



## Postdoctoral Support Program Policy

### GENERAL

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

Postdoctoral Fellows (\$90K/year, 2 years\*)

*\*Funded postdoctoral fellows will receive an annual salary capped at \$73,800 plus fringe benefits not to exceed \$90,000. Any remaining gaps in salary must be covered by the mentor.*

*This funding mechanism requires a commitment from the primary mentor of \$45,000 for year two, providing a total combined MCHRI/primary research mentor support of \$90,000 for year two of funding. Total MCHRI funding is up to \$135,000 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. All 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 a postdoctoral appointment date effective no later than the application deadline. The MCHRI Awards are not to be used for recruiting purposes.

Note: Clinical fellows (MD or equivalent) training in a clinical fellowship program should not apply through this mechanism.

The following groups are *not* eligible:

- Clinician Educators (see [Clinician Educator Grants Program](#)).
- Visiting scholars to Stanford.
- Senior Research Scientists, Research Associates/Assistants.
- Former recipients of MCHRI/PRF/LPFCH-sponsored awards who have not complied with award/reporting requirements. Mentor or applicants who have overdraft(s) in previous MCHRI awards that are not cleared prior to applying are not eligible.
- Prospective postdocs with an appointment date occurring after the application deadline.
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### Postdoctoral Fellow Specific Eligibility

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. Questions regarding eligibility may be directed to MCHRI.
- **\*NEW\*** Mentors with funded postdocs are required to serve as a reviewer for the program, **if requested**, for a period of two years as a

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

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condition for renewal funding. Please see the policy for more details.

- Resubmission shall be limited to one
- Eligibility is limited to postdoctoral fellows in their first year through halfway into their third year at the time of application.
- Third-year applicants are eligible to apply for up to 1.5 years of funding, which covers the remainder of their third year and extends through their fourth year.
- To be eligible for renewal funding, postdoctoral fellows must be at PGY4 status or lower at the start of their award renewal period.
- Third year applicants must articulate how this funding will help their career path. (e.g., facilitate a transition into a new field, etc.)
- Funding for year two is not guaranteed and subject to review of progress, career plans, and documentation of the postdoc's application for external funding.
- 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 different scientific area are eligible.
- Projects that introduce a *new* maternal and child health focus in the mentor's lab are encouraged.

The postdoc'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.

### 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, manuscript costs, 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 their salary must immediately notify MCHRI Administration. MCHRI requires funding to be equally spread over 12 months. *As such, when an individual receives additional funding, the*

*MCHRI award will be reduced by a comparable amount.*

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

This also applies in the renewal (second) year and any external funding obtained will reduce the total award amount. MCHRI will support 50% of the remaining costs up to \$45,000.

### Example Scenario for Year 2:

Total Combined Support	90,000
Reduce by External Funding Amt	35,000
Total Year 2 Award	55,000
<b>MCHRI Renewal Amount</b>	<b>27,500</b>

The salary is capped at \$73,800 and the total combined support with fringe benefits will not exceed \$90,000. The mentor is responsible for covering any remaining gaps in salary.

### No-Cost Extensions (NCX)

NCXs are not allowed.

### Submission and Award Limits

A single applicant may submit only one 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 Requirements **\*NEW\***

Mentors with funded postdocs are required to serve as a reviewer for the program, **if requested**, for a

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period of two years, as a condition for renewal funding. This commitment must be fulfilled regardless of past or current participation as an MCHRI reviewer for the postdoctoral support program or any other MCHRI program panel. Failure to meet this requirement will result in ineligibility for postdocs from your lab to apply until the obligation has been fulfilled.

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 \$45,000 for second year of funding)

## 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.

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## 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 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:  
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