

**Dean's Office Clinical Scholars (DOCS) Program
Loyola University Chicago Stritch School of Medicine**

Purpose:

Institutional support to the DOCS Program is designed to facilitate the transition of early career clinician faculty members into independent, funded researchers by providing a combination of paid clinical release time and scholarly mentoring.

Expectations of DOCS Scholars:

DOCS scholars are expected to develop the skills to become independent, funded investigators who will advance science and serve as role models and mentors to other investigators.

Overview of Institutional DOCS Support:

DOCS funding is intended to support faculty members within the first three years at the Assistant Professor level. The initial DOCS award will be for three years with requests for additional funding for years 4 – 5 dependent upon adequate progress in meeting milestones as demonstrated by annual DOCS reports. The maximum duration of institutional support for a DOCS scholar is five years. The typical funding level is 20% effort (using NIH salary ceiling).

Once becoming independently funded as PI, multi-PI or Co-I, individuals have the designation Dean's Scholar while maintaining significant productivity and extramural salary recovery for certifiable research time and effort. Upon receipt of extramural research support as Principal Investigator, Multiple Principal Investigator or Co-Investigator, the equivalent proportion of institutional DOCS salary support will be replaced with the newly acquired research funds.

Application for Initial Institutional DOCS Scholar Support:

The annual deadline for DOCS applications is September 1 with awards beginning the following July 1. The completed DOCS application packet should include:

Applicant:

- DOCS Application
 - Faculty Development Plan: The plan should include a timeline that details the plan for acquiring necessary research skills, obtaining and presenting preliminary data, and applying for extramural support.
 - Research Plan: An abbreviated (6 page maximum) grant application in NIH, AHA, ACS, etc format that describes the identified research project.
- Complete CV demonstrating the applicant's preparedness to pursue a research-intensive clinical academic track as evidenced by prior experience in research, presentations and/or publications.
- Biosketch: NIH style

Mentor:

- Mentor Letter: Letter of support from a senior, extramurally funded investigator who is willing to serve as mentor/advisor; this letter should identify the project that is of interest to both the DOCS scholar and mentor, and a list of two other senior, funded investigators who will serve on a mentoring committee.
- Biosketch: NIH style

Chair:

- Chair Letter: Letter of support from the Departmental Chair that also demonstrates an understanding of the time and effort protected for research. A block diagram demonstrating the dedicated DOCS effort for the proposed DOCS scholar faculty is recommended.

Review of Applications: Applications for initial (years 1 – 3) or continued (years 4 – 5) DOCS support will be reviewed by a committee composed of the research deans and two senior scientists – one basic scientist and one clinical scientist. Recommendations will be forwarded to the Dean.

Milestone Guidelines for Continued Institutional DOCS Salary Support:

Failure to meet reasonable expectation is likely to result in early termination of DOCS support.

1. Within 6 months (by Dec 31), submission of an application for RFC pilot funding (or equivalent) that has been pre-reviewed by the research mentor;
2. End of Year One (by June 30) – annual DOCS progress report submitted to the Dean and mentoring committee detailing results and plans for continued studies;
3. Within 15 months (by September 30), submission of an application for extramural funding; this application could be for NIH R01/R21/R03-type awards, career awards, or foundation (e.g. AHA, ACS) awards;
4. Within 18 months (by Dec 31):
 - a. Presentation of preliminary data at St. Albert's Day and/or a national/international meeting; and
 - b. Submission of a peer-reviewed abstract and manuscript as first author (timely revision as necessary);
5. End of Year Two (by June 30):
 - a. Presentation of a seminar to department/institute faculty and other interested faculty, staff and trainees; and
 - b. Re-submission of pilot grant application if necessary (based on summary statement and available funding); submission as PI of an application for NIH R01-type (or equivalent) extramural research support (multiple PI allowed); and
 - c. Annual DOCS report to the Dean and mentoring committee detailing progress and plans for the following year;
6. At 30 months (by December 31) – submission of a second peer-reviewed document as first author (timely resubmission as necessary);
7. End of Year 3 (by June 30):
 - a. Re-submission of grant applications if necessary (based on summary statement); and
 - b. Annual DOCS report to the Dean and mentoring committee detailing progress.
 - c. If requesting additional institutional salary support (up to two years); this report should be reviewed by at least two external senior scientists for a) DOCS scholar progress, b) mentoring provided by the internal committee, and c) support provided by the department/institute.

If granted additional institutional DOCS salary support (up to two years)

8. At 42 months (by Dec 31)
 - a. Submission of a third peer-reviewed document as first author (timely resubmission as necessary); and
 - b. Submission of revised applications as necessary;
9. End of Year 4: Annual DOCS report to the Dean and mentoring committee detailing progress and plans for the last year.
10. End of Year 5: Final DOCS report to Dean detailing progress