

STANFORD CHILD HEALTH RESEARCH INSTITUTE MD (Clinical) Trainee Policy

GENERAL

The Child Health Research Institute (CHRI) MD (Clinical) Trainee program is sponsored by the Lucile Packard Foundation for Children's Health (LPFCH) to create a pathway and provide support for training the next generation of physician scientists focused on child health.

Research Fellows of the CHRI shall have roles and responsibilities consistent with CHRI's Charter, Mission, Vision and Values and use the resources for their remuneration and benefits such that there shall be demonstrable, significant and meritorious scholarship/research activities related to innovation in child health.

The appointment of a CHRI Research Fellow shall:

1. Involve a competitive process;
2. Recognize outstanding:
 - a. Performance and potential of the candidate;
 - b. Accomplishments and track record of the (co-) mentor(s);
 - c. Research proposal.
3. 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 CHRI Research Fellow does not belong to any specific Department or Division, but rests within the CHRI and is used in a manner that optimizes the use of these resources for innovation in child health.

ELIGIBILITY

To be eligible for the award, the applicant must meet these criteria:

1. Hold a medical (MD or equivalent) doctoral degree.
2. Have completed one year of training by the start of the award term.

3. Demonstrate a commitment to an investigative academic career in obstetrics, pediatrics, pediatric subspecialty or subspecialty primarily focused on child health (e.g., pediatric surgery).
4. Use the CHRI funding for their 2nd and 3rd years of research training (PGY5 and PGY6) during which a minimum of 75% time is devoted to research².
5. Provide documentation that s/he has submitted, or plans to submit, during the first 15 months of fellowship training (or residency training in the case of surgery residents), an application to an external agency to support his/her research training. Should an applicant be successful in competing for a CHRI award, funding will not be released until s/he provides documentation of having submitted an application to external funding agencies.
6. Have legal residence status in the United States.
7. Be a pediatrician or a child health specialist.
 - Mentor may be from any research discipline.
 - Mentor must be a member of the CHRI.
 - Non-ACGME fellows are eligible provided all other criteria are met.

The following are *not* eligible:

- Mentor or applicants who have overdraft(s) in previous awards that are not cleared prior to applying

NOMINATION

CHRI Research Fellows will be nominated by their Division Chief or Department Chair.

The nominator's letter will verify that:

- The applicant will spend a minimum of 75% time devoted to research during the years funded by the CHRI fellowship;
- And, that failure to maintain this commitment will result in forfeiture of the award and financial recovery of the award from the nominating Division or Department.

¹ For brevity, "Child" refers to the expectant mother, embryo, fetus, infant, child, and adolescent.

² Since there are some differences in the timing of research during the training of Pediatric subspecialists and other child health MD specialists (e.g. pediatric surgeons) the respective discipline's trainees

may apply as long as equivalent criteria are met and there is a commitment from the Dept they will be accepted into the child health MD fellowship.

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A trainee can apply (i.e., be nominated) a maximum of two (2) times. There is no limit to the number of fellows nominated per Division or Department.

APPLICATION

1. Type of Research

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

2. Applicant Information

The potential CHRI Research Fellow must submit a digital application following detailed instructions located at <http://spectrumchildhealth.stanford.edu>.

The application includes:

- An updated curriculum vitae (CV);
- Evidence of acceptance into the relevant (sub)specialty fellowship training program (e.g. acceptance letter);
- A personal statement that:
 - Outlines the rationale for the clinical sub-specialty, choice of research area and supervisors, and their personal career goals;
 - Includes a statement that in publications arising from this support they will indicate they were a CHRI Fellow; and that they will acknowledge the NIH Clinical and Translational Science Award;
 - Includes a pledge to comply with all reporting requirements both during and following the completion of the award;
 - Assures that subsequent to completion of their training, they agree to provide follow-up information to the CHRI regarding their subsequent professional academic achievements.
- Evaluation by 3 referees (excluding mentors and co-investigators)
- Documentation that applicant has submitted (or will submit) during the first 15 months of initial research training, an application to an outside (external to Stanford) agency to support her/his research fellowship, or residency as appropriate with the discipline³.

