



## STANFORD MATERNAL AND CHILD HEALTH RESEARCH INSTITUTE Master's Tuition Program Support Policy

### GENERAL

The Stanford Maternal and Child Health Research Institute MCHRI Master's Tuition Program (MTP) is designed to support those planning to pursue a career as a physician scientist, spending the majority of their time doing *NIH funded basic or clinical research* related to maternal and child<sup>1</sup> health (MCH). The MCHRI project serves as the MS thesis project.

We expect applicants to pursue a MS degree in health research policy, clinical research, epidemiology, or similar areas in support of the intent of the funding mechanism. Approved MS programs include:

- MS program in Epidemiology and Clinical Research
- MS program in Health Policy
- MS program in Community Health & Prevention Research
- MS program in Education Data Science

Programs not funded:

- MS program in Business Administration (MBA)
- MA program in Education
- MA program in Public Policy
- Other MS programs not related to the development or career of a physician scientist

**Importantly, all applicants will need to apply directly for admission to the respective MS Degree Program prior to and independent of this application for tuition support.**

### ELIGIBILITY

- Applicant must be a Physician Fellow, Instructor, or Assistant Professor in Pediatrics or a subspecialty primarily focused on maternal and child health (e.g. maternal fetal medicine, or pediatric neurology, surgery, radiology, or other disciplines).
- Applicant must have sufficient protected time to complete the MS degree and research program in a maximum of two-years.
- All applicants must have or plan to have a focus on maternal and child health research, or wish to expand their interest in maternal and child health research.

- All applicants must have legal residence in the United States (Applicants with H or J visas are eligible)

The following are *not* eligible:

- Visiting scholars to Stanford

### PRE-SUBMISSION GUIDELINES

*Physician Fellows:*

- Applicants may apply for both the MCHRI Clinical (MD) Trainee Support and MS Tuition Support Programs
  - Please submit the application materials necessary to satisfy the Clinical (MD) Trainee Support requirements
- Include a separate letter stating which MS degree program they are interested in, along with a statement specifying how the MS training will promote their development as an independent physician scientist

*Instructors and Assistant Professors:*

- Follow application guidelines below

### APPLICATION GUIDELINES

*If the Applicant is **NOT** applying for the Clinical (MD) Trainee Support at the same time as the MS Tuition Support, the Applicant must:*

- Be enthusiastically endorsed by the Division Chief
- Letter submitted [here](#) stating which MS degree program they are interested in, along with a statement specifying how the MS training will promote their development as an independent physician scientist
- Provide a detailed application:
  - Research Plan (Max 3 Pages), including:
    - i. Specific Aims
    - ii. Relevance to Maternal and Child Health
    - iii. Background and Significance
    - iv. Preliminary Studies (If Available)
    - v. Research Design and Methods
    - vi. Career Development
    - vii. Potential Pitfalls and Contingency Plans
    - viii. Future Steps

<sup>1</sup> "Children" or "Child" refers to expectant mothers, oocyte, zygote, embryo, fetus, infant, child, and/or adolescent.

# MCHRI MTP Policy

- Appendix (Figures and References, Max 3 Pages)
- Applicant Information
  - i. Biosketch
  - ii. Personal Statement, include impact of degree program (Max 0.5 Pages)
- Supervisor / Primary Research Mentor Information
  - i. Assessment of the Applicant (Max 1 Page)
  - ii. NIH Biosketch

## AWARD

Total award is up to **\$65,000 for two years** (\$32,500 / year).

*Award may be used for:*

- Tuition & Associated Program Fees

*Award may NOT be used for:*

- Books
- Salary and Benefits
- Health Insurance (Including student health insurance)
- Research Expenses
- Travel, conference fees
- Computer equipment or software
- Capital equipment
- Office supplies, ITSS communication
- Poster presentations, abstract submissions
- Any other indirect research costs

## PERFORMANCE PERIOD

MTP Support is for *no longer than a mutually decided period to complete the degree (but no longer than two years)*. The award is granted one year at a time contingent on demonstrated achievement. Should additional funding come available to support the degree, the applicant will return the portion of funds covered by the supplemental award. The awardee is required to notify MCHRI Administration and return any unexpended funds. Applicant must notify the MCHRI of acceptance into the MS degree program and the applicable start date.

## INTERVIEW AND SELECTION PROCESS

The applications for MTP will be reviewed by the MCHRI Executive Committee. Finalists will be interviewed by up to three faculty members, including members of the MCHRI Executive Committee.

## AWARDEE RESPONSIBILITIES

The awardee will take responsibility to provide the MCHRI the following information:

- MTP Letter of Agreement (found [here](#))
- 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 by the Stanford Maternal and Child Health Research Institute."*

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

- Each quarter, prior to enrolling in classes, award recipients are required to provide a copy of their course grades from the prior term and the proposed classes for the upcoming quarter to the Director of Education for Pediatrics.
- Award recipients must be continuously enrolled as a University student in order to maintain eligibility and cannot change MS programs once enrolled.
- Award recipients will be reviewed on their progress by their research mentor, the MCHRI Executive Director, and the MS Program Director by the end of year 1.
- MCHRI expects award recipients to abide by all of [Stanford's graduate student policies on academic progress](#).

## TERM of AWARD

All awardees are limited to a single award to be completed as described in the **PERFORMANCE PERIOD** section. Should there be a change in the awardee's role that significantly alters their ability to carry out their responsibilities, the award will be forfeited prior to the completion of the term. However, if there have been unusual occurrences then the awardee may request a deferral or leave of absence from the award; this request will be adjudicated by the Director of the MCHRI. If a deferral is approved, the end date of this award will be adjusted accordingly by MCHRI administration.

## CONTACT

MCHRI Administration:

[mchri\\_admin@stanford.edu](mailto:mchri_admin@stanford.edu) or 650-724-0279