



STANFORD MATERNAL AND CHILD HEALTH RESEARCH INSTITUTE

Faculty Scholar Program Full Proposal Requirements and Policy

To submit your full proposal, please submit a single PDF file containing the items listed below (in the specified order) using the [REDCap survey link](#) and personal code included in your invitation. All submissions must be completed by **Wednesday, May 28, 2025 @ 11:59 PM PT.**

A) TYPE OF RESEARCH: Relevance to Maternal and Child Health

Research must primarily focus on maternal or child health, which includes terms such as expectant mother, oocyte, zygote, embryo, fetus, infant, child, and adolescent. All areas of research are eligible: basic, translational, clinical research, epidemiology/statistics, informatics, health services, or health policy.

B) NOMINATION LETTER

A letter of nomination must be submitted by the Chair (or Division Chief) of the applicant's primary department. The letter must:

- Confirm the applicant's eligibility.
- Enumerate the nominee's *current* effort committed to clinical, education, research, and administrative responsibilities, and how this will change with the MCHRI Faculty Scholar Award.
- Explicitly address how this award will contribute to the applicant's career development and advancement. The letter should describe how the proposed project and funding will enable the applicant to reach the next stage of their academic career.
- Attest that the department will fund the [capital facilities fund](#) (CFF) obligation.

Note: *If the Chair serves on the Faculty & Harman Scholar [Adjudication Committee \(MCHRI Executive Committee\)](#), the nomination letter must be submitted by the applicant's Division Chief..*

C) INTERNAL FULL PROPOSAL APPLICATION GUIDELINES

1. Cover Page

Please use the provided MCHRI Faculty Scholar Application Form.

2) Budget

Please use the provided budget template. Upload the Excel budget to REDCap and include a PDF version of the budget in your application submission.

3) Letter of Nomination

This letter should be printed on your department's letterhead and signed by your Chair or Division Chief, including the elements detailed above.

4) Lay Summary (300 words or less)

5) Diversity, Equity, Inclusion, and Justice (DEIJ) Statement

Describe your contributions towards and commitment to inclusion, equity, and diversity through your academic career, as well as your plans to advance these commitments

professionally (300 words or less).

6) Introduction for Resubmission (if applicable)

Clearly mark substantial scientific changes in the text of the application using brackets, indentation, or changes in typography. If extensive changes are made, provide a brief explanation in the Introduction. The Research Plan should reflect work completed since the previous submission (maximum of one page).

7) Research Proposal

This proposal should be no more than **4** pages of text, with an additional **5** pages for attachments, including references and appendices. Use Arial 10 font or larger and include the applicant's name and page number on every page.

The proposal should succinctly describe the project aims, hypothesis, background, preliminary studies, study design, methods, analysis plan, and potential pitfalls. A budget should be included using the provided budget template. For studies involving human subjects, consultation with the [Quantitative Sciences Unit \(QSU\)](#) is highly recommended at least 6-8 weeks prior to the submission deadline.

All applications must include a plan for promoting inclusion, diversity, and equitable research. This section should outline the applicant's activities and strategies to promote DEIJ within the context of the study population(s) and associated research group(s). The study design must include a description and rationale for the proposed study population's composition regarding sex/gender, race, and ethnicity, including a recruitment strategy.

8) Statement of Commitment

Applicants must agree to:

- Indicate, when possible in abstracts, presentations, publications, grants, press releases and inventions arising from this support that they are a Stanford Maternal and Child Health Research Institute Faculty Scholar
- Include the award title as a part of their formal signature block, e.g.:
NAME
< > Endowed Faculty Scholar
Stanford Maternal and Child Health Research Institute
- Comply with all reporting requirements both during and following the completion of this award.

9) Mentor Team (NEW)

- Establish a Senior Mentoring Committee comprising at least two senior faculty members with relevant expertise relevant to the applicant's research and career trajectory.
 - Applicants must outline the composition of the mentoring committee and describe how they will engage with the mentors to receive regular guidance and feedback (2-page limit).
 - Please share your mentor team details with your Division Chief prior to submission.
- Primary Mentor's Mid-Term Update:
 - The primary mentor must provide a progress update midway through the grant term evaluating the applicant's progress, highlighting challenges, and offering recommendations to support the applicant in achieving their career and research goals.

10) NIH Biosketch and Other Support Page

Include details on active, pending, and prior funding.

D) SELECTION PROCESS

- **Career Development:** Priority given to individuals at a critical juncture in their academic career where the Faculty Scholar Award can help secure or bridge extramural funding.
- **Maternal and Child Health Impact:** Demonstrated significance of the applicant's research on maternal and child health.
- **Translational Potential:** Potential for translating research findings into clinical or population health impact.
- **Funding Track Record:** Evidence of securing extramural funding, including:
 - Current funding and progress on grants (e.g., R21, R01 or equivalent (DP2) under development or review.
 - Note: The MCHRI award duration and amount may be adjusted based on the PI's current funding status.

E) TERM OF APPOINTMENT

All appointments are term limited to a single term of up to 5 years. Recipients of the MCHRI Faculty Scholar Award must submit a progress report, detailing any changes in their role and effort allocation in the School of Medicine before the release of funding for each subsequent year during the term. Should there be a change in their role that significantly alters their ability to carry out their responsibilities as an MCHRI Faculty Scholar 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.

- Recipients promoted to full professor must release the Faculty Scholar Award within one year of promotion.
- MCHRI Faculty Scholars are expected to present their work at MCHRI educational events (seminars, symposiums) and serve on the Education and/or Faculty Scholar adjudication committees for the duration of their term, and thereafter while at Stanford.

F) AWARDEE RESPONSIBILITIES

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

- Submit progress reports in a timely manner, including an annual Progress Report and Financial Report, and a Final 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 research funding resulting from this award.
- Present the results of their research when asked.

Unless specified by the philanthropic gift agreement, the endowment for an MCHRI Faculty Scholar does not "belong" to any specific Department or Division, but instead rests within the MCHRI and is used in a manner that optimizes the use of these resources for innovation in maternal or child health.