

## APPENDIX 4:

# RESEARCH FELLOW POLICY

## A) GENERAL

The development of policies, appointment, and other matters related to Research Fellows of the Child Health Research Institute (CHRI) at Stanford shall be

- the responsibility of the CHRI Executive Committee and/or its sub-committees;
- consistent with the practices and policies of the Stanford School of Medicine (SSoM) and Lucile Packard Children's Hospital (LPCH).

Research Fellows of the CHRI shall

- have roles and responsibilities consistent with CHRI's Charter, Mission, Vision and Values;
- use the resources for their remuneration<sup>1</sup>, related expenses, or costs of research such that there shall be demonstrable, significant and meritorious scholarship/research activities related to innovation in child<sup>2</sup> health.

The appointment of a Research Fellow shall

- involve a competitive process
- recognize outstanding
  - potential of the candidate;
  - accomplishments and track record of the (co-) mentor(s);
  - research proposal.
- not entitle the nominee to additional benefits or compensation beyond those as determined by the Stanford School of Medicine (SSoM) or LPCH as appropriate.

Unless specified by the philanthropic gift agreement, the endowment for a Research Fellow does not "belong" to any specific Department or Division, but instead rests within the CHRI and is used in a manner that optimizes the use of these resources for innovation in child health.

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<sup>1</sup> Funds will not be used to support any part of such remuneration or related expenses that in any manner or for any reason qualifies to be paid by or to have payment reimbursed by a local, state or federal government agency or unit, or by any other person or organization within or outside of Stanford University.

<sup>2</sup> For brevity, "Child" refers to the embryo, fetus, infant, child and adolescent

## **B) ELIGIBILITY**

Research Fellows must

- hold a medical doctoral degree (MD or equivalent)
- have a commitment to an investigative academic career in obstetrics, pediatrics, pediatric sub-specialty or subspecialty focused on child health (eg. pediatric surgery);
- use the funding only for the years of their training that are dedicated to research. .

## **C) NOMINATION**

Research Fellows will be nominated by their Division or Department Chief or Chair. The nominator's letter will verify that

- the applicant will spend a minimum of 90% of their time devoted to research during their years of research training;
- failure to maintain this commitment will result in forfeiture of the award and financial recovery of the award from the nominating division or Department.

A trainee can apply a maximum of two times.

## **D) APPLICATION:**

### **i) Type of Research:**

Research must be primarily related to child health. Child refers to the embryo, fetus, infant, child and adolescent. All areas of research are eligible: basic, translational, clinical research, epidemiology/statistics, informatics, health services, or health policy.

### **ii) Applicant Information:**

The applicant will include

- an updated CV and transcripts;
- evidence of acceptance into the relevant (sub)specialty fellowship training program;
- a personal statement, maximum 1 page, outlining the rationale for the clinical sub-specialty, choice of research area and supervisors, and their personal career goals;
- Evaluation by 3 referees;
- documentation that the applicant has submitted, or will submit, an application to an outside agency to support their research fellowship training. This application must be submitted in time so that if it is successful the funds could be used for the applicants first year of research.
- a statement that, subsequent to completion of their training, they agree to provide follow-up information to the CHRI regarding their subsequent professional academic achievements.

### **iii) Supervisor(s):**

Training should be pursued in the laboratories of mentor(s) who have significant extramural funding for outstanding research programs and a track record for training researchers. If the nominating supervisor is an Assistant Professor then a more senior research mentor must be integrally and intimately involved in the fellow's research program.

The supervisor(s)' will include:

- One page assessment of the applicant
- NIH Biosketch and "Other Support Page"
- history of primary supervision of research trainees;
- mentoring plan, including personnel to be involved in the training process;
- description of laboratory
- statement that he/she agrees with the restriction of clinical duties as outlined above.

### **iv) Research Proposal**

The proposal should contain a concise description of the project aims, hypothesis, background, preliminary studies (if available), overall design and methods and potential pitfalls. For human – based studies there should also be a brief description of sample size and plan for statistical analyses of the results.

The proposal should be a maximum 3 pages text, not including references, and no more than 5 additional pages of attachments or appendices (figures and references). Use Arial 10 point font or larger, 0.75 margins, and place the applicant's name on every page along with the page number.

## **E) REVIEW AND SELECTION PROCESS**

Preference will be given when the majority of their training occurs outside of their home division or when there is a co-supervisor who is outside of their home department who is integrally and intimately involved in the fellow's research program

The Review Committee will consider each application in light of the following criteria:

- quality of the proposed training laboratory;
- quality of the research project as based upon NIH Investigator-initiated review criteria (Significance, Approach, Innovation, Investigators, Environment);
- anticipated quality of career guidance and mentoring by the sponsoring department and supervisor(s);
- applicant's understanding and appreciation of the relationship of the proposed research to clinical pediatrics;
- applicant's commitment to a career in academic pediatrics and to scholarly and scientific endeavor;

- applicant's intellectual curiosity, thoughtfulness, creativity and personal academic achievement

#### **F) AWARD**

The fellowship will provide

- Salary comparable to PGY5 (year 1) and PGY6 (Year 2) plus fringe benefits;
- Residual amounts from the award will be provided to the research supervisor(s)' laboratory to defray supplies and travel expenses.

Before funding is released documentation must be provided demonstrating that the applicant has applied to an outside agency to support their research fellowship training commencing their initial research year. The applicant must notify the CHRI of success in obtaining external and/or internal funding. In such a situation the CHRI award will be reduced by a comparable amount.

#### **G) RENEWAL**

The applicant

- has the responsibility for submission of reports, including an annual report testifying a 90% commitment to research, and follow up data as requested by the CHRI;
- must submit an annual application (non-competitive) for renewal funding wherein progress is outlined.