

# Reproductive Scientist Development Program

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## Phase I Application

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This program is supported by: *Eunice Kennedy Shriver* National Institute of Child Health and Human Development, The American Society for Reproductive Medicine, American Board of Obstetrics and Gynecology, Burroughs Wellcome Fund, The March of Dimes Foundation, the Society for Reproductive Investigation, and the GOG Foundation.

**The Reproductive Scientist Development Program** consists of a two-year award for training, and a two-year establishment period guaranteed by the sponsoring department/institution. **This application should be completed with the initial two-year period in mind.** When preparing your application, mentor involvement is key, please be sure to keep your mentor involved in your application preparation.

**Letter of Intent.** Before submitting this application, we require that the applicant submit a letter of intent to the RSDP office indicating: name of Department of OB/GYN sponsor, name and address of proposed scientific mentor, and brief description of the proposed research project. This will be reviewed by the Program Director and feedback will be provided to potential applicants. We advise that applicants contact the RSDP office by phone or E-mail to confirm eligibility requirements prior to submission of a letter of intent or an application.

### **Application deadline to begin program July 1, 2026:**

Receipt of Letter of Intent: May 15, 2025

Receipt of Application: July 1, 2025

**Selection:** Interviews of candidates by the Selection Committee will take place in September at a time and location to be announced. Travel to the site for interviews is the responsibility of the sponsoring OB/GYN Department.

**Applicants will be notified of their acceptance to the program no later than November 15, 2025.**

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## **Eligibility**

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### Specific Requirements

- M.D. or D.O. degree.
  - U.S. citizen, noncitizen national, or been lawfully admitted for permanent residence and possess an Alien Registration Receipt Card (I-151 or I 155) or some other verification of legal admission as a permanent citizen at the time of the award.
  - Completion of a four-year internship and residency in obstetrics gynecology approved by the Accreditation Council for Graduate Medical Education or the Royal College of Physicians and Surgeons of Canada by the time the RSDP training would begin.
  - Prior laboratory experience is not a requirement for applicants, although a research proposal is required as part of the application.
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## **Format Specifications**

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- Research Plan (described below) cannot exceed 8 pages
  - Use Arial 11 font or larger; minimum 0.5 inch for all margins for all pages
    - Figures, Graphs, Diagrams, Charts, Tables, Figure Legends and Footnotes: You may use a smaller type size, but it must be readily legible
  - Include the scholar's name and grant title at the top of each page and consecutively number all pages in the application at the bottom of each page.
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## **Budget Details**

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- Phase I Scholars are required to have 75% protected time for research for the duration of the 2-year period.
- Phase I Scholars receive the following support:
  - \$100,000 Salary/Fringe

- \$25,000 Research Support
- Phase I scholars are subject to receive financial support not only from NIH, but also other non-federal agencies based on their research interest. *NIH Support includes an 8% F&A Rate; however, the private, nonfederal agency support is not subject to F&A. An overhead waiver may be required, from your institution, for funding received from non-federal agencies.*

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## GUIDELINES

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### Please Include the Following:

