



BRIGHAM AND  
WOMEN'S HOSPITAL

Center for Faculty Development & Diversity



Office for Multicultural  
Faculty Careers

*Sharing strategies. Supporting careers.*

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## **2009 Minority Faculty Career Development Award Application Instructions**

**Application Deadline  
April 3, 2009**

**Award Notification  
May 18, 2009**

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## Applicant Biographical Sketch

The applicant's biographical sketch should elucidate the factors motivating an interest in clinical practice and/or a research career, including those ideas, theories, and concepts that have been important in the applicant's clinical and/or scientific development to date and how these relate to what needs to be learned during the course of this award. The applicant should provide an overview of his/her prior clinical and/or research training and experience. Detailed justification must be provided of the need for a mentor and for a 7 year award of this kind. In addition, this section should contain a statement of short-term and long-term career goals.

## Mentor's Statement and Biographical Sketch

The Minority Faculty Career Development Award for early-career underrepresented minority academicians is a mentored award. Dependence upon a mentor early in the award period will be related to the extent of the applicant's previous clinical and/or research experience, increased independence is expected during the course of the Award. The applicant should choose a mentor who has not served in this role during the applicant's pre-clinical and/or research training. The mentor must be a recognized, well-established, active clinician/investigator in the applicant's proposed practice/research area. In addition to providing a biographical sketch, the mentor must document successful experience in the guidance of inexperienced investigators. The mentor must also document that he/she is prepared to personally supervise the applicant's research and assist with their career development.

The mentor's role involves a substantial commitment of time on behalf of the applicant, therefore, persons with extensive administrative responsibilities (e.g., chairpersons) should not be selected as mentors. The mentor should possess adequate knowledge and authority within the hospital to assist the applicant in taking full advantage of available resources. The application must describe the specific role of the mentor and identify the proposed commitment of effort to assist the applicant carry out his/her career development plan. Applicants may choose more than one mentor, additional mentors may be in a different department at BWH or elsewhere within the United States, if a strong case is made for their contribution to the clinical and/or research career development of the applicant. The principal mentor should be in the applicant's Division/Department or be available locally. The typed name and signature of the principal mentor should appear at the end of the Mentor's Statement. "Per" signatures are not acceptable. Mentors are not funded for their role on the Award.

## Career Development Plan

The applicant must provide evidence of serious intent and commitment to pursue a career in academic medicine by submitting a Career Development Plan. The Career Development Plan must contain a description of specific career development activities. It should include a statement of the knowledge and skills that the applicant proposes to acquire or enhance during the period of the Award and the proposed activities and arrangements for accomplishing these goals. The Career Development Plan should describe what will be learned, how and where this will take place, and why it is important for the applicant's career development. The Plan should contain a realistic time frame for achieving clinical and/or scientific independence, taking into account the clinical and/or research experiences and career goals of the applicant.

## Division/Department Environment and Commitment to the Applicant

Evidence must be provided that the applicant will have a full-time regular faculty appointment during the tenure of the Minority Faculty Career Development Award. The level (e.g., instructor, assistant professor) and anticipated/effective date of this appointment must be provided. This appointment should not be contingent on receipt of the Award.

The sponsoring Division/Department should document a strong, well-established clinical practice and/or research program related to the applicant's area of interest, including names of experienced faculty members in the Division/Department relevant to the candidate's proposed training and career development. If applicable, this section should contain a description of the applicant's teaching load, committee and administrative assignments, and clinical or other professional activities for the current academic year.

These statements should bear the typed name and signature of the Department Chair/Division Chief where applicable. "Per" signatures are not acceptable. In those instances in which an applicant will be working away from BWH, the head of the host division/department, program, or laboratory should also attest, by signature, to the agreement to accept the applicant and provide the necessary resources for his/her development.

## TERMS AND CONDITIONS

### Award Allocation

Twenty-five percent (\$37,500) of Award funds are restricted and must be used for clinical/research-related and career development purposes, e.g. computer hardware/software, laboratory supplies, support for a research assistant. These funds are not to be used for personal benefit, but rather to further the mission of BWH.

Seventy-five percent (\$112,500) of Award funds are unrestricted and may be used at the applicant's discretion for personal use, e.g. school or personal loans, mortgage, childcare, etc. Please note that funds used for personal use may be taxable.

The Minority Faculty Career Development Award is intended to support trainees over a 7-year period. If an awardee leaves the hospital prior to the end of the 7-year period all funds must be repaid including any accrued interest.

