



## Postdoctoral Support Program Policy

### GENERAL

The Stanford Maternal and Child Health Research Institute (MCHRI) Postdoctoral Support funds innovative maternal and child<sup>1</sup> health-focused for postdoctoral fellows from across all disciplines.

Postdoctoral Fellows (\$80K/year, 2 years\*)

*\*MCHRI supports the minimum postdoc salary of \$68,238 and fringe benefits up to a maximum of \$80,000.*

*This funding mechanism requires a commitment from the primary mentor of \$40,000 for year 2, providing a total combined MCHRI/primary research mentor support of \$80,000 for year 2 of funding. Total MCHRI funding is up to \$120,000 over two years.*

All projects must be *significantly* related to the health of expectant mothers and children. The applicant can be any practitioner or scientist who has a focus on maternal and child health research. Projects resulting in a *new* maternal and child health focus in the mentor's lab, are encouraged.

### DIVERSITY, EQUITY, INCLUSION and JUSTICE (DEIJ)

MCHRI is committed to advancing diversity, equity, inclusion, and justice in all aspects of our work supporting research, education and resources in maternal and child health. Applicants will be asked to provide a DEIJ statement in their application.

### GENERAL ELIGIBILITY

- All applicants must have, or plan on, having a focus on maternal child health research
- All applicants and their *Primary Research Mentor* must be a [MCHRI Members](#).
- A *Primary Research Mentor* must be identified for postdoctoral fellows.
- All applicants must have legal residence in the United States (Applicants with H or J visas are eligible).

- All applicants must have an appointment date effective no later than the application deadline.

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 MCHRI sponsored awards who have not complied with award/reporting requirements.
- Mentor or applicants who have not cleared overdraft(s) in previous MCHRI awards prior to applying.
- Prospective postdocs with an appointment date occurring after the application deadline.
- Postdocs who have already resubmitted once for this mechanism.

### **Eligibility: Postdoctoral Fellows Only**

This grant provides **salary & benefits-only** support for postdoctoral fellows 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.

- The number of applications and total number of funded postdoctoral fellows per lab/PI shall be limited to one per cycle and at any given time. **Please contact MCHRI if you have any questions regarding eligibility.**
- 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.

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

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- 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.
- Projects resulting in a *new* maternal and child health focus in the mentor's lab, are encouraged.

The applicant's *primary research mentor* must be a MCHRI 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.
- The mentor should be at the Assistant Professor rank or above with a track record as a research mentor.

## AWARD

Award may be used for **salary & benefits only**.

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 (e.g. iPads, laptops, tablets, smartphones, and other similar technologies), software, or accessories
- Any other indirect research costs

## Determination of Funding Level

If the applicant is successful in obtaining external funding for his/her salary, s/he must immediately notify MCHRI Administration. *In such a situation, the MCHRI award will be reduced by a comparable amount.*

This also applies in the renewal (2<sup>nd</sup>) year and any external funding obtained will reduce the total award amount. MCHRI will support 50% of the remaining costs up to \$40,000.

*Example Scenario for year 2:*

Total Combined Support	80,000
Reduce by External Funding Amt.	35,000
Total Year 2 Award	45,000
<b>MCHRI Renewal Amount</b>	<b>27,500</b>

Failure to disclose may impact eligibility for future awards sponsored by the MCHRI.

## No-Cost Extensions (NCX)

NCXs are not allowed.

## Submission and Award Limits

A single applicant may submit only 1 application per grant cycle. The number of applications and total number of funded postdoctoral fellows per lab/PI shall be limited to one per cycle and at any given time

## PROPOSAL REQUIREMENTS

### Biostatistical Analysis

A statistical analysis plan is *required* for all human-based studies and those with power calculations.

As part of a partnership with the Stanford Quantitative Sciences Unit (QSU), MCHRI grant applicants may request data sciences resources as needed to support the success of their research project. Their expertise is available for study design, the development of grant proposals, and implementation of funded projects. The QSU will hold office hours for MCHRI applicants. Click [here](#) to submit a request directly to the QSU. Request QSU Office Hours at least 8 weeks in advance of a submission deadline. The QSU may not be able to accommodate Office Hours requests within the 8-week window.

### Mentor Support Form

A Mentor Support Form is *required* from the *Primary Research Mentor* for all postdocs. The *Primary Research Mentor* must be a Member of the MCHRI; a membership form is available [here](#).

Upon creation of an Online Application Record by the applicant, 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](#). Applicants should not include a letter of support from their mentor in lieu of or in addition to the online support form.

### 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](#).
- Letter from *primary research mentor* attesting to salary cost sharing for year 2 of funding (must state amount of \$40,000 for second year of funding)

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## Biosketch

A NIH Biosketch (including Personal Statement) from *each* research mentor, co-investigator and collaborator must be obtained.

The NIH Biosketch template can be obtained here: <https://grants.nih.gov/grants/forms/biosketch.htm>

## Budget and Budget Justification

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

[Postdoctoral Support 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.

## IRB Approval

IRB application must be submitted *prior* to the MCHRI application submission deadline *and* the IRB review meeting date stated in the MCHRI application. If there is an approval letter, it must be attached with the application. For more information, please see: <http://humansubjects.stanford.edu/>

## REVIEW CRITERIA

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

- 1. Significance.* Does this study address an important [maternal and child<sup>1</sup> 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 MCHRI Scientific Review Committee.

## Reviewer Comments

All applicants will receive reviewer comments regardless of award.

## 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
- All abstracts, presentations, and publications about research supported by the Stanford Maternal and Child Health Research Institute award should include acknowledgement of MCHRI using the [funding acknowledgement](#) guidelines as follows:

*"The project described in this publication was supported 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.

## 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. To be respectful of our reviewers time commitments all

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requests must be submitted at least one month (4 weeks) prior to application due date. A maximum of one (1) resubmission is accepted. Attach a Resubmission Summary of Changes (maximum 2 pages) after the Face Page. See the Application Instructions for details. To request a resubmission consultation with a reviewer, contact [mchri\\_admin@stanford.edu](mailto:mchri_admin@stanford.edu).

### CONTACT

MCHRI Administration:

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