



Eleanor and Miles Shore 50th Anniversary Fellowship Program for Scholars in Medicine

Request for Applications

PROGRAM DESCRIPTION

The 50th Anniversary Program for Scholars in Medicine was established in 1995 to celebrate the 50th anniversary of the admission of women to Harvard Medical School and to acknowledge the important contributions of women to the School. As part of this celebration, a fellowship program was established to help junior faculty, women and men, at the point in their careers when they must teach, do research, compete for grants, publish, or practice (if a clinical faculty member) at the same time they may be assuming increased family or other responsibilities. The program was renamed in 2004 to honor the efforts of Dr. Eleanor Shore, former Dean for Faculty Affairs, and Dr. Miles Shore, Bullard Professor of Psychiatry, Emeritus, on behalf of the 50th Anniversary Program for Scholars in Medicine.

Fellowships are funded by HMS, HSDM, their affiliated institutes, departments, divisions, and centers, and private donors. Typically in the \$30,000 to \$50,000 amount, these stipends support junior faculty at the most vulnerable point in their academic careers. Each applicant should have a named project mentor. While both men and women may apply, this support is an important part of the effort at HMS to increase the representation of women at the higher ranks in the Faculty of Medicine.

The purpose of the program is to sponsor academic activities. The awards may be used for protected time from clinical, teaching or laboratory responsibilities to pursue academic work, including writing a grant application, preparing a manuscript, completing a research project, or developing a new curriculum. Funds awarded could also be used for additional laboratory assistance at a time when the faculty member does not yet have independent funding. The fellowship is not intended to provide total support.

Each fall at the annual celebration, the Dean of the Faculty of Medicine honors recipients in the presence of families, friends, mentors, and peers.

The program encompasses three groups of fellowships:

- 1. those selected by the HMS/HSDM selection committees;*
- 2. those selected by the host department, but making use of our application system;*
- 3. those managed by the host department, division, or institution, with distinct application procedures, deadlines, and selection criteria.*

A full list of fellowships is available at <http://fa.hms.harvard.edu/shore>. The materials described in this call for application apply to the first two categories of fellowships.

ELIGIBILITY

While faculty may not receive more than one award per year, we encourage simultaneous applications to all the fellowships you may be eligible for within the program.

To be eligible, applicants should hold a MD, DMD, PhD, or equivalent advanced degree and an appointment at the level of Instructor, Assistant Professor, or Member of the Faculty at Harvard Medical School or Harvard School of Dental Medicine by November 1, 2017. Those who anticipate a faculty appointment later in 2017 are not eligible for this cycle.

In addition, eligibility for the fellowships available to the entire faculty is limited to those who have not

received an award from the Eleanor and Miles Shore 50th Anniversary Fellowship Program in the past. *Please note that eligibility to some fellowships selected by the HMS/HSDM committee may require affiliation with a specific department, division, or institution. A detailed and updated list of fellowships and their eligibility criteria is available at <http://fa.hms.harvard.edu/shore>.*

DEADLINES

Application Deadline: Wednesday, November 15, 2017, 12:00 PM (noon). This is a hard deadline. (For applications managed by the host departments and institutions, please review the fellowship list at <http://fa.hms.harvard.edu/shore>)

Endorsement Deadline: Wednesday, November 29, 2017, 12:00 PM (noon). As part of this application, we require letters of support from your project mentor and from your department head or division chief (unless they are the same person). Guidelines for your letter writer(s) are available below. We recommend that you notify your endorser(s) of this deadline well in advance.

Notification Date: We hope to notify applicants to fellowships selected by the HMS/HSDM committee before the end of April 2018.

EVALUATION CRITERIA

Fellowship applications evaluated by the HMS/HSDM selection committees are assessed for academic promise and personal need. Academic promise accounts for two thirds of the overall score, and personal need one third. The evaluation of academic promise is based on the merits of the project and the support reflected in the letters from the project mentor and the department chair/division chief. A distinct committee focuses on the applicant's personal need, which encompasses challenges and obstacles experienced while in pursuit of an academic career. (For applications managed by the host departments and institutions, please review the fellowship list at <http://fa.hms.harvard.edu/shore>.)

