

Duke Family Medicine and Community Health Departmental Small Grants Program for Research & Scholarship

The **Duke Department of Family Medicine and Community Health (FMCH)** Small Grants Program provides support for faculty research and scholarly projects. It is anticipated that most applications will be for the purpose of funding new small projects or pilot projects. Small projects are ones that can be completed entirely within this funding structure, while pilot projects will gather data or provide preliminary work that may lead to subsequent funding from other mechanisms. Applications for supplementary funding to complete or expand already existing projects will also be considered.

The DSG Program will distribute a total of up to \$16,000 each year. The maximum funding per project will be \$4000, inclusive of a 15% G&A assessment. Funds may be used for personnel (other than faculty), consultants, travel, materials, small equipment, printing, data collection, data analysis and dissemination. Proposals are accepted throughout the year until program funds are exhausted. Reviews will be completed within four weeks and funding will be available once a proposal is approved by the Chair. Note that there is a similar, but separate research fund, (the Population Health Improvement Grants Program) for learners to which a DSG applicant could apply as a supplement when the project involves a medical student, PA student or resident.

All FMCH department faculty (as stated in the Faculty Handbook 2019, Appendix P) who are the principal investigator, are eligible to apply for this funding. Projects are encouraged to include FMCH learners, if feasible. This award is not intended for non-FMCH learners generated projects. An application will consist of the following components:

- A. Statement of the project goal(s) or research question(s)
- B. Study design or description of scholarly project
- C. Project timeline
- D. Listing of all project personnel and roles, including learners
- E. Brief project budget, including costs and other sources of funds (if relevant, explain why current funding or potential external sources of funds will not cover these costs). NOTE that budgets must not exceed the limit of the small grant award. Any expenses over the award limit will need to be covered by the faculty member's division. A default fund code must be provided as part of the application process.
- F. Statement of the intended product(s) (e.g., papers, presentations)
- G. Description of the current status of project, including IRB status (IRB approval/exemption letter must be submitted before funds may be used)

Applications should be **submitted to Eang.King@duke.edu** for processing. Once an application is deemed complete, it will undergo review by a committee consisting of Drs. Truls Ostbye, Greg Sawin, Laura Fish, and Mina Silberberg. The committee will make recommendations for funding, and the final decision will rest with the Chair.

Proposals will be reviewed using the following criteria:

- the importance of the project and its intended products
- how the project will benefit the applicant and the department
- project feasibility, including the demonstrated ability of project personnel to complete the work
- importance of requested funds to the project's success.

PIs are responsible for completing projects within 12 months of the award date and applying funds only for approved uses. Upon completion, PIs will submit a written summary to FMCH describing the work accomplished as a result of the grant funding. Further, PIs will provide report of the project and its findings to the department through a seminar and/ or the departmental newsletter.