

BRIGHAM HEALTH



**BRIGHAM AND WOMEN'S
Center for Diversity & Inclusion**

**2019 BWH Minority Faculty Career Development Award
Application and Instructions**

Application Deadline

January 18, 2019

Award Notification

April 1, 2019

BWH Minority Faculty Career Development Award

Sponsored by the
Center for Diversity & Inclusion

DESCRIPTION

The Minority Faculty Career Development Award (MFCDA) is a \$100,000 award given to one academician, dispersed over a five (5) year period. It is a hallmark recruitment and retention program to support underrepresented in medicine (URM) trainees and junior faculty at Brigham and Women's Hospital, established in 1996 thanks to the efforts of Drs. Marshall Wolf, Howard Hiatt and Robert Handin. This award is an important part of BWH's efforts to increase the representation of URM physicians and scientists in the fellowship programs and faculty positions at BWHC.

ELIGIBILITY REQUIREMENTS

The applicant must:

- Be a member of a group underrepresented in medicine at BWH (URM¹)
- Be a US citizen or non-citizen national with a permanent residence visa
- Hold a primary appointment at BWH
- Hold a professional full time employment at BWH
- Be a 3rd or 4th year resident, clinical or research fellow, or a new full time faculty member in his/her first faculty position at BWH within their first five years of their appointment
- Hold an MD, MD/PhD, PhD or equivalent degree
- Commit to a career in academic medicine
- Provide evidence that a commitment of a full-time faculty position has been made to the candidate
- Commit a minimum of 75% professional effort (of a full-time position) to their career development plan

¹Underrepresented in medicine (URM) means those racial and ethnic populations that are underrepresented in the medical profession relative to their numbers in the general population [Adopted by the American Association of Medical Colleges (AAMC) Executive Committee, March 19, 2004]. Per AAMC guidelines, at BWH, URM is defined as African American/Black, Alaskan/Hawaiian Native, Hispanic American, and Native American.

MECHANISM OF SUPPORT

The MFCDA for early-career URM academicians is a mentored career development award. Planning, direction, and execution of the Career Development Plan will be the responsibility of the applicant and his/her mentor on behalf of the applicant's Division/Department. The award period is 5 years and is not renewable.

APPLICATION PROCEDURES

The essential elements of the application for early-career URM academicians are an individualized, well-thought-out career development plan; a committed, capable mentor; and a commitment on the part of the applicant's Division/Department to the development of the applicant. The deadline is January 18, 2019.

The application comprises four sections:

- (1) From the applicant:
 - a. Curriculum Vitae
 - b. Personal Statement
 - c. Career Development Plan
- (2) From the applicant's mentor:
 - a. Mentor Biographical Sketch
 - b. Mentor Statement
- (3) From the Division or Department:
 - a. Division/Department Environment and Commitment to the Applicant
 - b. Letter of Recommendation
- (4) From a Faculty member:
 - a. Letter of Recommendation

The applicant will submit section 1 online:

[MFCDA Application](#)

The Division/Department, mentor, and faculty member will submit Sections 2 through 4 via email to BWHCDI@partners.org or mail to:

Center for Diversity and Inclusion
Brigham and Women's Hospital
1620 Tremont Street, OBC 3014
Boston, MA 02120
Phone: (617) 525-7646

APPLICATION DETAILS

The application and all the required documents must be submitted no later than the application due date of **January 18, 2019**.

Candidates will be notified when application is received.

Final notification of awards will be made by **April 1, 2019**.

Applicant Personal Statement

The applicant's statement should elucidate the factors motivating an interest in clinical practice and/or a research career, including those ideas, theories, and concepts that have been important in the applicant's clinical and/or scientific development to date and how these relate to what needs to be learned during this award. The applicant should provide an overview of his/her prior clinical and/or research training and experience. Detailed justification must be provided of the need for a mentor and for a 5-year award of this kind. In addition, this section should contain a statement of short-term and long-term career goals.

Career Development Plan

The applicant must provide evidence of serious intent and commitment to pursue a career in academic medicine by submitting a Career Development Plan. The Career Development Plan must contain a description of specific career development activities. It should include a statement of the knowledge and skills that the applicant proposes to acquire or enhance during the period of the Award and the proposed activities and arrangements for accomplishing these goals. The Career Development Plan should describe what will be learned, how and where this will take place, and why it is important for the applicant's career development. The Plan should contain a realistic time frame for achieving clinical and/or scientific independence, taking into account the clinical and/or research experiences and career goals of the applicant.

