

# DEPARTMENT OF MEDICINE EARLY CAREER PROFESSORSHIP CRITERIA

Objective: To encourage and support early-stage, independent investigators in developing high quality and competitive research programs. Investigation can be basic, clinical, translational, epidemiologic or public health-related.

Duration: 2 years

Amount: \$10,000/academic year (funds will be available on September 1, 2021). The funds may be used to support project-related expenses, such as salaries of technical personnel essential to the conduct of the project, supplies, equipment, volunteer subject costs, and publication costs. The funds may not be used for travel or education that is not essential to completion of the proposed research.

Selection Process:

- Applications will be solicited 6 months prior to funding.
- A standardized application format must be used by applicants.
- A Letter of Intent will be due by March 15, 2021; the LOIs will be reviewed by the Department of Medicine Research Committee and suitable applicants will be invited to submit complete applications which will be due by June 1, 2021.
- The review process will include Department of Medicine Research Committee members as well as outside experts asked to provide independent expert review of each proposal.
- The Department of Medicine Research Committee will provide a recommendation to the Chair. The Chair will submit the recommendation to the Dean, which will include a summary of the process, justification for selection, copies of the in-depth reviews, and a summary of the Committee discussion. The Dean will review the materials and, if in agreement, forward the materials to the Provost for action.

Eligibility / Selection Criteria:

- Applicants must be full time/salaried in the Department of Medicine.
- At the time of professorship activation, the applicant must be at the UVM Assistant Professor level and within the first 5 years of faculty appointment.
- Applications are subject to competitive review. In all cases, major consideration is given to: 1) The ability of the funds to strengthen the applicant's research program, productivity and advance the career progression of the applicant, 2) The outstanding potential of the existing and proposed research program, 3) The investigator's experience and productivity based on submitted application materials.
- If applicable, IACUC or IRB approval must be in place prior to the start date of the professorship.

Restrictions:

- If an investigator has departmental or extramural funding, the specific aims of the research planned as part of the Department of Medicine Early Career Professorship should be distinct from already established support and clearly establish the need for additional funding.
- An investigator can only obtain the professorship once.
- An applicant who is unsuccessful in obtaining the professorship may, in subsequent years, resubmit the same or a similar application or submit a substantially different application.

# DEPARTMENT OF MEDICINE EARLY CAREER PROFESSORSHIP GUIDELINES

## ELIGIBILITY AND STANDARDS FOR APPOINTMENT:

The Department of Medicine Early Career Professorship is awarded to full-time Department of Medicine (DOM) faculty members who are assistant professors in the first 5 years of their faculty appointment. Selection will be made by the Department of Medicine Research Committee based on competitive review of solicited applications, and overseen by the Vice Chair for Emerging Researchers. Major consideration will be given to: 1) The ability of the funds to strengthen the applicant's research program, productivity and advance the career progression of the applicant, 2) The outstanding potential of the existing and proposed research program, 3) The investigator's experience and productivity based on submitted application materials.

## PROCESS:

1. The DOM Research Committee will solicit applications 6 months prior to funding. Applicants will be invited to submit a Letter of Intent to the DOM Research Committee; the letters will be reviewed by the Committee who will invite a limited number (generally 3-5) to submit complete applications.

2. The DOM Research Committee will serve as the selection committee. Ad hoc members will be added to the Committee if needed to ensure appropriate representation of topic areas represented in applications. The selection committee will include, at a minimum, three full professors within the Department of Medicine with representation from at least 3 divisions.

Each application will be reviewed and scored by at least 2 established investigators; one being a DOM faculty member and one preferably being from outside UVM. The selection committee will evaluate application materials and reviews. A summary of the deliberation by the committee will serve as a third review. A majority vote of the Committee will be sufficient for the Vice Chair for Emerging Researchers to provide a recommendation to the Chair for final review and approval.

3. The Dean will receive the recommendation from the Chair, which shall include (a) an outline of the selection process; (b) the names and affiliations of the selection committee; (c) a justification for selection that includes the in-depth reviews as well as a summary of the Committee deliberation for the recommended applicant.

4. The Dean will provide a recommendation and supporting materials to the Provost through the Associate Provost for Faculty Affairs.

5. The Provost will review the Dean's recommendation and package of supporting materials, and make a decision on the appointment, then communicate a final decision to the Dean.

6. The Dean will communicate the Provost's decision to the DOM Vice Chair for Emerging Researchers, who extends the appointment to the successful applicant. The Provost's Office records the appointment information for the purpose of updating the university catalog.

## TERMS AND RENEWALS:

The duration of this Professorship is two years.

The Office of the Provost (Associate Provost for Faculty Affairs) will keep track of all endowed / named chair and professorship appointments and review due dates.

# DEPARTMENT OF MEDICINE EARLY CAREER PROFESSORSHIP

## APPLICATION INSTRUCTIONS

### Objective

To encourage and support early-stage, independent investigators in developing high quality and competitive research programs. Investigation can be basic, clinical, translational, epidemiologic or public health-related.

### Eligibility

Faculty members from the Department of Medicine (DOM) who are in the initial 5 years of their first faculty appointment (assistant professor) will be considered.

### Number

One professorship at any given time may be funded.

### Duration

The holder of the professorship will receive funding for two (2) consecutive years. The progress report will be due by 5:00 p.m. on August 1, 2022 (1 month prior to the second year of funding)

### Amount

The holder of the professorship will receive \$10,000 per year (September 1 through August 31). The funds may be used to support project-related expenses, such as salaries of technical personnel essential to the conduct of the project, supplies, equipment, volunteer subject costs, and publication costs. The funds may not be used for travel or education that is not essential to completion of the proposed research.