APPLICATION: DOCUMENT UPLOADS

Your application will be evaluated, for two thirds of the final score, on the basis of your project's academic promise. The academic promise portion of the application includes three supporting documents: a two-page project description, a budget proposal, and a curriculum vitae in HMS format. *Documents should be submitted as PDF files.* A separate online application form addressing personal need is also required.

Project description: Your project description should be *no more than two pages excluding references*. The description should include your hypothesis, methodology, plans for publications/presentations, and a realistic timeline for the project. If you anticipate that the scope of the project might extend beyond the 12-month funding period (July-June), you are welcome to briefly describe your plans beyond that timeframe.

Budget proposal: Your proposal should include a budget description and justification in the amount of \$30,000 for a 12-month period (July 1 to June 30). This budget description should include direct costs only: HMS-wide fellowships do not allow indirect costs (or facilities & administrative costs). Examples of allowable use include buying back time from clinical, teaching or laboratory responsibilities to write a grant application, prepare a manuscript, complete a research project, or develop a new curriculum. The award can also be used for additional laboratory assistance at a time when the junior faculty member does not yet have independent funding. The fellowship is not intended to offer total support and cannot provide for childcare costs or medical expenses. It is possible to support travel costs for dependents to a maximum of \$1,000 if the faculty member would otherwise not be able to give professional presentations.

If you are also applying for fellowships that offer funding in different amounts or have different rules regarding indirect costs, please include additional budget descriptions matching these amounts and rules. Within the same PDF file, label each of your budgets with the name of the fellowship(s) to which it belongs.

SAMPLE BUDGET FOR RESEARCH PROPOSALS:

Sample budget for illustration only. You are not required to use these categories or this format.

Funding is requested for:

	FTE	Mo.	Salary	Projected	Fringe (33%)	Total
Principal Investigator	0.1	12	\$100,000.00	\$10,000.00	\$3,333.00	\$13,333.00
Research Assistant	0.3	12	\$32,400.00	\$9,720.00	\$3,208.00	\$12,928.00
Supplies						\$0.00
Reagents						\$1,739.00
Travel to AHA Meeting						\$2,000.00
						\$30,000.00

Curriculum vitae: Applicants are asked to upload a CV saved as a PDF file. Information on the Faculty of Medicine CV guidelines may be found at <http://fa.hms.harvard.edu/faculty-medicine-cv-guidelines>. Your CV should be up to date and follow these guidelines.

LETTER(S) OF SUPPORT

Each application must include 1) a letter of support from the applicant’s project mentor and 2) a letter of support from the department chair or division chief (unless they are the same faculty member). The letters will be read by the reviewers and the committee that evaluate the scientific promise of the proposal.

Letters of support should comment on:

- how the project will fit within the candidate’s job description (will the fellowship, for example, allow a reduction in other responsibilities or the hire of a research assistant?);
- how likely the applicant is to complete the proposed project;
- how committed the mentor is to the mentee and the project (what form will this commitment take?);
- how committed the department/division is to the candidate’s career advancement (what expectations are there for the candidate’s academic trajectory?).

The letters can be addressed to the “selection committee members” as a group.

PERSONAL NEED

Your application will be evaluated, for one third of the final score, on the basis of your personal need. For this reason, we ask you to share information that is not generally required by most grant programs. This information is kept confidential and will not be shared with your department *unless one of the fellowships you are opting to apply for is reviewed by a departmental committee* (see the fellowship descriptions available at <http://fa.hms.harvard.edu/shore>). To ensure confidentiality, we ask that you submit a separate online form for the personal need portion.

Your application will be considered incomplete until you submit all required materials for both the academic promise and personal need portions. Incomplete applications will not be reviewed.