OVERALL MISSION OF THE DFPM HEALTH STUDIES FUND
The mission of the Health Studies Fund (HSF) is to support research conducted by DFPM faculty, staff scientists, and post-doctoral fellows in the context of their career development, to promote effective research teams in DFPM, and to leverage extramural funding.

ELIGIBILITY
With the exception of the F. Marian Bishop Award (see below), all DFPM faculty, staff scientists, and post-doctoral fellows (0.50+ FTE or more in DFPM) are eligible for HSF awards, regardless of appointment type (e.g., post-doc, assistant professor, etc.). A DFPM faculty, staff scientist, or post-doctoral fellow must be the principal investigator (PI) for the award and assume primary responsibility for the execution and completion of the project. Adjunct faculty are not eligible.*

SMALL RESEARCH & SCHOLARSHIP GRANTS
Three mechanisms fall within the Small Research & Scholarship Grants category: The Research Pilot Award ($10,000), the Mentored New Researcher Award ($7,000), and the Scholarship Award ($5,000). The applications deadlines for all three mechanisms are August 1, November 1, and March 1, or the next working day. For each cycle, the goal is to make one award per mechanism (three awards per cycle).

Research Pilot Award
Made three times a year, this award has up to a maximum of $10,000 for each award. Preference is given to those that have a strong likelihood of directly leveraging extramural funding and/or promote collaboration and career development.
Usual application deadlines: August 1, November 1, and March 1, or next working day

Mentored New Researcher Award
The Mentored New Researcher Awards is given out three times a year. Awards are available for up to $7,000 each. The award is open to all DFPM faculty or post-docs who demonstrate potential and interest to develop a research career and who have not received external research funding in the past. Only one award per lifetime is available under this mechanism. The applicant must identify a DFPM experienced faculty researcher mentor (preferably one who has current as extramural funding) for the award. While other collaborators may be involved in the research, the mentor must be DFPM faculty. A minimum of $1,000 of the budget must go to support the mentor (FTE or development).
Usual application deadlines: August 1, November 1, and March 1, or next working day

Scholarship Award
This award is made three times a year for up to $5,000 per award. Projects that have academic value, promote collaboration and career development, but that are unlikely to result directly in substantial extramural funding are appropriate for this award.
Usual application deadlines: August 1, November 1, and March 1, or next working day

To apply for a Small Research & Scholarship Grant (Research Pilot Award, a Mentored New Researcher Award, or a Scholarship Award), send a request letter describing the project, including a project title and a brief budget. The project description should include aims, approach/methods, and a timeline, and at least one specific outcome that the award will have. Examples of appropriate outcomes include: a grant
application submitted, or a manuscript submitted for publication. Please indicate whether other funds or resources will also be used for the project, and, if so, their approximate amount and source. The letter should be a maximum of two pages, with font size 11. Lengthier submission will not be reviewed. References are expected but do not count against the page limit. Appendices will not be reviewed. Electronic submission is required.

*Some exceptions apply; please contact the Acting HSF Chair, Dr. Mia Hashibe, to inquire.

F. MARIAN BISHOP AWARD
This award honors F. Marian Bishop, PhD, MSPH, the second Chair of the Department. This is an annual award for up to $40,000 each. The award is restricted to faculty and has a focus on extramural funding. Usual application deadline: May 15 or next working day
See separate annual call for more details, including different requirements and page limits.

OPEN ACCESS PUBLICATION FEES
Maximum of $1,500 per award toward publication fees of a peer-reviewed publication that is accepted in a journal that is indexed in PubMed or Scopus. Can be applied for at the time of journal submission, but will not be awarded unless article is accepted for publication. First author or senior author must be DFPM faculty, post-doctoral fellow, or trainee. If the eligible author is a postdoc or trainee, then at least one other author must be DFPM faculty. Maximum of one per DFPM first or senior author per academic year.
No deadlines; considered on first-come, first-served basis

REQUIREMENTS
A DFPM faculty, staff scientists, or postdoctoral fellow may serve as a PI on only one HSF award at a time. Any previous HSF award for which the applicant was PI must be completed with an accepted final report and presentation made to DFPM (see below) before the applicant is eligible to be a PI on a new HSF award. Exceptions: (1) Publication fees can be awarded at any time in an academic year. (2) Faculty PIs with another active award may apply for the F. Marian Bishop award. (3) A mentor on a mentored research award is not excluded from being PI on a different award.

