



Title: Guidelines for the Department of Medicine (DoM) Career Development Award (CDA) K Bridge Funding Program

Effective Date: 01/01/2017

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Purpose:

Help ensure applications for DoM CDA K Bridge Funding Program are complete and successfully submitted.

Scope:

1. DOMRA Staff
2. Finance
3. Principal Investigators (PI)
4. Division Chiefs
5. Division Administrators

Definition:

1. **Career Development Award (CDA) K awards** – K awards provide support for senior postdoctoral fellows or faculty-level candidates. K awards are designed to promote the career development of specific groups of individuals based on their past training and career stage. The objective of these programs is to bring candidates to the point where they are able to conduct their research independently and are competitive for major grant support.
2. **DoM Career Development Award (CDA) K Bridge Funding** – Funding which provides support to junior faculty and fellows during the gap between fellowship and attainment of a career development award. The intent of this DoM program is to provide funding that leads to successful competition for a CDA.
3. **Division Chief Letter of Support** – The Division Chief Letter of Support is a requirement for a DoM CDA K Bridge Funding Application; this letter of support requires a detailed proposed appointment plan for applicants who are not faculty

Procedure:

Program Requirements:

1. All DoM CDA K Bridge Funding applications must be submitted before the deadline as one pdf electronically through the website
<https://dukedom.wufoo.com/forms/mxee57y1d6womq/>
2. Application deadlines and anticipated notification dates are:

Application Deadline	Anticipated Award Notification	Anticipated Award Start Date
Cycle I - September 15, 2017	November 10, 2017	January 1, 2018
Cycle II - December 15, 2017	January 26, 2018	March 1, 2018
Cycle III - April 15, 2017	June 10, 2017	August 1, 2017

Eligibility Criteria:

1. Junior faculty (within 5 years of completing fellowship)
2. Fellows whose primary appointment is in the Department of Medicine
3. Unsuccessful in competing for a Career Development Award [CDA] (NIH K08 or K23, NSF CAREER, VA CDA-1) or equivalent program within the last year
4. Have not been funded by a CDA or R01 prior to DoM CDA K Bridge Funding start date
5. Must have obtained Division Chief permission to apply for DoM CDA K Bridge Funding

Award Information:

1. Up to 3 proposals will be funded each year
2. Awards of up to \$85,000 (total direct costs, no Facilities and Administrative costs)
3. Funding is intended to provide partial salary support and fringe benefits along with modest project-related expenses for the awardee prior to achievement of a CDA.
4. Funds may be requested for salary and fringe benefits support, research supplies, tuition, and other expenses
5. Awards may be extended at the Chair's discretion
6. Funds not expended during the award period will be returned to the Department OR
7. Funds may be rebudgeted with permission of the Vice Chair of Research

Application Process:

1. Applications meeting the submission criteria will be reviewed by the Vice Chair for Research and sent to a peer review panel for evaluation
2. Applications will be reviewed by the peer review panel first for completeness; please ensure your application contains all of the items listed below:
 - a. Complete, original, unsuccessful K proposal
 - b. Updated biosketch
 - c. Study section comments
 - d. Response to study section comments
 - i. Please address in detail any deficiencies noted by the study section
 - e. Plan for Research/Career Development/Training Activities during the bridge award period
 - i. Please include a description of how additional protected time will facilitate a stronger, more competitive resubmission
 - f. **New** letter of support from Division Chief
 - i. All applications for the DoM K Bridge Funding Program must include a new letter of support from the Division Chief
 - ii. For candidates without a faculty appointment, the letter of support should detail a proposed appointment plan
 - g. Budget
 - i. Include a one-page budget. All funds requested must include a justification (see Budget Justification below). Funds up to \$85,000 (in total direct costs, no F&A,) will be awarded for up to one year.
 - ii. Allowable budget items include:
 - a) Salaries/fringe benefits
 - b) Materials and supplies
 - c) Travel
 - iii. Unallowable budget items include:
 - a) Subcontract/Consortium costs
 - b) F&A/Overhead
 - c) Patent Costs
 - d) Other costs unallowable by Duke policy
 - h. Budget Justification

- i. Provide an explanation for each line item included in the budget. If other sources are required for the project, explain these other sources
 - i. Other Support
 - i. Include all current and pending sources of funding
- 3. Peer Review Panel Evaluation Criteria
 - a. Responsiveness to study section comments
 - b. Justification for additional protected time and funding
 - c. Qualify of career development plan, mentorship
 - d. Scientific importance
 - e. Priority will be given to candidates with scored applications that demonstrate well-articulated responses to reviewer comments.

