

# RESIDENT FACULTY SCHOLAR PROGRAM

Designed to identify and nurture the discovery, creativity, and scientific impact of faculty scholars by partnering with BWF staff and local academic, biotechnology, and other resources.

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**Application deadline:**

August 5, 2021 (3:00 PM Eastern Time)

BURROUGHS  
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FUND 

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# KEY DATES

<b>Grant application portal available</b>	By June 1, 2021
<b>Application Deadline</b>	August 5, 2021, 3:00 pm ET
<b>Award Notification</b>	Late February 2022
<b>Grant Installment</b>	May 15, 2022
<b>Award Start Date</b>	On or after May 1, 2022 (2–6-month period)
<b>Award End Date</b>	On or before April 30, 2023 (2–6-month period)

# PROGRAM BACKGROUND

The Burroughs Wellcome Fund seeks to further enhance its activities as a convener and catalyst for discovery, creativity, and scientific impact by establishing the BWF Resident Faculty Scholar Grant Program. The Resident Faculty Scholar Grant Program will support a faculty member, or small group of faculty members, at institutions in the United States or Canada, to utilize BWF Headquarters as a site for mini-sabbaticals/project incubation allowing the dedicated protected time to initiate or accelerate their work as aligned with BWF priorities and goals.

The nature of the mini-sabbaticals/project incubation sessions will be quite flexible and would be envisioned to support work at the BWF Headquarters for two to six months.

This program provides up to \$125,000 in support for project incubation funds to faculty-level academic scientists at U.S. or Canadian institutions. BWF anticipates that two proposals to be awarded in the first year of applications.

## Program Highlights Include:

- Protected time to address biomedical problems.
- Support for faculty salary travel, lodging, and professional development/meetings.
- Available office space, computer access, meeting facilities and other dry laboratory resources.
- Cross-functional collaboration with Burroughs Wellcome Fund staff, advisory committees, and board members.

# ELIGIBILITY CRITERIA

Applications must be approved and signed by an official responsible for sponsored programs (generally from the grants office, office of research, or office of sponsored programs) at the degree-granting institution or ranking school system administrator. Candidates should contact one of these offices for an authorized signature before submitting the grant application. The following eligibility requirements must be adhered to and will be strictly enforced.

- Candidates must hold a PhD and/or MD degree (or the equivalent).
- Candidates must hold a faculty appointment as an assistant professor or higher-rank if at a degree-granting institution in the United States or Canada. All stages of seniority of faculty are encouraged to apply.
- We also encourage members of the K-12 education system apply with efforts to promote leadership change in public STEM education. Special attention to diversity, equity and inclusion, and projects considering climate change/environmental sciences are encouraged.
- Candidates from research institutes are encouraged to apply.
- Citizens and non-citizen permanent and temporary residents of the U.S. and Canada who are legally qualified to work in the U.S. or Canada are eligible.
- Candidates who are temporary U.S. residents must hold a valid U.S. visa (J-1, H1B, F-1 or O-1 visas).
- Temporary Canadian residents must hold a valid Canadian visa (Study Permit, C-43, C-44, C-10, or C-20 work permits/visas).
- As a candidate, your visa status must allow you to remain in the U.S. or Canada during the award period of the Resident Faculty Scholar grant. If a grant is awarded and your visa does not allow for such a stay, BWF may terminate the grant. BWF will not intercede on behalf of non-citizens whose stay in the U.S. or Canada falls out of visa compliance.
- Candidates must obtain approval and signature by an authorized official at the degree-granting university or ranking school system administrator in the U.S. or Canada.
- An authorized official must verify candidate's immigration status as part of the application. The award consists of salary, travel expenses and subsistence and it is anticipated that each mini-

# IMPORTANT NOTES

- BWF strongly encourages applications from women and underrepresented minorities, including Blacks or African Americans, Hispanics or Latinos, Native Americans, Alaskan Natives, or Native Hawaiians.
- Applicants are allowed to hold awards by the National Institutes of Health award as long as there is no conflict with meeting the terms of BWF's award.
- An Internal Revenue Service determination letter of the applicant institution's non-profit status may be requested by BWF staff if said letter is not on file in our database.
- BWF does not provide critiques or written comments of unfunded proposals.

