

Dear Applicant,

Thank you for your interest in the Faculty Fellowships offered by the Harvard Medical School Office for Diversity Inclusion and Community Partnership (DICP) and the Harvard Catalyst Program for Diversity and Inclusion (PFDI). This document provides an overview of each fellowship program and the application requirements. **Please review the program description, eligibility criteria, and application instructions below before beginning your online application.**

### **Office for Diversity Inclusion and Community Partnership (DICP) Faculty Fellowship**

A two-year, non-degree Faculty Fellowship Program for Harvard Medical School (HMS) junior faculty that enables fellows to pursue activities that enhance their development as researchers and clinicians/teachers, leads to their advancement within the Harvard system, and promotes diversity within the HMS community. The Program provides two years of fellowship support in the amount of \$50,000 per year in order to provide release time from clinical work to conduct an individual, mentored research project, participate in Fellowship-related activities, meet regularly with mentors, and present research findings at the annual Minority Health Policy Meeting.

#### **DICP Faculty Fellowship Eligibility**

- Doctoral degree (e.g. MD, PhD, DO, DMD, DDS, ScD)
- Harvard Medical School appointment at the level of Instructor or Assistant Professor
- Applications will also be considered from clinical or research fellows who are in the process of appointment/promotion to instructor and/or assistant professor at Harvard Medical School. (The letter from the department head/division chief should indicate the promotion status.)

### **Harvard Catalyst Program for Diversity Inclusion Faculty Fellowship**

The Harvard Catalyst Program for Diversity Inclusion Faculty Fellowship is a two-year, non-degree Faculty Fellowship Program for Harvard junior faculty designed to address faculty need for additional support to conduct clinical/translational research and to free junior faculty from clinical and teaching demands at a key point in their career development. Each Faculty Fellow will receive \$100,000 over a two-year period to support their scholarly efforts. Faculty Fellows are required to devote an appropriate time toward the development of their research and academic career, to meet regularly with their mentors, and to present at the annual Minority Health Policy Meeting. For more information about Harvard Catalyst see: <http://catalyst.harvard.edu/>

#### **Harvard Catalyst PFDI Faculty Fellowship Eligibility**

- Doctoral degree (e.g. MD, PhD, DO, DMD, DDS, ScD)
- Harvard appointment at the level of instructor or assistant professor. Applications will also be considered from clinical or research fellows who are in the process of appointment/promotion to instructor and/or assistant professor at Harvard. (The letter from the department head/division chief should indicate the promotion status.)
- U.S. Citizenship or Permanent Residency

## **Application Instructions**

Applicants must submit an online application form to be considered for the Faculty Fellowships. Please use the following checklist to ensure that all components of the application are completed.

### **Submitted by the applicant (via online application form):**

1. Applicant information
2. List of current and pending funding
3. Department Chair/Division Chief contact information
4. Mentor contact information
5. Personal statement (600 words maximum)
6. Statement of research/fellowship-funded proposed activity and bibliography (5 pages maximum, excluding bibliography)
7. Abstract (250 words)
8. Curriculum Vitae in accordance with Harvard Medical School format. Please see the link for an example: <https://fa.hms.harvard.edu/faculty-medicine-cv-guidelines>

### **Submitted on the applicant's behalf by others:**

9. A letter of recommendation from applicant's Department Head/Division Chief\*
10. A letter of recommendation from applicant's Mentor

***\*If your Department Head/Division Chief is also serving as your Mentor, they can submit one letter of recommendation.***

**Please note:** Your Department Head/Division Chief and your Mentor will each receive instructions on how to submit a recommendation after your full application is submitted. We encourage you to complete your application as soon as possible to give your recommenders ample time to submit their letter of support.

## **Important Program Dates and Deadlines:**

Submission of Application Materials:  
Notification of 2024 Faculty Fellows Participants:

**Friday, December 8, 2023**  
**April, 2024**

## **Applicant Documents - Requirements**

You will be asked to upload a copy of the following documents in the application website. Please review the formatting guidelines for each of the documents.

### **Formatting Requirements**

The personal statement, statement of research, bibliography, and abstract should be single-spaced, 12-point Times New Roman font, with 1" margins. Documents can be uploaded in common file formats (Word, PDF, jpeg, etc.)

#### **1. Personal Statement (600 word maximum)**

Please write a personal statement that includes the following:

- A) your career objectives;
  - B) a description of current career obstacles you may face;
  - C) how the Fellowship's financial support will allow you to modify your present activities; and
  - D) how you see the Fellowship contributing to the achievement of your professional objectives.
- The statement should not exceed six hundred words.

#### **2. Statement of Research/ Fellowship-funded Proposed Activity and Bibliography (5 pages maximum, excluding bibliography)**

Please write a statement of research that includes a summary of the research project proposal, plus bibliography. The proposal must include the following:

- A) specific aims;
- B) background and significance;
- C) preliminary studies, if applicable;
- D) research designs and methods, including expected outcome;
- E) human subject research, if applicable;
- F) timeline; and
- G) bibliography.

