primary mentor and department chair indicating whether the time, effort and resources described in the funded application were actually committed to the career development program as planned. If time and resources were not devoted to the project as planned in the application, please describe any deviations and why they occurred. The report should include published articles, articles in press and articles submitted, new grants applied for or received and a report of detailed progress made in achieving the original aims.

H. TERMINATION OR CHANGE OF INSTITUTION

The Executive Director of the Hitchcock Foundation may discontinue an award upon determination that the purpose or terms of the award are not being fulfilled. If at any time an award is terminated, the Executive Director of the Hitchcock Foundation shall notify the award recipient in writing of this determination, the reasons therefore, the effective date, and the right to appeal the decision. Except in cases where Special Leave is granted, the Award is to be used for training and research only at Dartmouth-Hitchcock Medical Center and Dartmouth College.

III. INSTRUCTIONS FOR APPLICANTS

Applications must be submitted by email to Jennifer.K.Reining@Hitchcock.org with a copy to Karen.E.Jones@Hitchcock.org by 12:00 noon on the deadline date. Please also provide five paper copies by interoffice mail (it's ok if the paper copies arrive by close of business or next business day). Information and forms are also available on the Hitchcock Foundation website at <http://www.dhmc.org/goto/hitchcockfoundation>.

Warm Blooded Animals: No funds from this award may be used for activities involving warm blooded animals unless experiments are in compliance with Federal Guidelines for Animal Research. Written approval from the Institutional Animal Care and Use Committee (IACUC) is required before funds will be released. If approval is suspended or revoked during the course of the study, the Hitchcock Foundation must be notified immediately. Failure to do so will result in termination of the study and prohibition from receiving further funding from the Hitchcock Foundation.

Human Subjects: If the project involves human subjects, written approval from the Committee for the Protection of Human Subjects (CPHS) is required before funds will be released. It is not necessary to submit the protocol to the CPHS prior to submission of the application. If approval is suspended or revoked during the course of the study, the Hitchcock Foundation must be notified immediately. Failure to do so will result in termination of the study and prohibition from receiving further funding from the Hitchcock Foundation.

Conflict of Interest disclosure for Hitchcock Foundation proposals: Applicants will be required to submit a conflict of interest disclosure at the time of proposal submission via the Dartmouth Online Disclosure System. This can be accessed using your Dartmouth NetID and password at <https://tower.dartmouth.edu/apex/groucho/f?p=260>.

If you don't know your Dartmouth NetID or password, or if you are having trouble accessing the system, please contact Geisel Computing at geisel.computing.support@dartmouth.edu or 650-1600.

You will need to add information about your project into the disclosure system before submitting your disclosure; instructions on how to do this are provided on the COI Disclosure Information Sheet. If you have any questions about the system or what you should include in your disclosure, please contact Tammy Hickox at 646-9523 or Tammy.M.Hickox@dartmouth.edu.

The Hitchcock Foundation Scholar application comprises five parts (IN THIS ORDER):

I. COVER SHEET

A copy of this sheet is found at the end of this document as Appendix A. This sheet contains contact and administrative information.

II. BUDGET SHEET

A copy of this sheet is found at the end of this document as Appendix B.

Complete the table showing the requested career development effort, requested Foundation support and the departmental match. If the only budget request is salary support, no budget justification is needed. NOTE: This sheet requires the signature of the individual (Department Chair, Section Head, Dean) responsible for providing the matching support.

If other expenses are requested, provide a brief justification of the requested items in relation to career development goals and research aims.

III. APPLICANT INFORMATION

A. Curriculum Vitae in NIH biosketch format (2 page max) of the candidate, including education and degrees, postdoctoral Scholarships, training, and publications.

B. Summary of the candidate's career accomplishments since the completion of the most recent degree/training (1 page max).

C. Two sealed and signed letters (or signed PDFs e-mailed directly to the Foundation) of recommendation that include an evaluation of the candidate's potential for a research career as an independent investigator.