# RESTRICTIONS

- Active BWF award recipients are not eligible to apply.
- Federal government (NIH, FDA, etc.) employees are not eligible, but state government employees may apply.

# SELECTION PROCESS

BWF utilizes an interdisciplinary advisory committee to review applications and make recommendations for approval by the Fund's Board of Directors.

Selection is made on the basis of the proposal's scientific quality of the proposed activities and the career development potential and impact of the mini-sabbatical/project incubation session.

Proposals will be reviewed and evaluated based upon:

- Alignment with BWF Research or Educational Programs: [www.bwffund.org/funding-opportunities](http://www.bwffund.org/funding-opportunities)  
BWF characteristically supports early-stage investigators and otherwise underfunded areas of research. Early-stage faculty through senior investigators are supported as Resident Scholars to work with BWF Staff, potentially shaping future research investment areas.
- Novelty and importance of the research or educational program being studied. In addition to its existing specific program areas, new cross-cutting themes are particularly encouraged. These include theoretical biological modeling, data analytics including artificial intelligence and machine learning, creative approaches to data visualization, climate change and health and evolutionary medicine.
- Proposed work-product to be generated by the end of the support period. These could include, but are not limited to, manuscripts/white papers, monographs/books, educational materials, establishment of new transdisciplinary teams, symposia, new research targets, etc.
- Contributions of the BWF Resident Faculty Scholar to enhancing the overall intellectual environment at BWF Headquarters and Research Triangle Park area. These contributions may include convening on-site think-tank type meetings, lectures/discussion groups with BWF Staff or the academic institutions in the region, strategic planning with BWF Program Officers and Leadership, science communication, as examples.

# TERMS OF GRANT/ USE OF FUNDS

The award consists of salary, travel expenses and subsistence and it is anticipated that each mini-sabbatical/project incubation session will last from two to six months. Awards will be made to North American institutions on behalf of the named award recipients. The institutions are responsible for disbursing the funds and for maintaining adequate supporting records and receipts of expenditures.

**Indirect charges may not be charged against the grants.**

Recipients must make their own arrangements for airfare, lodging accommodations, meals, ground transportation, etc. Grants do not include support for the recipient's spouse or family.

The recipient must submit to BWF a brief report outlining the work that was accomplished and the recipient's institution must submit a financial report. Forms will be provided by BWF. Award recipients may not hold concurrent BWF awards.

Scientific publications or presentations that result from the project must acknowledge the award recipient's receipt of a Burroughs Wellcome Fund Resident Faculty Scholar Grant.

Award recipients should share scientific findings in a timely manner via the standard means of scientific communication, including publications and/or presentations in scientific forums. BWF will not retain any rights to published results or patents that result from the research.

By June 30, 2023, awardee must submit a one to two-page PDF progress report (no form or template) describing the activity and what was accomplished through the grant to the Burroughs Wellcome Fund.

By June 30, 2023, awardee's institution must submit a financial report to the Burroughs Wellcome Fund.

At the termination of the grant period, a balance of \$500 or less may be kept by awardee's home institution. The Burroughs Wellcome Fund does not assume responsibility for activities supported by the grant and shall not be liable for any activities conducted by the awardee upon receipt of the grant funds.

Recipients of the BWF Resident Faculty Scholar Grant program are expected to participate in surveys and outcome evaluations. Contact from BWF staff or contractors who are conducting outcome evaluations of BWF grant programs may continue for a number of years after the grant has terminated.

# INSTRUCTIONS ON HOW TO PREPARE AND SUBMIT A GRANT APPLICATION

## Application Process

**1. Eligibility Quiz.** All applicants will be required to complete a web-based questionnaire assessing their eligibility to apply for this award. If eligibility criteria are met, applicants will automatically be directed to the application form.

**2. Proposal Application.** A completed application consists of data entry fields submitted through the BWF online application portal plus a single PDF attachment. Application Deadline **August 5, 2021 by 3:00 pm (ET)**.