### Application Process

The application process consists of a letter of intent and a formal application for a two-year research project. The letter of intent will enable the DOM Research Committee to confirm that the applicant and proposal meet eligibility requirements and allow the Committee to identify expert reviewers in advance of application submissions. Details on the letter of intent and application requirements are below.

### Selection Process

The review process will include DOM Research Committee members as well as outside experts asked to provide independent expert review of each proposal. Selection of the recipient of the professorship will be made by the DOM Research Committee and follow an approval process through the Chair, the Dean and the Provost.

In all cases, major consideration will be given to: 1) The ability of the funds to strengthen the applicant's research program and productivity, 2) The outstanding potential of the existing and proposed research program, and 3) The investigator's experience and productivity based on submitted application materials.

Announcement of the professorship recipient will be made in August 2021.

### Letter of Intent

A one-page letter of intent must be received as a PDF by 5:00 p.m. on March 15, 2021. Email to Tina Mazuzan ([tina.mazuzan@uvmhealth.org](mailto:tina.mazuzan@uvmhealth.org)) This letter should include:

- The title and brief summary of the research project;
- A statement regarding how the applicant and research meet the eligibility criteria; and
- A statement regarding overlap of the proposed research with any of the applicant's existing and/or pending research.

## **Application**

If invited, the formal application is due by 5:00 p.m. on June 1, 2021 and should adhere to the guidelines below. The entire proposal, including the research proposal outline, future directions, letters of support (if appropriate), and CVs, **must** be submitted as a **single** PDF document to Tina Mazuzan ([tina.mazuzan@uvmhealth.org](mailto:tina.mazuzan@uvmhealth.org)). Proposals that do not meet this requirement will **not** be reviewed.

1. The format, including type size, is to follow the standard NIH PHS grant (PHS-398). That is, “type should be 10-12 points (approximately 1/8” in height for capital letters). If constant spacing is used, there should be no more than 15 cpi, whereas proportional spacing should *average* no more than 15 cpi. Finally, there must be no more than 6 lines of text within a vertical inch.” Leave 1/2” margins.
2. The application consists of the following parts:
  - A. Face Page (includes)
    - i. Proposed title.
    - ii. Names, department, phone number and e-mail of applicant.
    - iii. If applicable, a statement that IACUC or IRB approval will be obtained prior to the September 1 start date of the professorship.
    - iv. PI ASSURANCE: I certify the statements herein are true and accurate to the best of my knowledge. I agree and accept responsibility for the scientific conduct of the project and to provide the required progress reports if the grant is awarded.
    - v. Signature of applicant.
    - vi. Signature of the Department Chair of the applicant.
  - B. Narrative description of the proposal: The narrative description of the proposal should **not exceed 6 pages** and should address each of the items below.
    - i. Specific Aims and Hypothesis ( $\leq 1$  page): A clear statement of the Specific Aims and the hypotheses being explored. We recommend that you limit to 1 or, at most, 2 Specific Aims that can reasonably be completed within the grant period.
    - ii. Background and Supporting Literature (<1 page): State the research problem and review relevant literature in the area.
    - iii. Significance (<1 page): Briefly describe how this research is novel in approach, methodology, theoretical concept or intervention. Briefly describe how the environment will contribute to the probability of success.
    - iv. Innovation (<1 page): Briefly describe how this research challenges and seeks to shift current research or clinical practice paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions.
    - v. Preliminary Data (1-2 pages): Appropriate preliminary data, if available, that would assist the reviewers in determining the feasibility of the project.
    - vi. Research Design and Methods (1-2 pages): Outline the methods used to address the proposed studies. This should be a clear experimental design section with attention to important areas such as data analysis methods, power calculations, key methods, etc., as well as an estimated timeline.

The following sections are not part of the **6 page limit**:

C. Anticipated Results (one-half page).

D. Future Directions (one-half page): Explain how the results of the proposed studies will be used in an upcoming extramural grant application. This should include the title of the grant application, the organization to which the application will be sent and the expected date of submission.

E. Career Advancement ( $\leq 1$  page): Explain how receipt of this professorship will advance your research program, your productivity, and your career progression.

F. Budget.

G. Budget justification ( $\leq 1$  page).

H. Other research support.

I. References and bibliography.

J. Letters of support from key collaborators ( $\leq 2$ ; if appropriate).

K. Mentor and mentoring plan

L. A current CV or NIH biographical sketch of the PI and key collaborators.

Applicants are required to use the **Department of Medicine Pre-Award Office** for assembly of the application packet to assure all requirements are met prior to submission. Please email Bridget Carney for assistance- [bridget.carney@uvm.edu](mailto:bridget.carney@uvm.edu)

# DEPARTMENT OF MEDICINE EARLY CAREER PROFESSORSHIP

## TIMELINE

Duration: 2 years

Amount: \$10,000/academic year (funds will be available on September 1, 2021). The funds may be used to support project-related expenses, such as salaries of technical personnel essential to the conduct of the project, supplies, equipment, volunteer subject costs, and publication costs. The funds may not be used for travel or education that is not essential to completion of the proposed research.

February 15, 2021- Call for Proposals

March 15, 2021 – Letter of Intent due

April 1, 2021- Notifications sent to invite full proposals

June 1, 2021- Full Proposals due

June/July 2021- Proposals reviewed by Committees, recommendation to Chair, recommendation to Dean, submission to Provost for approval

August 2021- Announcement of recipient