- **Completed Application Form.** Original signatures are required for hard copy submission.
- **Applicant Color Photo**
- **Statement from Applicant** to include: (1) Reasons for applying, plans for basic research training. (2) Justification for choice of mentor/laboratory. (3) Expectations of the experience in the particular laboratory selected. (4) Outline your proposed Research Advisory Committee. The Committee should include scientists, administrators, and stakeholders with relevant expertise in career development. When creating your committee, please keep in mind the committee exists to provide advice on your training needs, career development, research, and networking opportunities. This committee should include at least three (3) individuals from your local area. (5) Assurance that during this two-year period, one will not have clinical responsibility. Application for a Phase I RSDP scholarship requires full-time (100%) participation in research. Phase II requires a minimum of 75% time in research. The Phase I applicant requires a letter, signed by the applicant and the Chair, and submitted with the application, indicating that they accept these conditions, in accord with the guidelines of the National Institute of Health. (6) Plans for clinical subspecialty training. (7) Long term career goals. **LIMIT TO 2 PAGES.**
- **Outline of Proposed Project:** This is to be prepared along the lines of an NIH grant application and should include: Abstract, Specific Aims, Background and Significance, Innovation, Relevant Results from Laboratory in which you will be working, Research Design and Methods, Anticipated Results, Potential Problems, and References. **LIMIT TO 8 PAGES. ABSTRACT AND REFERENCES ARE NOT INCLUDED IN THE 8 PAGE LIMIT.**
- **Applicant's Curriculum Vitae Including Scientific Publications:** List Publications on separate page. Group as original reports, reviews and chapters, and abstracts.
- **Statement From Chairperson:** ON LETTERHEAD AND SIGNED, providing: (1) Reasons for sponsoring this applicant, (2) Proposed basic science research, (3) Proposed clinical subspecialty (if any) following research training, (4) Plans for career faculty development, (5) Guarantee that the applicant will have 75% protected time during the first two years of the program, called Phase I. (6) Guarantee that the applicant will have a faculty position at the end of Phase I and that during Phase II he/she will have at least 75% protected time. (7) In addition to protected time, guarantee that after Phase I and upon entry to Phase II that the applicant will have his/her own laboratory space, startup funds, and technical support to be sponsored by the Department if he/she has not secured separate funding. **LIMIT TO 2 PAGES.**

*Also, understand that if the work proposed in Phase I is not judged to be complete by the Selection Committee, that the scholar may be granted a third year of Phase I support. After completing Phase I, the scholar will be eligible to apply for two years of Phase II support.*

- **MEMORANDUM OF UNDERSTANDING with the Dean's Office.**  
Phase I scholars are subject to receive financial support not only from NIH, but also other private, non-federal agencies based on their research interest. *NIH Support includes an 8% F&A Rate; however, the private, nonfederal agency support is not subject to F&A. An overhead waiver may be required, from your institution, for funding received from non-federal agencies.*

*"This Memorandum of Understanding outlines the expectations of the RSDP scholar throughout Phase I of the RSDP program. During the initial two-year period (Phase I), it is expected that the scholar will hold a full time position, dedicating a minimum of 75% protected research time to their RSDP research project. Upon completion of Phase I and following acceptance into Phase II, (Insert Scholar Name) is expected to transition into a faculty position with a continued commitment of at least 75% protected research time for an additional two years."*

- **Statement from Scientific Mentor:** ON LETTERHEAD AND SIGNED, providing (1) Proposed training program, including coursework or other specific training vehicles to be employed and list of immediate technical supervisors in laboratory, (2) Scientific problem to be explored, milestones of evaluation, (3) Number of graduate students and postdoctoral fellows under your direction, (4) Benefits to the candidate of experience in this proposed laboratory, (5) Commitment to this candidate, and (6) Plan for training in the responsible conduct of research. **LIMIT TO 2 PAGES.**
- **Letters of support from your proposed Research Advisory Committee members.** See instructions from the 'Statement from Applicant' section for details.
- **Bio-Sketch of Mentor and Immediate Technical Supervisor/Postdoctoral Fellow in the Laboratory.**
- **Other Support document of Mentor and Immediate Technical Supervisor/Postdoctoral Fellow in the Laboratory.**
- **Protection of Human Subjects:** Follow NIH guidelines: <https://grants.nih.gov/policy/humansubjects/research.htm>. Do not use the protection of human subjects section to circumvent the page limits of the Research Strategy.
- **Vertebrate Animals:** Follow NIH guidelines: <https://olaw.nih.gov/guidance/vertebrate-animal-section.htm>. Do not use the vertebrate animal section to circumvent the page limits of the Research Strategy.
- **Three Letters of Reference**, not including Department Chairman or Scientific Mentor for RSDP project.

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## SUBMISSION

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### **Submit the following by July 1, 2025 at 4:00 p.m. CST**

Neither the hard copy application nor the email application submission will be accepted after this date and time.

