



## MARY DEWITT PETTIT, MD, FELLOWSHIP

### Guidelines and Evaluation Criteria

Originally established jointly by the Trust Fund of the Alumnae/i Association of WMC/MCP and the estate of Mary DeWitt Pettit, MD, and donated by The Trust Fund to Drexel University in 2015, this \$10,000 fellowship supports research or other special projects of junior female faculty members with appointments at Drexel University College of Medicine. The fellowship is intended to provide the recipient with the opportunity to acquire additional credentials necessary to advance in academic rank. Applicants are encouraged to address an area of particular interest to the donor, for example, but not limited to: general women's health or OB/GYN; mother and child/children or family issues; medical education.

#### A. GUIDELINES

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1. The fellowship is awarded annually at the discretion of the Office of Faculty, Drexel University College of Medicine.
2. The fellowship is available to female faculty members of the Drexel University College of Medicine for research to be conducted at any academic campus of Drexel University, including clinical sites. The recipient does not have to be an alumna of the College of Medicine. The fellowship recipient must be a faculty member until the completion of the project. If a fellowship recipient leaves the institution prior to the completion of the fellowship, she must immediately notify the Office of Faculty in writing, and any monies remaining in the fellowship grant account at the time of her departure will revert to Drexel University.
3. Reapplication is permitted (including by a previous recipient, but not during the time she is engaged in Pettit-funded research). Preference will be given to those who have not previously received funding.
4. This award supports direct costs only. Travel and salary (for the applicant) will not be supported by the fellowship. The purchase of computer equipment, unless it is integral to the research, will not be funded.
5. The amount of the fellowship is \$10,000, paid in two installments: \$5,000 when the award is announced, and \$5,000 upon receipt of a six-month status report. The status report should briefly summarize what has been accomplished to date, any preliminary findings in broad strokes, any complications or issues that have arisen, what more is still to be done, and an approximate (estimated) completion date.
6. Notification of any material change in the focus of the funded project must be submitted in writing to the Office of Faculty, which reserves the right to withhold the second payment (and request repayment of the first installment) if the amended project is not deemed acceptable. Written notification of the decision on this matter will be provided to the applicant.
7. The research project should be completed within a period of two years beginning at the time the award is granted. If additional time is necessary to complete the fellowship, the recipient must notify the Office of Faculty in writing and obtain written approval from the Office of Faculty for the extension.
8. At the completion of the project, a full written report, including a financial statement, must be submitted to the Office of Faculty. Submit to [COM.FAFD@drexel.edu](mailto:COM.FAFD@drexel.edu)

9. Financial reports from the grants office will be sent directly to the junior faculty member's department. Reports are generated on a monthly basis by the finance department.
10. The Office of Faculty reserves the right to promote the Mary DeWitt Pettit Fellowship by highlighting the identity and work of current and past recipients in publications, notices, solicitations, brochures, presentations, on a Drexel University website, or by any other such means as the Office of Faculty may choose to employ.
11. Recipients are requested to advise the Office of Faculty of pending publications or presentations deriving from the supported research via email, COM.FAFD@drexel.edu. All publications resulting from said research must credit the Mary DeWitt Pettit Fellowship.

## **B. EVALUATION CRITERIA**

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- Does the proposal have scientific merit?
  - Is the hypothesis clearly stated?
  - Are the methods scientifically valid?
  - Does the research offer the potential for important or useful new information?
  - How does the research fit with the overall activities of the applicant?
  - Are the goals achievable in the time allotted?
- Does the project address an area of particular interest to the mission of the donor? For example, but not limited to:
  - General women's health or OB/GYN
  - Mother and child/children or family issues
  - Medical education
- Will the research contribute to career advancement for a junior female faculty member?
- Is there potential patient utility?
- Does the research have cross-field applicability?
- Does the project offer opportunities for cross-fertilization or collaborations within the University?

## **C. PROPOSAL FORMAT**

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### **1. TITLE OF THE PROJECT**

### **2. ABSTRACT**

Define the rationale for the project, the design and expected results in 100 to 150 words.

### **3. PROPOSAL**

Describe the research project that the Mary DeWitt Pettit Fellowship would help to support.

#### **A. Introduction** (approximately 250 words)

- Describe the problem, giving background of previous work done in this field by other investigators. Use references when appropriate.

#### **B. Methods** (approximately 250 words)

- Describe methods to be used including method of statistical analysis.

#### **C. Discussion and Summary** (approximately 500 words)

- Use to clarify problem, if necessary.

### **4. BUDGET:**

State the use of fellowship funding – i.e., staff, support or consulting services, equipment, supplies, etc. State overall estimates of the cost of the project. Indicate whether additional funding is required and list potential sources for obtaining this support. Travel and salary for the applicant will not be supported by the fellowship. The purchase of computer equipment, unless it is integral to the research, will not be funded.

**5. FACILITIES AVAILABLE:**

(List laboratory space, office space, etc.)

*If project involves human subjects, include copy of consent form.*

**6. TIMELINE FOR PROJECT:**

In graph form or brief outline.

**7. FUTURE RESEARCH GOALS:**

Describe how this project fits in with your 3- to-5-year research goals. Include a statement from your department chair delineating how your project will fit in with the goals of your department.

**8. MENTORING PLAN OF JUNIOR FACULTY PRINCIPAL INVESTIGATOR:**

Description of your mentoring team that could include:

- 1) Active and ongoing advice and counsel regarding professional direction, decisions and plans with respect to this research project.
- 2) Feedback and critical review of the proposal.
- 3) Feedback on the development of the PI's personal academic strategic plan so that this research project is aligned with the requirements of success in the department, institution and profession.
- 4) Mentors that facilitate the development of requisite skills needed to lead and complete the research project. The principal investigator on this proposal should consider both internal and outside faculty mentors, who are both senior and peer colleagues.

For questions, please contact the Office of Faculty:

[COM.FAFD@drexel.edu](mailto:COM.FAFD@drexel.edu)

College of Medicine

**Drexel University**

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