Confidentiality:

The Department of Medicine and the review panel will endeavor to maintain the confidentiality of all applicants' intellectual property.

Application Instructions:

Step 1:

- a) Review the guidelines
- b) Use the DoM Career Development Award K Bridge Funding Checklist
- c) If you have any questions about the program please contact:
 - Melissa Geiseman
 - Department of Medicine
 - Melissa.geiseman@duke.edu
 - (919)-668-7802

Step 2: *Prepare the Proposal including the items listed in the Application Process section*

Step 3: *Submit the Proposal*

Step 4: Terms and Conditions of an Award:

- a) Submission of the proposal indicates that:
 - i. You have read and understand the information in this Proposal Guidelines and agree to the award terms and conditions
- b) All research conducted during the proposed project is performed in accordance with established University policies and procedures, including – but not limited to – policies and procedures applicable to research involving human subjects, laboratory animals, or hazardous agents and materials
- c) Within three (3) months after the end of the bridge funding period, DOM CDA K Bridge Funding awardees are required to submit a final progress report which includes:
 - i. A detailed summary of research performed during the period of the award
 - ii. A list of proposals both submitted and funded as a result of this award

- iii. A bibliography of all publications (both submitted and accepted) and presentations (both posters and talks)
 - d) All award funds are disbursed directly to the Division of the Principal Investigator using a 453X code
 - e) DOM-RA processes iForms for the 453X code
 - f) DOM-RA does FAM reconciliation for the 453X code
 - g) Applicants who receive alternative funding after the announcement of, or during the tenure of, the DOM Career Development Bridge Funding Award may rebudget any remaining funds in the award to maintain salary support up to the award amount.
 - i. A revised budget with a detailed justification should be submitted to the Vice Chair of Research for review and approval. In general, funds may not be rebudgeted to cover items other than the investigator's salary.
 - h) Resubmission of a CDA is required during or immediately following the DOM K bridge funding year. The resubmitted application must undergo an internal review by the DOM Research Development Committee prior to submission to the Sponsor.
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Responsibilities:

1. PI
 - a. Review these guidelines
 - b. Obtain Division Chief support for DOM Career Development Award K Bridge Funding application
 - c. Obtain **new** Division Chief Letter of Support
 - d. Notify GCA of intent to submit an application
 - e. Notify Melissa Geiseman of intent to submit a DOM K Career Development Award K Bridge Funding application at least three (3) weeks in advance of the deadline
 - f. Prepare and submit the application
 - g. During the bridge funding period, prepare a resubmission of the CDA and submit to the DOM Research Development Committee for review/edit/approval
 - h. Incorporate DOM Research Development Committee comments
 - i. Resubmit Career Development Award
 - j. If alternative funding is obtained, notify Melissa Geiseman and the Grants and Contracts Administrator Support (GCA)
 - k. Manage awarded funds with GCA support
2. Grants and Contracts Administrator (GCA)
 - a. Help PI prepare budget
 - b. Help PI prepare Other Support
 - c. Assist PI with submission if needed
 - d. If awarded, prepare effort allocation on iForm
 - e. Help PI manage award through financial and compliance oversight
 - f. Assist PI with preparing the resubmission of the CDA for review by the DOM Research Development Committee before formal resubmission to the funding agency
 - g. Assist PI with formal resubmission to the funding agency

3. Bridge Funding Reviewer
 - a. Act as DOM contact for the program
 - b. If asked by PI, review application
 - c. Track review dates of the DOM K bridge funding application
 - d. If DOM K bridge funding application is successful, contact Janet Reagan and ask for a 453X Cost Object
 - e. Notify via email the Division Chief, PI, Division Administrator, Team Lead (GCM) and GCA if the application is successful providing the 453X code, the amount of the award, the start and end dates of the award
 - f. If DOM K bridge funding application is unsuccessful, notify via email the PI, GCM, and GCA
 - g. If unsuccessful DoM CDA K Bridge Funding application, inquire if PI plans to submit for the next DOM K bridge funding cycle
 - h. Follow up if alternative funding is obtained with the PI and GCA to determine what will be done with remaining funds
 - i. Track if iForms have been done when needed
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Reference:

1. DOM Career Development Award (CDA) K Bridge Funding Program Checklist
 2. Duke Financial Services – Accounting Gaps 200.340
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