**\*Note:** Applications for Harvard Catalyst PFDI Faculty Fellowship should focus on clinical and translational research.

The statement should not exceed five pages.

The bibliography is not included within those 5 pages.

#### **3. Abstract (250 words maximum)**

#### **4. Curriculum Vitae (must be in Harvard Medical School format).**

Please visit the Office for Faculty Affairs website for guidance on the HMS CV format:

<https://fa.hms.harvard.edu/faculty-medicine-cv-guidelines>

## **Letters of Recommendation Instructions**

Each of your recommenders will receive the following instructions to write their letters of support.

### **Letters of support from the Department Head/Division Chief must include the following:**

- Commitment to continue to support this individual in their career development over time.
- Potential role this individual will play in the department/division over time.
- Statement explaining how the funds (\$50K per year) will alter the Faculty Fellow's activities, impact career goals and indicate the percentage of time that will be protected as a result of this Faculty Fellowship.
- Agreement to meet with this individual bi-annually for career planning meetings.

### **Letters of support from the Mentor must include the following:**

- Your relationship with the applicant.
- Description of the project.
- Commitment to mentor and support the Faculty Fellow for a minimum of the two-year fellowship period.
- Potential role this individual will play in the department/division over time.

**Please note:** If your Department Head/Division Chief is also serving as your Mentor, they can submit one letter of recommendation. The letter should indicate that they serve both roles. Also, it is imperative that the letter addresses all the requirements listed under both the “department head/division chief” and “mentor” categories.

For more information, contact Jorge Fortin ([DICP\\_Facultyfellowship@hms.harvard.edu](mailto:DICP_Facultyfellowship@hms.harvard.edu)). You may also consult our website: <https://dicp.hms.harvard.edu/dicp-programs/faculty>

Sincerely,

Joan Y. Reede, MD, MPH, MS, MBA  
Dean for Diversity and Community Partnership  
Director, Program for Faculty Development and Diversity Inclusion  
Harvard Catalyst | The Harvard Clinical and Translational Science Center  
Harvard Medical School

## **HMS Diversity and Inclusion Faculty Fellowship FAQs**

### **1. Can a non-U.S. citizen OR a non-permanent resident apply for the fellowships?**

- a. U.S. citizenship or permanent residency is NOT required for the DICP Fellowship
- b. U.S. citizenship or permanent residency IS required for the PFDI Fellowship

### **2. How do I know to which fellowship I should apply?**

If the applicant meets all eligibility requirements for both fellowships, they can apply for both opportunities, though the award will be made in only one category. The Harvard Catalyst PFDI fellowship is specific to clinical and/or translational research. If applicant is unsure whether his/her research falls within this category, we suggest that the applicant speak with his/her mentor to determine the best opportunity.

### **3. If my department head or division chief is also my mentor, will one letter of recommendation be sufficient?**

Yes. However, it is imperative that the recommender indicate in the letter that he/she serves both roles. Also, it is imperative that the letter address all the requirements listed under both the “department head/division chief” and “mentor” categories.

### **4. If I have two mentors for my project, may I submit letters of recommendation from both of them, in addition to the letter from the department head/division chief?**

Yes, submitting letters of recommendation from two mentors in addition to the letter of recommendation from the department head/division chief is fine.

### **5. What is covered in the Fellowship award?**

The award is for salary and research support for the awardee (fellow) only. Indirect costs are not supported by this award.

### **6. If the applicant is eligible for both opportunities, can an application be submitted for both fellowships?**

Yes. Please ensure you check the appropriate boxes on the application.

### **7. Does the applicant need to submit proof that he/she is being promoted from clinical/research fellow to instructor?**

The letter from the department head/division chief should indicate the promotion status.

### **8. If the applicant has been an instructor or assistant professor for over 10 years, does this mean that he/she is no longer at the junior faculty level, and therefore not eligible to apply?**

An instructor or assistant professor, regardless of his/her years of appointment, is considered junior faculty, and, therefore, is eligible to apply.

### **9. Is the doctoral eligibility requirement specific to certain degrees?**

Degree requirements are: MD, or PhD, DO, DMD, DDS, and ScD. There may be other doctoral degrees that are included as well.

### **10. Can a non-minority junior faculty apply for these opportunities?**

Yes.

### **11. Does the applicant’s research need to focus on diversity or health disparities?**

No.

**12. If the applicant is a finalist for a Harvard Catalyst Pilot Grant, can he/she still apply for the fellowship?**

Yes.

**13. If the applicant currently holds a “K”, “R”, or “T” award, is he/she eligible to apply for the fellowships?**

To ensure the applicant’s eligibility to apply for the Faculty Fellowship, he/she should review their award guidelines and restrictions before applying for DICP and/or PFDI fellowships.

**14. How do I know if my work is categorized as clinical and/or translational research?**

Discuss it with your mentor.

**15. Are applicants conducting international research eligible to apply?**

Yes.

**16. What are the start dates for the Fellowships?**

- a. The DICP Faculty Fellowship can begin as early as mid-May to July.
- b. The Harvard Catalyst PFDI Faculty Fellowship period is May 1 - April 30.