D. A sealed and signed letter (or signed PDF e-mailed directly to the Foundation) of recommendation from the proposed Mentor.

IV. CAREER DEVELOPMENT PLAN

A. Training (1 page max)

Describe a systematic plan to obtain the necessary theoretical and conceptual background necessary to launch an independent career in research. Candidates should describe the availability of training in topics such as research design, biostatistics, epidemiology, and ethical and regulatory issues and the integration of is training into their career development plan. The plan must detail the proposed subject matter, format, frequency, and duration of instruction, unless the candidate can provide documentation that no new didactic training is required.

Because of the focus on the progression to research independence, candidates should propose research training that builds upon their previous research experience. For example, a candidate with limited experience may propose a program that includes a

designated period of training followed by a period of closely supervised research. A candidate with more extensive research experience and training may require less extensive training and more of a focus on an intensive, supervised research experience.

B. Mentor's Plan and Expectations (1 page max)

The application must include a statement from the Primary Mentor including information on his or her qualifications in the research area proposed by the candidate and previous experience as a research supervisor. The application must also include information describing the nature and extent of supervision that will occur during the proposed award period. If secondary mentors are proposed, the respective areas of expertise and responsibility should be described.

C. CV of Primary Mentor and any secondary mentors

(NIH biosketch format, including current support)

D. Institutional Commitment (1 page max)

The sponsoring department must document its commitment to the candidate's development into a productive, independent investigator. This section should include statements regarding research space (office and/or lab), resources, and support personnel available to the applicant.

This statement must also describe the matching salary commitment by the department and a commitment to provide release time from normal clinical, teaching or administrative duties necessary to meet the percent effort requested in this award.

NOTE: For clinically active applicants, this statement must also include a description of the applicant's proposed weekly clinical schedule, attending months and call schedule.

V. RESEARCH PLAN

A. Abstract (one to two paragraphs):

Provide a brief summary (one to two paragraphs) of the research hypothesis and the means by which it will be tested.

B. Long term goals (1 page):

Provide a sense of where you think you are headed in research. What is the general topic you are interested in pursuing? Why is it important? (think about describing this in a way a well-educated lay-person would understand). What are the kinds of questions you hope to answer?

C. Research Proposal (3-4 pages, including references/citations):

Describe in detail the Specific Aims for the two-year period and how these will be addressed. What are the hypotheses? How will they be tested? What will be measured? Discuss briefly how your anticipated results will test your hypothesis. What are the limitations to the approach? (i.e. the pitfalls). (See Hitchcock Foundation research grant application for guidance.)

**APPENDIX B
BUDGET**

I. Salary Request Per Year

Year 1.	Candidate's % effort	Candidate's salary and benefits (annual)
Total Scholarship Support	____%	\$_____
Foundation Support	____% <i>(two-thirds of total)</i>	\$_____ <i>(up to \$100,000)</i>
Department Match	____% <i>(one-third of total)</i>	\$_____ <i>(up to \$50,000)</i>
Other Career Development Support	____%	\$_____

Year 2.	Candidate's % effort	Candidate's salary and benefits (annual)
Total Scholarship Support	____%	\$_____
Foundation Support	____% <i>(two-thirds of total)</i>	\$_____ <i>(up to \$100,000)</i>
Department Match	____% <i>(one-third of total)</i>	\$_____ <i>(up to \$50,000)</i>
Other Career Development Support	____%	\$_____

Commitment and Signature of Individual Responsible for Matching Funds:

Name:

II. Operational Expenses (not to exceed \$25,000 per year)

Item	Year 1	Year 2
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	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____
Totals	\$ _____	\$ _____

(Add lines as needed.)

Budget Justification *(only required for operational expenses)*

III. Grand Total

Item	Year 1	Year 2
Salary	\$ _____	\$ _____
Operational Expenses	\$ _____	\$ _____
Totals	\$ _____	\$ _____