Frequently Asked Questions

PROGRAM Questions

What is the purpose of the Eleanor and Miles Shore Faculty Development Awards Program?

The Eleanor and Miles Shore Faculty Development Awards Program (Shore Program), an umbrella program, strives to support the Faculty of Medicine at the level of instructor and assistant professor by administering a range of award opportunities to support academic activities at the same time they are assuming increased family or other responsibilities. In January, instructors and assistant professors are invited to apply for awards. In the fall, the selection process culminates in a reception, sponsored by the Shore Program, to honor recipients in the presence of deans, families, friends, mentors, and peers. To learn more about the program, including current award opportunities, establishing an award, past award recipients and celebrations or history of the program, please visit our website here: http://fa.hms.harvard.edu/shore

What kind of award opportunities are included under the Shore Program umbrella?

Most of the awards in the Shore Program utilize a centralized, single-stream application (current award opportunities); a subset of additional award opportunities included under the Shore Program umbrella are managed independently through an external application and review process.

A complete list of current and additional award opportunities including specific eligibility requirements, application process, deadlines and contact information, can be viewed on our website here: https://fa.hms.harvard.edu/shore-program-current-award-opportunities

What are the eligibility criteria for awards under the Shore Program?

Eligibility requirements vary but the following apply to a majority of awards. For exceptions or detailed information, please reference our Request for Application (RFA) document.

To be eligible, applicants must:
- Have an appointment as instructor or assistant professor at the time of application/submission (to confirm your academic appointment, click here on Harvard Catalyst profiles)
- Hold an MD, DMD, PhD, or equivalent advanced degree
- Have a named Project Mentor
- Be endorsed by a Project Mentor
- Provide information on IRB/IACUC status, if currently under review
- Past award recipients are ineligible

How many awards are funded each year?

The number of awards offered varies each year at the discretion of the award sponsors. In a given year, the Shore Program typically acknowledges more than 55 awards.

How are the awards funded?

Award funds are provided by HMS, HSDM, affiliated institutions, departments, divisions, centers and private donors.

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What amount is funded?

The minimum level of support of $30,000 (typically funded at $30,000-$50,000) per award.

What kind of activities do the awards fund?

The awards may be used for protected time from clinical, teaching or other responsibilities to pursue academic work, including research, or developing a new clinical or teaching program at the same time they may be assuming increased family or other responsibilities. Funds awarded can be used for additional laboratory assistance at a time when independent funding is not attainable. The award 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. Funds cannot be used for cost sharing of existing projects or to cover tuition expenses.

When does the funding period begin?

The majority of awards have a minimum 12-month funding period beginning from July 1 – June 30. Some exceptions may apply.

Are indirect costs allowed?

Many awards offered as part of the Shore Program do not allow indirect costs (or facilities & administrative costs). However, some do as noted in the award description.

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The questions and answers below apply to current award opportunities utilizing our single-stream application process managed by the Office for Faculty Affairs.

APPLICATION AND ENDORSEMENT Questions

What is the Shore Program's centralized, single-stream online application?
It is a built-in management system to conduct a single application process.

What are the benefits of the single-stream online application?
Since a majority of the awards uses our single-stream application, applicants can apply for all award opportunities for which they are eligible under one application.

What awards use the single-stream online application?
A complete list of awards utilizing the centralized, single-stream online application are included in the current Request for Application (RFA) or on our website, under current award opportunities, found here: http://fa.hms.harvard.edu/shore

Do I have to apply in order to be considered for an HMS-wide award?
Yes. All applicants who submit an endorsed application are automatically considered for an HMS-wide award.

What are the eligibility criteria for awards under the Shore Program?
Eligibility requirements vary but the following apply to a majority of awards. For exceptions or detailed information, please reference our Request for Application (RFA) document.

To be eligible, applicants must:
- Have an appointment as instructor or assistant professor at the time of application/submission (to confirm your academic appointment, click here on Harvard Catalyst profiles)
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- Be endorsed by a Project Mentor
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Can I apply for multiple awards at once?
Yes. While faculty may not receive more than one award, through our single-stream application, applicants can apply for all award opportunities for which they are eligible.

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What is required for the single-stream online application?

Part 1: 'Intent to Apply' Application

Eligible faculty must submit an "Intent to Apply' application for consideration to the award opportunities listed above. In addition to basic demographic information, the application will include a series of questions focused on personal need. If invited, applicants will be informed via email to begin Step 2 by preparing a detailed 'academic project' submission.

Part 2: 'Academic Project" Application (Invitation only)

Eligible applicants who have been invited via email to submit an 'Academic Project' for consideration must include the following project related details (as a single .pdf document) as part of the final submission. Formal instructions, including a form template will be provided.

'Academic Project' requirements include:

- Project Title
- Project Description (based on Academic Promise) (max 2-pages)
- Budget Narrative (max 1-page)
- Sample Budget Table (max 1-page)
- Faculty of Medicine Curriculum Vitae (no NIH Biosketch)
- IRB/IACUC approval or submission confirmation, if currently under review

PLEASE NOTE: The application form cannot save prior to submission. Please prepare and save your responses elsewhere prior to completing this application to prevent data loss. See the full specifications on the Request for Application (RFA).

Why does Part 1 – Intent to Apply of the single-stream application include questions on personal need?

Applications reviewed by the HMS/HSDM review committee are evaluated for two thirds of the final score on the basis of the project's academic promise and for one third on the basis of the applicant's personal need. For this reason, we ask you to share information that is not generally required by most award programs.

Will my responses to the Personal Need Questionnaire be shared with my Department?

No. These questions are designed to understand your personal need for support. Questions will cover children, other dependents, health issues and financial challenges. The information is kept confidential and will not be shared with your department.

Where can I find information on the Faculty of Medicine CV format?

Information on the Faculty of Medicine CV format may be found at https://fa.hms.harvard.edu/faculty-medicine-cv-guidelines.

What is required for endorsements?

Please no letters. Each application must include endorsement from the applicant's project mentor. Applicants will be prompted to include their endorsers' name and email address in order for the online

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endorsement request to be sent directly from the application system. We recommend that you notify your endorser of this deadline well in advance.

Endorsers will be asked to complete a combination of key questions commenting on:
- How much of an impact would this funding have upon this applicant's career development?
- How confidant are you that this applicant will complete this project in the year of funding?
- Do you already serve as a mentor for this faculty member?
  - If yes, how does this project differ from your existing collaborations?
  - If no, why did you agree to mentor this applicant?
- Please describe your time commitment in mentoring this faculty member on this project?
- What changes, if any, would occur in this faculty member's job description if s/he were to receive this funding?
- Please share any additional information that would be helpful for the selection committees to consider.

Please note that endorser will only see applicant's name, project title and offering cycle. The full scope of your proposal, including your personal need responses will not be included.

Can a Project Mentor endorse more than one applicant?
Yes. Project Mentors can endorse multiple people.

Can I start the application and go back to make edits?
No. The application form cannot be saved prior to submission. Please prepare and save your responses elsewhere prior to completing this application to prevent data loss.

Do I have to have an active appointment?
Yes. To confirm your academic appointment, click here on Harvard Catalyst profiles

If I am a recipient of an award and accept a position at a different institution during the award period, do I have to relinquish the funding?
Yes.

Are there additional awards recognized under the Shore Program that conduct an external application and review process?
Yes. There are additional award opportunities included under the Shore Program umbrella that are managed independently through an external application and review process. Additional award opportunities and specific eligibility requirements, application process, deadlines and contact information, can be found on our website, http://fa.hms.harvard.edu/shore, under current award opportunities at the end of the page.

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