Mentor's Statement and Biographical Sketch

The MFCDA is a mentored award. Dependence upon a mentor early in the award period will be related to the extent of the applicant's previous clinical and/or research experience and increased independence is expected during the course of the Award. The applicant should choose a mentor who has not served in this role during the applicant's pre-clinical and/or research training. The mentor must be a recognized, well-established, active clinician/investigator in the applicant's proposed practice/research area. In addition to providing a biographical sketch, the mentor must document successful experience in the guidance of inexperienced clinicians/investigators. The mentor must also document that he/she is prepared to personally supervise the applicant's project and assist with his/her career development.

The mentor's role involves a substantial commitment of time on behalf of the applicant; therefore, persons with extensive administrative responsibilities should not be selected as mentors. The mentor should possess adequate knowledge and authority within the hospital to assist the applicant in taking full advantage of available resources. The application must describe the specific role of the mentor and identify the proposed commitment of effort to assist the applicant to carry out his/her career development plan.

Applicants may choose more than one mentor; particularly if multiple mentors complement the technical and developmental aspects of mentorship. If more than one mentor the applicant should outline the reason in their personal statement and each of the mentors must submit a Biographical Sketch and a Mentor Statement. Additional mentors may be in a different department at BWH or elsewhere within the United States, if a strong case is made for their contribution to the clinical and/or research career development of the applicant. The principal mentor should be in the applicant's Division/Department or be available locally. The typed name and signature of the principal mentor should appear at the end of the Mentor's Statement. "Per" signatures are not acceptable. Mentors are not funded for their role on the Award.

Division/Department Environment and Commitment to the Applicant

Evidence must be provided that the applicant will have a full-time regular faculty appointment during the tenure of the MFCDA. The level (e.g., instructor, assistant professor) and anticipated effective date of this appointment must be provided. This appointment should not be contingent on receipt of the Award.

The sponsoring Division/Department should document a strong, well-established clinical practice and/or research program related to the applicant's area of interest, including names of experienced faculty members in the Division/Department relevant to the candidate's proposed training and career development. If applicable, this section should contain a description of the applicant's teaching load, committee and administrative assignments, and clinical or other professional activities for the current academic year.

These statements should bear the typed name and signature of the Department Chair/Division Chief where applicable. "Per" signatures are not acceptable. In those instances, in which an applicant will be working away from BWH, the head of the host division/department, program, or laboratory should also attest, by signature, to the agreement to accept the applicant and provide the necessary resources for his/her development.

Letters of Recommendation

Two (2) letters of recommendation are required of each applicant. One letter from the applicant's Division/Department nominating him/her for the award. This letter should outline the applicant's qualifications and a plan for their career development, including a commitment to provide them with a faculty position at BWH sometime during the tenure of the award. The

second letter must be from a faculty member who is familiar with the applicant and his/her academic potential and accomplishments.

TERMS AND CONDITIONS

Award Duration

This is a one-time, non-renewable award disbursed in annual installments of \$20,000 for five years. In the event an award recipient does not complete the 5 full years of continued full time employment, the recipient forfeits the remainder of the award. In the event an award recipient does not complete continued full time employment at BWH for a full year for which the annual installment has already been paid, a pro-rated amount of the award shall be immediately due and payable. In this instance the Executive Director for Academic Finance, [Angela Vail](#), must be notified as soon as possible by the award recipient or by the recipient's department.

Award Allocation

The MFCDA is in the amount of \$100,000 and is disbursed in annual installments of \$20,000 for five years beginning July 1, 2017 and extending through June 30, 2022. The award recipient must remain a full-time employee of BWH in order to receive the full amount of the award. Each award recipient meets with the Executive Director for Academic Finance, [Angela Vail](#), to discuss the payment of award funds and the distribution schedule.

Twenty-five percent (\$25,000) of Award funds are restricted and must be used for clinical/research-related and career development purposes, e.g. computer hardware/software, laboratory supplies, support for a research assistant. These funds are not to be used for personal benefit, but rather to further the mission of BWH. Restricted funds are dispersed for purchases or as reimbursements related to clinical/research and career development activities throughout the Award period as needed.

Seventy-five percent (\$75,000) of Award funds are unrestricted and may be used at the applicant's discretion for personal use, e.g. school or personal loan repayment, mortgage, childcare, etc. Please note that funds dispersed for personal use are taxable.

Academic Expectations

Recipients of this award must devote full time (at least 75% of a full time 12-month position) to career development activities, clinical practice, research, or related activities relevant to their career goals. Activities such as participation in workshops, scientific meetings, or academic activities are encouraged if they contribute to the purpose of the Award.