3. Supervisor/Primary Research Mentor

Training should be pursued in the wet or dry 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/primary research mentor must have a history of being the primary supervisor of successful research trainees. The supervisor will provide:

- One-page assessment of the applicant;
- Mentoring Plan, including personnel to be involved in the training process (two pages);
- NIH Biosketch and Other Support Page;
- Description of their laboratory, including a list of research trainees for whom they have been primary supervisor; and a statement that he/she agrees with the restriction of clinical duties as outlined above.
- Assurance that if the Fellow completes the Annual Progress reports during and for 3 years after completion of the award (See Progress Reports below). If the fellow fails to do so it becomes the responsibility of the mentor.

4. 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.

REVIEW AND SELECTION PROCESS

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

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

- The Mentoring Plan;
- Quality of the proposed training laboratory and supervisor(s);
- Quality of the research project as based upon NIH Investigator-initiated review criteria (Significance, Approach, Innovation, Investigators, Environment);

³ For example, the training of a pediatric surgeon.

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- 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 child health
- Applicant's commitment to an academic career relevant to child health and to scholarly and scientific endeavor;
- Applicant's intellectual curiosity, thoughtfulness, creativity and personal academic achievement;

≥ \$50,000	\$15,000
≥ \$35,000 and < \$50,000	\$10,000
≥ \$20,000 and < \$35,000	\$5,000
≥ \$5,000 and < \$20,000	\$2,500
≥ \$0 and < \$5,000	\$0

AWARD

The CHRI MD (Clinical) Trainee Award:

- Provides up to 100% salary support plus fringe for up to two years (non-competitive renewal for year 2)
- Supports PGY5 and PGY6 (2nd and 3rd years) of fellowship only;
- Shall be used for the fellows' remuneration and benefits (at the level determined appropriate for their particular specialty).

1. Documentation of External Application

Funding is *contingent* upon documentation that the applicant has applied, or plans to apply, to an external agency (outside of Stanford) during the first 15 months of initial research training to support their research fellowship, or residency as appropriate with the discipline⁴.

If the external funding application due date occurs after the July 1 start date for the CHRI funding, initial partial funding will be released, with the remainder awarded once documentation of application for external funding has been received by the Spectrum Child Health administrative office.

2. Determination of Funding Level

If the applicant is successful in obtaining external funding for his/her salary, s/he must immediately notify Spectrum Child Health. *In such a situation the CHRI award will be reduced by a comparable amount.*

However, if the applicant is successful in obtaining outside salary funding, an incentive 'bonus' of up to \$15,000 will be awarded to the fellow, to be used for any purpose at the discretion of the mentor. The amount of the incentive 'bonus' will be awarded as follows:

External Award (Salary)	CHRI Incentive Bonus
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The funding level for CHRI Research Fellows requesting a year 2 Non-Competitive Renewal will depend on each fellow's external funding situation during year 2 as outlined above. *The same incentive bonus policy and external application requirement applies in year 2.* Non-competitive renewal is only available to CHRI fellows in their second year of training (PGY5). Funding level is contingent upon availability of funds.

OPPORTUNITY FOR RESUBMISSION

Proposals that were not funded in the 1st round are allowed to be revised and resubmitted again in a 2nd round in same grant cycle (see table below). Refer to the RFA for CHRI MD (Clinical) Trainee submission and resubmission deadlines.

Cycles / year	1x (<i>chance for revision</i>)
RFA	November
Deadline (1st round)	February
Panel meets	March
Resubmission (2nd round)	April
Review awards	May
Award letters	June
Award Amount	<u>Up to</u> 100% salary and Incentive Bonus (if applicable)

PROGRESS REPORTS

CHRI Research Fellows must submit an Annual Progress Report for each year funded by the CHRI.

A No-Cost-Extension (NCX) must be submitted in lieu of a renewal report when significant first year funds are not fully spent by end of year 1 (i.e. no additional funds will be granted until year one funding has been exhausted).

The completed CHRI Annual Progress Report and documentation of external application that would cover

⁴ For example, the training of a pediatric surgeon.

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PGY6 are the only two documents required to request a Non-Competitive Renewal or a NCX of year 1 unspent funds.

The CHRI Research Fellow recipient:

- Has the responsibility for timely submission of a Progress Report within 30 days of the year 1 award end date wherein progress is outlined;
- Must provide timely update on funding status from external and/or internal sources;
- Has the responsibility for submission of Annual Progress Reports for 3 years *after* the end of the CHRI fellowship funding including updated peer-reviewed publications, employment, and competitive funding (federal or national non-profit foundations).