

Request for Proposals (RFP) Faculty-in-Residence Program

Introduction

The Duke Global Health Institute (DGHI) invites proposals for the Faculty-in-Residence (FIR) Program for the 2020-2021 academic year. This Program will support the career development of a faculty abroad, and further strengthen collaboration at a selected partner location.

Eligibility Criteria

Eligible candidates include a faculty member who holds a primary or secondary appointment at DGHI. Priority shall be given to an assistant professor (regardless of when the terminal degree was obtained), or an associate professor who has completed his or her terminal research degree or post-graduate medical training within the past 10 years (of submission of application).

A faculty member interested in applying should be prepared to commit a minimum of one academic semester (up to one full year). Preference will be given to those faculty who commit to staying up to a year.

Purpose and Objectives

In addition to advancing the faculty member's research, the Faculty-in-Residence Program is intended to promote bilateral efforts, facilitate communication and partner collaboration, examine local challenges and capacity, and help expand research activities. This approach prioritizes active partnership and coordination. It is expected that approximately 65% effort will be devoted to research activities, and approximately 35% effort will be focused on promoting education and identifying strategic opportunities to advance collaboration.

Program objectives include:

- Advance research and teaching opportunities by the faculty member
- Work with DGHI and partners to deepen research and education collaboration
- Mentor 1 or more MSc GH students

Program Locations

Applications requesting to carry-out the FIR Program at the Priority Partnership Locations (PPLs) will be given priority. For more information on PPLs, please visit <https://globalhealth.duke.edu/priority-partnership-locations>. This will allow DGHI to continue to invest in sustainable and mutually beneficial partnerships with our host institutions. However, other locations in LMICs will be considered on a case-by case basis. <https://datahelpdesk.worldbank.org/knowledgebase/articles/906519-world-bank-country-and-lending-groups>. If you are interested in applying for this program, please speak with Sarah Cao (sarah.cao@duke.edu) prior to submission of the Letter of Intent to discuss interest and your proposed location.

Award Information and Terms and Conditions

- Award period and duration: minimum of one fall or spring semester; maximum twelve months (total of time abroad). The earliest date the Program may begin is July 2020.
- Allowable budget items: partial salary and fringe benefits, visa, vaccinations, one round-trip economy airfare, housing stipend, and modest language training and project-related expenses. Salary support is negotiable, and DGHI leadership can discuss appointment terms in more detail with applicant's Dean or Faculty Chair if requested. See the budget section below for more funding details.
- Dependent airfare: DGHI will cover the cost of one round-trip economy class return trip per member of the household (spouse and legal dependents) if member(s) accompany the faculty member no less than 80% of the duration of the visit.

- Education allowance for K-12 children: may be allowable depending on Duke employee eligibility. Faculty must meet the requirements, which includes long term assignment of a minimum of one year. Please view the following webpage for more information on Duke Education Allowance Policy: <https://hr.duke.edu/policies/international/education-allowance>
- A final progress report within 3 months after returning to Duke. This includes:
 - a. Description of key partnering institutions and individual collaborators and the significance and potential for further collaborations fostered by the partnership;
 - b. Description of research and teaching activities and how these have strengthened DGHI partnership and contributed to the overall mission of DGHI; and
 - c. Description of how the experience has shaped her/his future career plans.
- In addition to a final report, grant submission for NIH K or R award or equivalent at the completion of the Program is encouraged no later than the second submission cycle after the return to Durham. For more information on standard due dates for competing applications, please visit the following webpage: <http://grants.nih.gov/grants/how-to-apply-application-guide/due-dates-and-submission-policies/standard-due-dates.htm>

REQUIRED APPLICATION INFORMATION

Applicants should provide specific goals and outline proposed activities with partners, describing how these goals and activities will meet Program objectives. Collaboration with DGHI is required throughout the program to help identify the strategic objectives that would be the most beneficial for partnership-building. In addition, the application narrative should describe anticipated challenges and potential approaches to meeting those challenges, how the proposed activities will enhance the applicant's career development, and plans for mentorship.

Key Dates

- Letter of Intent Due Date: September 30, 2019
- Application Due Date: November 8, 2019
- Notification of award: November 22, 2019

LETTER OF INTENT

1. No more than three pages to include the following information:
 - a. Summary of project statement, goals and objectives: include proposed length of time overseas (the dates must correspond with the RFP), and proposed location of research
 - b. Proposed outcomes and sustainability
 - c. General description of project funding needs during the stay

Submission Format: Please submit the Letter of Intent via email to sarah.cao@duke.edu with the subject line: "Faculty in Residence Program Letter of Intent" no later than September 30, 2019.

APPLICATION CONTENT

The review committee will contact you after a Letter of Intent has been submitted. If you are invited to continue with the application process, a full application will be due no later than November 8, 2019. Please include the following information and supporting documents and save as one PDF file.

1. Cover page including the following information (1 page):
 - a. Project title
 - b. Name, title, departmental affiliation, mailing address, e-mail address, and telephone number
2. Proposal (3 page maximum – single spaced, 12 point font, 1" margins) including:
 - a. Detailed project statement, including plan for research activities, schedule, and anticipated milestones (not described in letter of intent). Include your existing relationship with your partner(s).
 - b. Identify your plan to strengthen collaboration, address specific challenges, and build capacity

3. Budget:

Funding is intended to provide partial salary support and fringe benefits, economy travel, vaccinations, visa, housing stipend, language training and project-related expenses. Dependent travel and education allowance may be allowable if eligible.

- a. Summarize all estimated project expenses and provide an explanation for each line item proposed in the budget.

Allowable Expenses
Salary / Fringe
Travel (round-trip economy airfare, vaccinations, visa)
Dependent travel, if eligible
Housing stipend
Project expenses and language training
Child education allowance – if eligible, per Duke policy

- b. Unallowable costs include those deemed unallowable by Duke policy. For consultation on the budget, please contact Sarah Cao.
- c. Applicants who receive alternative funding after submission of the application may re-submit the budget.

4. Updated C.V.

5. Two letters of support:

- a. Faculty lead and/or mentor of the Partnership Location if you propose a PPL. The letter should include willingness from both the faculty champion and the partnering site to accept the faculty member, and a willingness from the mentor to help guide the faculty member during duration of the program.
- b. Department Head or Division Chief (If primary DGHl faculty, please request letter of support from Chris Plowe, Director, Duke Global Health Institute).

6. Submission Format: Please submit the Application via email to sarah.cao@duke.edu with the subject line: "Faculty in Residence Program Application" no later than November 8, 2019.

Program Contact

For questions regarding eligibility requirements, budget, program guidelines, or application process, please contact Sarah Cao.