Allowance for Research and Career Development Costs

At least \$25,000 must be requested to support career development and/or research activities. Career development costs may include travel, per diem, tuition, or fees for study at centers other than at BWH. Funds requested must be carefully justified for each year and must be consistent with the stage of development of the applicant and the proportion of time to be spent in clinical practice, career development, or research activities. Salary for mentors, secretaries and administrative assistants is not allowed.

The support for research activities is intended to enable the awardee to conduct research until regular research support can be obtained. Research costs include equipment, laboratory supplies, research assistants, and travel to scientific meetings and research workshops.

Special Leave

Subject to BWH policy applicable to all employees regardless of the source of funds, a leave of absence may be arranged. Prior written approval of Center for Diversity & Inclusion (CDI), and the Department Chair are required for leave in excess of 3 months. The award termination date may be adjusted to allow a full term of support.

Early Termination or Change of Institution

Upon early award termination, the CDI and the Department Chair must be notified in writing at the earliest possible time so that appropriate instructions can be given for termination. In consultation with the Department Chair, the MFCDA Selection Committee may discontinue an Award upon determination that the purpose or terms of the Award are not being fulfilled. In the event an Award is terminated, CDI shall notify the grantee's Division/Department and Award recipient in writing of this determination, the reasons, the effective date, and the right to appeal the decision.

The MFCDA for early-career underrepresented minority academicians is not transferable to another individual and may not be transferred to another institution.

Any changes in your full -time BWH appointment should be communicated to the Center for Diversity & Inclusion at BWHCDI@partners.org.

PROGRESS REPORTS

Progress Reports to continue support of a Minority Faculty Career Development Award must be submitted to BWHCDI@partners.org two months before the beginning date of the next budget period.

Progress Reports should outline advancements made during the past year toward achieving professional development goals and state plans for the upcoming year that further advance your career development. Please list all successes and challenges you experienced in relation to your work, interaction with your mentor, and support received from your department/division and the CDI.

REVIEW CONSIDERATIONS

Applications will be reviewed for the applicant's potential to develop into a productive clinician and/or researcher. Reviewers will consider: (1) the qualifications of the applicant, including the suitability of the applicant relative to the eligibility criteria and purposes of this award, (2) the soundness of the proposed Career Development Plan, and (3) the mentor and the Department/Division environment, including their commitment to the applicant's career. The following review criteria apply to all applicants:

Qualifications of the Applicant

Generally, it is understood that applicants for this award will differ from one another in the extent of their prior clinical and/or research training and experience. Thus, the potential of the applicant to become a highly skilled and productive clinician and/or researcher is of paramount importance. This potential must be judged in the context of the nature and extent of the applicant's training and experience. The following will be considered:

- Commitment to a clinical and/or research career
- Suitability of this program as the mechanism for accomplishing career development goals
- Quality and breadth of prior clinical and/or research training and experience

Career Development Plan

- Likelihood that the plan will contribute substantially to the clinical and/or research development of the applicant
- Clarity of the goals and scope of the plan, explanation of the need for experience
- Appropriateness of specific developmental, individualized and supervised clinical and/or research training experiences, and of any proposed advisors other than the principal mentor

- Appropriateness of the proposed time frame for achieving clinical and/or scientific independence
- Quality of training in responsible conduct of research

Mentor

- Appropriateness of mentor's clinical and/or research qualifications in the area of this application
- Quality and extent of mentor's proposed role in providing guidance and advice to the applicant
- Previous experience in fostering the development of clinicians and/or researchers

Institutional Environment and Commitment

- Applicant Division/Department's commitment to the professional career development of the applicant and assurances that the Division/Department intends the candidate to be an integral part of its clinical practice and/or research program
- Adequacy of clinical practice and research facilities and training opportunities
- Quality of environment for scientific and professional development
- Division/Department's commitment to the appropriate weighting of clinical, research, teaching, and administrative responsibilities

Inquiries regarding the application and Progress Reports should be directed to:

Center for Diversity & Inclusion
Brigham and Women's Hospital
1620 Tremont Street, OBC 3014
Boston, MA 02120
Phone: (617) 525-7646
Email: BWHCDI@partners.org

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Application Checklist

v	SECTION	PAGE LIMIT
	Applicant Curriculum Vitae	4
	Applicant Personal Statement	2
	Career Development Plan	2
	Mentor Biographical Sketch	2
	Mentor Statement	2
	Division/Department Environment and Commitment to the Applicant	2
	TOTAL	14
	2 Letters of Recommendation	(Not included in total)