1. Electronic copy of the entire proposal must be submitted via email **as a single .pdf document** and sent to [amanda.heflin@duke.edu](mailto:amanda.heflin@duke.edu).
2. The signature documents, with original signatures, should be mailed to:  
(Documents include: Application Form, Statement from Chairperson, MOU, and Statement from Scientific Mentor)

Reproductive Scientist Development Program  
c/o Amanda Heflin, Program Administrator  
710 E 2<sup>nd</sup> South St.  
Mt. Olive, IL 62069

If you have questions please call or E-mail: **Amanda** at (618) 977-8070, [amanda.heflin@duke.edu](mailto:amanda.heflin@duke.edu)

## CHECKLIST FOR APPLICATION PACKET

### PLEASE COMPILE IN ORDER INDICATED AND DO NOT STAPLE

- Completed Application Form
- Applicant Color Photo
- Applicant's Statement
- Outline of Proposed Project: Abstract, Specific Aims, Background and Significance, Innovation, Relevant Results from Laboratory in which you will be working, Research Design and Methods, Anticipated Results, Potential Problems, and References.
- Applicant's Curriculum Vitae and List of Publications
- Statement from Sponsoring Chairperson
  - *(signed on Department Letterhead)*
- Memorandum of Understanding between sponsoring Department and Dean's Office.
- Statement from Sponsoring Scientific Mentor
  - *(Signed on Department Letterhead)*
- Letters of Support from your proposed Research Advisory Committee members
  - *(Signed on Department Letterhead)*
- Bio-Sketch of Scientific Mentor
  - *(Per NIH Format - <https://grants.nih.gov/grants/forms/biosketch.htm>)*
- Other Support format page of Scientific Mentor
  - *(Per NIH Format - <https://grants.nih.gov/grants/forms/othersupport.htm>)*
- Protection of Human Subjects (if applicable)
- Vertebrate Animals (if applicable)
- Three Letters of Reference

**NAME** \_\_\_\_\_  
(Last) (First) (Middle)

Academic Title \_\_\_\_\_

**PRESENT ADDRESSES**

**(Work)** \_\_\_\_\_

(Home) \_\_\_\_\_

(Permanent, if different) \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

U.S. Citizen or Permanent Resident? Yes \_\_\_ No \_\_\_ Visa Status \_\_\_\_\_

**Clinical Sub-specialty:** \_\_\_\_\_

**Research Focus:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**EDUCATION:**

	<b>Name and Location of Institution</b>	<b>Dates (Mo./Yr.)</b>	<b>Degree(s)</b>	<b>Field</b>
College/University				
Graduate School				
Medical School				
Internship / Residency				
Postdoctoral Training <i>(including fellowships and supervisors)</i>				

List other fellowships which cover the same time span as the **RSDP**, or have the same purpose, for which you have applied or plan to apply\* \_\_\_\_\_

*\* If awarded, other fellowships may not disqualify you from this Program; however, the RSDP Executive Committee should be notified promptly.*

*Note: The recipient of this RSDP Award cannot receive concurrent salary support from any full-time training grant or similar award during the period of this program.*

Other financial support available from any sources other than clinical earnings *(including research awards)*

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\_\_\_\_\_

**RSDP SPONSORING DEPARTMENT CHAIRPERSON**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail \_\_\_\_\_

**PROPOSED SCIENTIFIC MENTOR**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail \_\_\_\_\_

**RESEARCH ADMINISTRATION OFFICER (G&C Officer)\***

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail \_\_\_\_\_

\*Name of person at your institution who will administer this sub-contract at Sponsored Research Office. Div. of G&C.

EIN# \_\_\_\_\_ DUNS# \_\_\_\_\_

**References:** Names and addresses of at least three (3) medical professionals, other than the chairperson of the department, who will provide letters of reference to support this application. These are to be addressed to the RSDP Selection Committee, and included in the complete packet sent to the RSDP Office. Please refer to checklist.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Chairperson** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Dean** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Scientific Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**A copy of the Memorandum of Understanding regarding department commitment to sponsorship must be filed with the Dean’s Office of the sponsoring institution. A copy of this memorandum must accompany this application.**