Guidelines and Procedures

for Applying for

Division of General Internal Medicine
Fellow and Faculty Awards

Administered through the Division of General Internal Medicine

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GUIDELINES AND PROCEDURES
Division of General Internal Medicine
Fellow and Faculty Awards

Purpose of the Awards. The awards were established by the Division of General Internal Medicine (DGIM) for fellows and clinician-educators. The awards are designed to mentor fellows through their projects and to assist faculty members with their education projects. The expectation is that each project will be completed within a year and will result in a publication.

Administration. The awards are administered through a steering committee composed of faculty members in the DGIM. Approximately three committee members will review each applicant's project proposal, using the review sheet in Appendix A. After the full committee reviews the proposal, its members will meet with the applicant to decide whether to fund the project as proposed, to fund the project with revisions, or to request a resubmission. Fellows are required to schedule a team meeting with the fellowship director, mentor, and statistician from the Center for Research on Health Care (CRHC) Data Center to discuss the review of the proposal.

Eligibility. Only DGIM fellows and clinician-educator faculty are eligible to apply for an award. Questions regarding eligibility should be directed to Dr. Jane Liebschutz, chief of the DGIM (MUH, phone 412-692-4821), or Dr. Scott Rothenberger, statistician and faculty member at the CRHC Data Center (200 Meyran Ave., Suite 300, phone 412-864-3014).

Allowable Expenses and Duration. The awards provide services for the project and not funding to conduct the project. Specifically, the awards cover expenses for services provided by the Data Center. They do not cover expenses for services from other providers. Typically, services are supported for one year; however, under certain circumstances, requests for two years of support are granted.

> *Fellows*—The award is intended to be an opportunity for fellows to learn the steps involved in conducting a project. Therefore, each fellow is expected to conduct his or her own data management and analyses. The faculty of the Data Center will be available to guide the project and mentor the fellow through each step. Fellows are eligible to apply for up to $5,000 in services per year.

> *Clinician-Educator Faculty Members*—Any service that the Data Center provides is available to the awardee. The services include data entry, data management, Web development, and statistical consulting. However, the awardee must be willing to contribute to the development and implementation of the project. Faculty can apply for up to $10,000 in services per year. The award is given to the faculty member, regardless of whether he or she is working with a mentee.

Application Due Dates. Proposals can be submitted the first of every month. Should the 1st fall on a weekend, the proposals will be due the following Monday. The proposals will be reviewed within one month of the due date. It is expected that the Institutional Review Board (IRB) protocol will not be submitted until after the proposal is reviewed and the award is granted. Should the proposal need major revisions, the applicant has one month to submit a revised application that includes a one-page response to the comments.

Application Procedure and Proposal Format. Fellows and faculty are allowed up to 5 hours of pre-award consultation with members of the Data Center. To schedule a meeting, please e-mail Scott Rothenberger at rothenberger@pitt.edu.

The proposal should consist of the following:

1. Cover Please complete Appendix B and attach it to the front of the proposal.

2. Abstract The abstract page should include the following information: name of the applicant, title of the project, and an abstract of 150 words or less. Be sure to write the abstract in lay terms.

3. Narrative The narrative **may not exceed five single-spaced pages** (12 point font) and should include aims, background and significance, and approach for the project, as well as a timeline for completion.

Award Administration. As a general condition for receiving an award, the awardee must follow all policies, rules, and regulations of the University with regard to human subjects, conflict of interest, scientific misconduct, and similar matters. Any publication, manuscript, paper, or other product resulting directly or indirectly from an award should acknowledge support from the award. Copies of reprints, papers, or other outcomes of the project should be submitted as part of the final project report or as they subsequently become available.

Reporting. Awardees must give a presentation about their progress to the steering committee at six months after funding and again at one year after funding. Awardees must also submit one copy of a succinct report on the accomplishments of the project one week before their presentation. See Appendix C for the suggested report format. A faculty member who receives an award is expected to report on his or her progress. Under no circumstances can a mentee report on the progress of the project for the faculty member.

Further Information. Any questions regarding the awards should be directed to imawards@pitt.edu.

REVIEWER RATING FORM

Applicant:_____

An important component of the proposal review process is the feedback given to the applicant concerning the rationale for the rating given. This is particularly important if a proposal is not favorably reviewed. Your comments can be useful to the applicant in strengthening his or her proposal for possible resubmission.

Review Criteria: Please evaluate the proposal based on
      Aims/Objectives, Significance, Approach, Potential for future work and publication

Scoring Criteria for Funding:
    1   Approve
    2   Approve with minor revisions
    3   Revise and resubmit
    4   Not fundable in current state

Comments: Please provide one page discussion of strengths and weaknesses.

Reviewer Signature:_____

APPENDIX B
APPLICATION FOR SUPPORT

1.   Name/title: _____

2.   Status:_____Fellow_____Faculty member

3.   Name of mentor: _____

4.   Campus address:_____Campus phone no.: _____

5.   Project title: _____

        _____

6.   Is the project funded?_____No_____Yes

        If yes, please specify type and amount of funding:_____

7.   Desired begin date:_____End date: _____

8.   Does this project involve human subjects?_____No_____Yes

9.   Signature:_____
                                        Applicant

INSTRUCTIONS: Email a copy of the proposal and this form to imawards@pitt.edu by noon on the day of the deadline.

PROGRESS / FINAL PROJECT REPORT

Name:

Department:

Project Title:

PROJECT SUMMARY: (500 words or less; attach additional sheets if necessary)

PROJECT ACCOMPLISHMENTS: Include manuscripts, working papers, articles, conference presentations, extramural proposals submitted, pedagogical outcomes, or other significant results. Provide full citations where appropriate.

FUTURE PLANS: