Grant and Postdoctoral Support Policy

GENERAL

The Stanford Child Health Research Institute (CHRI) Grant and Postdoctoral Support funds innovative maternal and child health-focused clinical and translational research in the following categories:

I. Pilot Early Career ($35K)
II. New Ideas ($35K)
III. Bridge Funding (under modification postponed until January 2018)
IV. Postdoctoral Fellows ($55K, up to 2 years)

All projects must be significantly related to the health of expectant mothers and children. The applicant must be a pediatrician, obstetrician, a child health subspecialist, or scientist who has a focus on, or plans to focus on, child health research.

GENERAL ELIGIBILITY

- All applicants must have, or plan on, having a focus on maternal child health research
- All applicants must be a CHRI Member, or his/her Primary Research Mentor must be a CHRI Member.
- A Primary Research Mentor must be identified for instructors, assistant professors, and postdoctoral fellows.
- All applicants must have legal residence in the United States (Applicants with H or J visas are eligible).

The following are not eligible:

- Clinician Educators (see Clinician Educator Grants Program).
- Visiting scholars to Stanford.
- Senior Research Scientists, Research Associates/Assistants.
- Former recipients of CHRI sponsored awards who have not complied with award/reporting requirements.
- Mentor or applicants who have not cleared overdraft(s) in previous CHRI awards prior to applying.

Eligibility Summary

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1 “Children” or “Child” refers to expectant mothers, oocyte, zygote, embryo, fetus, infant, child, and/or adolescent.
IV. Postdoctoral Fellows

Eligibility: Postdoctoral Fellows Only

This category provides salary-only support for postdoctoral fellows for up to two years (non-competitive renewal) in support of a specific project related to maternal and/or child health. Medical fellows (MD or equivalent) training in a clinical fellowship program should not apply through this mechanism.

- Eligibility is limited to first through third year postdoctoral fellows (applicant must be in their first through third year at time of application).
- Priority is given to applicants in the first and second year of postdoctoral training at Stanford.
- Third year applicants are eligible to apply for up to 1.5 years of funding to support the remainder of their third year, and through their fourth year.
- Third year applicants must justify how this funding will help their career path. e.g. facilitate a change into a new field, etc.
- Funding for year two is not guaranteed and subject to review of progress and career plans.
- Applicants who completed a first post-doctoral fellowship at an institution not affiliated with Stanford University and wish to pursue a second post-doctoral fellowship at Stanford University in a scientific area different from their first post-doctoral fellowship are eligible.
- Fifth year postdocs and above are not eligible.

The applicant’s primary research mentor must be a CHRI Member and one of the following:

- MD, MD/PhD, or PhD whose primary focus is maternal and/or child health research.
- MD, MD/PhD, or PhD who wishes to expand his/her interest in maternal and/or child health research.

Bonus Incentive

CHRI highly encourages applicants to apply for external funding (outside of Stanford) which allows concurrent and supplementary salary funding by CHRI. If the applicant is successful in obtaining external salary funding, an incentive ‘bonus’ of up to $7,500 will be awarded to the applicant, to be used for any non-salary purpose at the discretion of the primary research mentor. To be eligible, the applicant must provide documentation of successful external funding at time of CHRI application or no later than one month prior to CHRI award start date. The CHRI salary amount will be reduced depending on the external award amount and requirements.

The amount of the incentive ‘bonus’ will be awarded as follows:

<table>
<thead>
<tr>
<th>External Award (Salary)</th>
<th>CHRI Incentive Bonus (non-salary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥ $50,000</td>
<td>$7,500</td>
</tr>
<tr>
<td>≥ $35,000 and &lt; $50,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>≥ $5,000 and &lt; $35,000</td>
<td>$2,500</td>
</tr>
<tr>
<td>≥ $0 and &lt; $5,000</td>
<td>$0</td>
</tr>
</tbody>
</table>

Funding for awardees requesting a year 2 Non-Competitive Renewal will be contingent upon the progress report. The incentive bonus policy and external application eligibility applies only in year 1.

Funding level is contingent upon availability of funds.

AWARD

Award may be used for:

<table>
<thead>
<tr>
<th>Pilot Salary</th>
<th>New Idea</th>
<th>Bridge</th>
<th>Postdoc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>*</td>
<td>Yes</td>
</tr>
<tr>
<td>Research Personnel</td>
<td>Yes</td>
<td>Yes</td>
<td>*</td>
</tr>
<tr>
<td>Research Supplies / Services</td>
<td>Yes</td>
<td>Yes</td>
<td>*</td>
</tr>
</tbody>
</table>

* TBD

Award may NOT be used for (all categories):
- Travel, conference fees, tuition, classes
- Membership dues, journal subscriptions, books
- Office supplies, ITSS communications
- Poster presentations, abstract submissions
- Computer equipment, software, or accessories
- Any other indirect research costs
- Exception: Postdoctoral Incentive Bonus

Timeline

- Two competitions are offered annually (spring and fall)
- Anticipate a total review turnaround time of 10 weeks from the submission deadline
- Performance period is 12 months for categories I & II. Performance period is up to 2 years for category IV.
- Awardee is required to submit a Progress Report at the end of the performance period and provide follow-up data for three additional years including grants-submitted and/or awarded, abstracts, presentations, and publications resulting from this award.
Determination of Funding Level
If the applicant is successful in obtaining external funding for his/her salary (categories I & IV), or for non-salary costs (categories I & II), s/he must immediately notify CHRI Administration. In such a situation, the CHRI award may be reduced by a comparable amount.

No-Cost Extensions (NCX)
NCXs are not allowed for Category IV. For categories I & II: If the project is not completed within 12 months due to unforeseen circumstances, a no-cost extension (NCX) of up to 6 additional months may be requested (total study period not to exceed 18 months). Requests must be submitted at least thirty (30) days prior to the award end date. Requests are considered on a case-by-case basis. Not all requests are approved. Only one NCX is granted per project. Detailed instructions are available here.

Submission and Award Limits
A single applicant may submit only 1 application per grant cycle. A maximum of two Postdoctoral Support awards may be actively held at any given time per laboratory.

Child Health Resources
The award may be applied towards a Clinical Research Coordinator and/or Research Nurse to assist with any or all of the following: IRB applications, regulatory document completion, identification of eligible subjects, recruitment, enrollment, clinical data collection or sample acquisition, specimen handling/shipping, quality control, adverse event reporting, data entry, oversight of regulatory compliance, etc. Contact CHRI Administration to request coordinator services.

Pre-Submission Proposal Review
Advice for proposal development is available from CHRI reviewers. They can also assist with coordination and identification of other Stanford resources. To request a proposal review, contact chri_admin@stanford.edu at least 30 days prior to submission deadline.

PROPOSAL REQUIREMENTS

Biostatistical Consultation
A biostatistical consult is required for all human-based studies and those with power calculations.

As part of a partnership with the Stanford Quantitative Sciences Unit (QSU), CHRI grant applicants may request services as needed to support the success of their research project (most services at no charge to the investigator). Their expertise is available for consultation, the development of grant proposals, and implementation of funded projects. Click here to submit a request directly to the QSU.

Additionally, free pre-award biostatistical consultations can be scheduled through Spectrum: https://spectrum.stanford.edu.

PI Salary Support
Instructors and Assistant Professors must provide a Budget Justification for requesting salary support and how the proposed work will be completed if the entire CHRI budget is allocated for PI salary.

Mentor Support Form
A Mentor Support Form is required from the Primary Research Mentor for assistant professors, instructors, and all postdocs. The Primary Research Mentor must be a Member of the CHRI; a membership form is available here.

Upon creation of an Online Application Record by the applicant (no later than 4 weeks prior to submission deadline), the Primary Research Mentor will receive an automated email with a unique link to complete the Mentor Support Form. For further instructions on the Mentor Support Form please go here.

Letters of Support
• Letters of support are required from all listed non-primary research mentor(s), co-investigator(s) and collaborator(s)
• Letters are NOT blinded and must be attached at the end of the single, PDF application that is uploaded to the Online application portal.

Biosketch
A NIH Biosketch (including Personal Statement) from each research mentor and co-investigator must be obtained. The NIH Biosketch template can be obtained here: http://grants1.nih.gov/grants/funding/phs398/phs398.html

2 If you are in the Dept. of Pediatrics, please contact Dr. Suzan Carmichael in the Pediatrics Research and Statistical Unit at scarmichael@stanford.edu. She will help determine if your project is best supported through the Research and Statistical Unit or the QSU.
Budget and Budget Justification

The applicant must submit a CHRI G&P Budget Worksheet detailing all current and potential other sources of funding for this study.

- Category I and II must complete the CHRI Category 1 - 2 Budget Worksheet
- Category IV (Postdocs) must complete the Category 4 Budget Worksheet.

Applicants must identify all potential sources of funding as instructed on the budget form. If the potential sources of funding are not fully and clearly described, the proposal will not be reviewed.

REVIEW CRITERIA

Review is based on (1) relevance to maternal child health and (2) NIH Investigator-initiated Review Criteria:

1. **Significance.** Does this study address an important [child health] problem? If the aims are achieved, how will scientific knowledge or clinical practice be advanced? What will be the effect of these studies on the concepts, methods, technologies, treatments, services, or preventions that drive this field?

2. **Approach.** Are the conceptual or clinical framework, design, methods, and analyses adequately developed, well integrated, well- reasoned, and appropriate to the aims of the project? Does the applicant acknowledge potential problem areas and consider alternative tactics?

3. **Innovation.** Is the project original and innovative? For example: Does it challenge existing paradigms or clinical practice or address an innovative hypothesis or critical barrier to progress in the field? Does the project develop or use novel concepts, approaches, methods, tools, or technologies?

4. **Investigators.** Are the investigators appropriately trained and well suited to carry out this work? Is the work proposed appropriate to the experience level of the principal investigator and other researchers? Does the investigative team bring complementary and integrated expertise to the project (if applicable)?

5. **Environment.** Does the scientific environment contribute to the probability of success? Do the studies benefit from unique features of the scientific environment or subject populations or use useful collaborative arrangements? Is there evidence of institutional support?

SELECTION PROCESS

Proposals are reviewed by the CHRI Scientific Review Committee.

Reviewer Comments

All applicants will receive reviewer comments regardless of award and have the opportunity to address reviewer comments.

AWARDEE RESPONSIBILITIES

The PI will take responsibility for the research idea, development methods, supervision and conduct of the study in addition to the following:

- Faculty and Instructors keep their Community Academic Profile (CAP) updated and utilize the “Permit PubMed import” feature
- Submit reports in a timely manner, including a Progress Report within 30 days of the award end date
- Provide updates in all Progress Reports on funding status from external and/or internal sources
- Submit progress reports for up to 3 years following the award end date that will include information about grants submitted, publications, employment, and new external funding resulting from this award
- Acknowledge research support in all publications, abstracts, and presentations as follows:

> “The project described in this publication was supported by the Stanford Child Health Research Institute.”

Award recipients who have not acknowledged their work, as indicated above, are not eligible for future awards sponsored by the CHRI.

RESUBMISSION

Applicants not funded may resubmit proposals for future cycles and are encouraged to work with the members of the Review Committee on revisions and/or suggestions for improvement. Attach a Resubmission Summary of Changes (maximum 2 pages) after the Face Page. See the Application Instructions for details. Two resubmissions per project are allowed. To request a resubmission consultation with a reviewer, contact chri_admin@stanford.edu.

CONTACT

CHRI Administration:
chri_admin@stanford.edu or 650-724-6891