Proposal Elements:

- Applicant's biosketch, including a bibliography and a list of current research support (5-page limit, NIH-style)
- Research plan (3-page limit)
- Two Letters of Support
- Detailed budget (template required)
- Institutional certification form (template provided)
- Signature page form (template provided)

All communications, including the invitation to interview and declinations, will be made through email.

BWF does not provide critiques or written comments of unfunded proposals.

[Download Forms and Templates](#)

## How to Submit an Online Application

First complete the eligibility quiz to determine if you are eligible to apply. If applicant meets the eligibility criteria, they will be allowed to access the application form.

To begin an application submission use this link: [proposal](#)

To return to an application already in progress you must use this link: [saved proposal](#)

It is recommended that applicant bookmark this page to return to an application in progress. Using the first link of the two immediately above will return you to the eligibility quiz.

## Proposal Elements

A complete application consists of fields submitted through the online application plus requested attachments uploaded as a single PDF into the grant application system. The detailed components of the complete proposal are shown below.

**Online proposal form – available through the BWF online application portal** (*see links above*)

- Applicant information
- Applicant demographics
- Institutional information
- Proposal information
- Attachment of single PDF

## Single PDF Attachment:

Prepare in advance the following required documents. Combine and order the supporting materials and upload into one (1) PDF file.

### A. Applicant's Biosketch (5-page limit)

Include an NIH-style biographical sketch or CV.

### B. Research Plan (3-page limit)

In your research plan:

- Propose the duration of project, the expected time that the applicant can be in residence at the Burroughs Wellcome Fund.
- Include specific aims to describe the proposed work to be undertaken while in residence at the Fund. Description should be understandable to a multidisciplinary group of scientific reviewers.
- Scope and significance of your research.
- Career development potential and impact.
- Describe how the project uses innovative or novel experimental approaches or addresses research questions using a creative approach.
- Outline the basics of the project to be carried out while in residence, how the project is relevant to BWF's program areas, how the residency and interactions with BWF's staff would be beneficial to the project, and the expected outcome of the work.
- Describe the anticipated work product.

Use a standard 11-point font for the text, and no smaller than a 9-point font for figures or tables. Text must be single-spaces, with one-inch or larger margins on all sides. A bibliography is not considered part of the three-page limit. Do not include a table of contents or appendices.

### C. Letters of Support

Provide two letters from two individuals who are familiar with the candidate's qualifications. The letters must be attached to the application and support the proposed research and mini-sabbatical/project incubation session.

### D. Budget

Using the template provided, complete the budget and justification that explains how this grant will be spent. The proposed budget may be used for salary, professional development/meetings, airfare, accommodations, ground transportation, and consumable supplies.

No indirect costs or institutional overhead can be charged to this grant.

### E. Institutional Certification Form

Using the template provided, complete the form including signature of an authorized signing official (grants/contracts office, sponsored programs, ranking school administrator) of the applicant's institution.

### F. Signature Page Form

Using the template provided, complete the form including signature of the applicant.



## Submission Process

Upload the combined file of supporting documents as one attachment on the “Attachments” tab of the online application. Click the “Review Your Application” on the “Attachments” tab to see if any errors are identified in your application. All information and required attachment must be provided before the “SUBMIT” button is available. Click the “SUBMIT” button to transmit the application. An automated message will confirm that the application was successfully submitted.

### **NOTE to Applicants:**

Proposals will not be accepted after 3:00 pm Eastern Time on August 5, 2021. The online application system shuts down automatically at the deadline and the “SUBMIT” button will no longer be available. Plan to submit your application well in advance of the grant deadline to allow adequate time to troubleshoot any issues. Out of fairness to all applicants, late submissions will not be accepted. No exceptions or extensions will be granted.

After the deadline, applicants with incomplete proposals and those not adhering to instructions will be disqualified without prior notice.

Only proposals submitted through BWF online application website will be accepted.

## Questions?

Questions and eligibility inquiries should be directed in advance to BWF program staff by contacting:

Rolly L. Simpson, Jr., Senior Program Officer  
[rsimpson@bwfund.org](mailto:rsimpson@bwfund.org), 919-991-5110

Lou Muglia, President and CEO  
[lmuglia@bwfund.org](mailto:lmuglia@bwfund.org)