The total amount of restricted and/or unrestricted funds may be divided evenly and distributed annually throughout the term of the Award. Generally, the first payment of the Award will be made the month after it is granted. Subsequent payments will be made each year on this date. Any other distribution schedule must be approved by the MFCDA Selection Committee.

#### Academic Expectations

Recipients of this award must devote full time (at least 75% of a full time 12 month position) to career development activities, clinical practice, research, or related activities relevant to their career goals. Activities such as participation in workshops, scientific meetings, or academic activities are encouraged if they contribute to the purpose of the Award.

#### Allowance for Research and Career Development Costs

At least \$37,500 may be requested to support career development and/or research activities. Career development costs may include travel, per diem, tuition, or fees for study at centers other than at BWH. Funds requested must be carefully justified for each year and must be consistent with the stage of development of the applicant and the proportion of time to be spent in clinical practice, career development, or research activities. Salary for mentors, secretaries and administrative assistants is not allowed.

The support for research activities is intended to enable the awardee to conduct research until regular research support can be obtained. Research costs include equipment, laboratory supplies, research assistants, and travel to scientific meetings and research workshops.

#### Special Leave

Subject to BWH policy applicable to all employees regardless of the source of funds, a leave of absence may be arranged. Prior written approval of the MFCDA Selection Committee and Department Chair is required for leave in excess of 3 months. The award termination date may be adjusted to allow a full term of support.

## Early Termination or Change of Institution

Upon early Award termination, the MFCDA Selection Committee and Department Chair must be notified in writing at the earliest possible time so that appropriate instructions can be given for termination. The MFCDA Selection Committee, in consultation with the Department Chair, may discontinue an Award upon determination that the purpose or terms of the Award are not being fulfilled. In the event an Award is terminated, the MFCDA Selection Committee shall notify the grantee's Division/Department and Award recipient in writing of this determination, the reasons, the effective date, and the right to appeal the decision.

Minority Faculty Career Development Awards for early-career underrepresented minority academicians are not transferable to another individual and may not be transferred to another institution.

## PROGRESS REPORTS

Progress Reports to continue support of a Minority Faculty Career Development Award must be submitted 2 months before the beginning date of the next budget period, i.e. December.

Progress Reports should outline advancements made during the past year toward achieving professional development goals and state plans for the upcoming year that further advance your career development. Please list all successes and challenges you experienced in relation to your work, interaction with your mentor, and support received from your department/division and the OMC.

Any changes in your full-time BWH appointment should be communicated here to the MFCDA Selection Committee.

## REVIEW CONSIDERATIONS

Applications will be reviewed for the applicant's potential to develop into a productive clinician and/or researcher. Reviewers will consider: (1) the qualifications of the applicant, including the suitability of the applicant relative to the eligibility criteria and purposes of this award, (2) the soundness of the proposed Career Development Plan, and (3) the mentor and the Department/Division environment, including their commitment to the applicant's career. The following review criteria apply to all applicants:

### Qualifications of the Applicant

Generally, it is understood that applicants for this award will differ from one another in the extent of their prior clinical and/or research training and

experience. Thus, the potential of the applicant to become a highly skilled and productive clinician and/or researcher is of paramount importance. This potential must be judged in the context of the nature and extent of the applicant's training and experience. The following will be considered:

- Commitment to a clinical and/or research career
- Suitability of this program as the mechanism for accomplishing career development goals
  - Quality and breadth of prior clinical and/or research training and experience

#### Career Development Plan

- Likelihood that the plan will contribute substantially to the clinical and/or research development of the applicant
- Clarity of the goals and scope of the plan, explanation of the need for experience
- Appropriateness of specific developmental, individualized and supervised clinical and/or research training experiences, and of any proposed advisors other than the principal mentor
- Appropriateness of the proposed time frame for achieving clinical and/or scientific independence
- Quality of training in responsible conduct of research

#### Mentor

- Appropriateness of mentor's clinical and/or research qualifications in the area of this application
- Quality and extent of mentor's proposed role in providing guidance and advice to the applicant
- Previous experience in fostering the development of clinicians and/or researchers

#### Institutional Environment and Commitment

- Applicant Division/Department's commitment to the professional career development of the applicant and assurances that the Division/Department intends the candidate to be an integral part of its clinical practice and/or research program
- Adequacy of clinical practice and research facilities and training opportunities
- Quality of environment for scientific and professional development
- Division/Department's commitment to the appropriate weighting of clinical, research, teaching, and administrative responsibilities

Inquiries regarding the application and Progress Reports should be directed to:

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