Deadlines for each type of award are as noted above, and may be adjusted as needed, pending availability of funds. Funding announcements are made about 3 weeks after each deadline. Off-cycle submissions are highly discouraged and will only be considered for compelling unforeseen opportunities that require action prior to regular deadline.

Budgetary Guidelines. Applicants are encouraged to request only the funds needed (i.e., less than the maximum), whenever feasible, so that more awards can be given.

For any award, the maximum support for research-related travel by DFPM faculty or students is $1,000 domestic and $2,000 international, with a preference for cost sharing. Travel to a meeting should have a clear objective, such as a research-related presentation. Proposals for travel only are not acceptable.

IRB. The request letter may be submitted before IRB approval is obtained, but proof of IRB approval or exemption will be required before funds are disbursed.

Reporting Requirements. The final written report for all awards (except the open access publication) should use the HSF outcomes form, and is due within 2 months of project completion. It should describe
the progress and the outcome of the project, including the accomplishment of the specific outcome(s) designated in advance. In extenuating circumstances, alternate timelines or outcomes should be approved in advance with the HSF director. Please note especially the submission of manuscripts and related grant applications.

For the open access publication award, the final report is the copy of the published paper. If there is no published paper, the award funds must be returned.

For all awards (except the open access publication), it is required that the result of the project be presented to the DFPM faculty as a poster or oral presentation. This will be done at an annual scholarship meeting, a faculty meeting, a department-wide research meeting, or another suitable venue.

**Award Recognition.** The award should formally be recognized in all presentations and publications resulting from the award. This includes presentations, posters, or manuscripts. For example, “This study was supported (in part) by the Health Studies Fund, Department of Family & Preventive Medicine, University of Utah.”

**Review Process.** Proposals are reviewed and prioritized by the Health Studies Advisory Committee, a subcommittee of the department Research and Scholarship Committee. The committee scores the proposals individually, and the mean score will be used to prioritize all proposals within the funding cycle. Members of the committees do not review any proposal submitted for which they are the PI or co-Investigator. Proposals will be funded in order of priority, according to the available funds. The HSF reserves the right to not fund proposals that do not meet a minimum standard of quality, even if the funds are available.

Members of the 2021-22 Health Studies Advisory Committee are Drs. Rod Handy (Physician Assistant Studies), Mia Hashibe (Public Health), Rachael Jones (Occupational and Environmental Health), Dominik Ose (Family Medicine), and Melanie Steiner-Sherwood (Central Admin).

**Review Criteria.** The following criteria are used for ranking/rating proposals. Fulfilment of all criteria is not required for any given proposal, but fulfillment of multiple criteria will improve a proposal’s priority score. *Italicized criteria are not required for the Scholarship Award.*

- *Assistance to PI to compete effectively for external research funding, especially federal funding*
- *Contribution to building research collaboration for future work*
- Contribution to the scholarly career trajectory of the PI
- Quality of design and methods
- Relevance to DFPM research areas
- Feasibility
- Reasonable and conservative budget
- Availability of other resources to help complete the project, where needed
- Involvement of multiple DFPM faculty and divisions
- Involvement of DFPM students or residents (including students in medicine, public health, physician assistant, master of statistics, industrial hygiene, or residents in occupational medicine or family medicine)

In the event that a proposal is not funded, brief written feedback from the HSF Advisory Committee will
be given to the applicant, who then has the option to apply again in the following funding cycle.

Send all applications, reports, or queries to Dr. Mia Hashibe, Acting Health Studies Fund Director, mia.hashibe@utah.edu, and Dr. Melanie Steiner-Sherwood, Director, Research & Scholarship, m.steiner.sherwood@utah.edu.

Updated September 20, 2021