

## **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 at the 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.

#### **Specific guidelines are as follows:**

1. The fellowship is awarded annually at the discretion of the Offices of Faculty Affairs and Faculty Development of Drexel University College of Medicine.
2. The fellowship is available to female faculty members of the Drexel University College of Medicine for research to advance their scholarship. 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 Offices of Faculty Affairs and Faculty Development 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 Offices of Faculty Affairs and Faculty Development, which reserve 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 Offices of Faculty Affairs and Faculty Development in writing and obtain written approval from the Offices of Faculty Affairs and Faculty Development for the extension.
8. At the completion of the project, a full written report, including a financial statement, must be submitted to the Offices of Faculty Affairs and Faculty Development.
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 Offices of Faculty Affairs and Faculty Development reserve 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 Offices of Faculty Affairs and Faculty Development may choose to employ.
11. Recipients are requested to advise the Offices of Faculty Affairs and Faculty Development of pending publications or presentations deriving from the supported research. All publications resulting from said research must credit the Mary DeWitt Pettit Fellowship.

**Applications are evaluated according to the following criteria:**

- 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?
  - Is there a clear mentoring plan described?
- 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?

**Application deadline:** April 23, 2020, at 5 p.m.

**Submission format:** Electronic submission of single PDF to: [com.fafd@drexel.edu](mailto:com.fafd@drexel.edu)

**Materials needed** (in a single PDF): cover sheet, curriculum vitae, letter of recommendation, and the complete proposal with budget.

**Notification of awards:** April 2020

The award will be presented to recipient at the 2020 Faculty Reception, Thursday June 4, 2020 (6:30–8:30 p.m.) at the Philadelphia 201 Hotel.

**Funding for activity:** July 1, 2020–June 30, 2022

**Final report required:** At the completion of the project, a full written report, including a financial statement, must be submitted to the Offices of Faculty Affairs and Faculty Development.

If you have general questions regarding the application process or the fellowship, please do not hesitate to contact Michele Taylor at [mt475@drexel.edu](mailto:mt475@drexel.edu) or 215.762.4661.