EMERGING INVESTIGATOR FAQ

<u>Eligibility</u>

1. **What is the definition of an Emerging Investigator?**
   CYSHCNet Young Investigators are defined as:
   - Faculty members who are no more than 5 years out from completion of all training as of the date proposals are due (fellowship or post-doc)
   - Fellows
   - Residents
   - Experienced investigators who are new to the field

2. **Who can apply?**
   Only applicants from the following CYSHCNet member institutions are eligible to apply. Those institutions are:
   - UCLA Mattel Children's Hospital
   - Mass General Hospital
   - American Family Hospital, Wisconsin
   - Oishei Children's Hospital
   - Monroe Carell Jr. Children's Hospital at Vanderbilt
   - Lurie Children's Hospital
   - Children's Hospital Colorado
   - Children's Memorial Hermann Hospital

3. **Does the Emerging Investigators Program accept applications from others who are not physicians?**
   Yes.
4. **Can two applicants from the same institution submit proposals to the Emerging Investigators Program?**
   Yes, however, only one proposal from each institution will be considered for the award.
5. **Can previous awardees apply?**
   No, but previous applicants who are still eligible are encouraged to reapply.

<u>Proposals & Application Process</u>

1. **How do I log into the application?**
   The application is accessible on the CYSHCNet web site. No log-in is necessary.
2. **Should checklists be submitted with the initial and full proposals?**
   No, your application checklist is intended to assure you prepare all necessary materials and should not be submitted.
3. **What is the Participation Statement?**
   The participation statement is included on the bottom of the Cover Page to be submitted with your proposal. Should an applicant receive funding through the Emerging Investigators Program, they must commit to attending any conference calls or in-person meetings as part of their chosen funding path.

4. **Where do I send my proposal?**
   Please submit all materials through the online application.
5. **What format should I use for my biosketch?**
   The biosketch should use the standard NIH biosketch form and may not exceed five pages. Instructions for completing the biosketch form can be found [here](). The NIH biosketch includes a Personal Statement. As part of this statement, please describe how the proposal relates to and will help to facilitate the investigator's career path for this purpose as it relates to the proposed research agenda. Please include a biosketch for both the applicant and primary mentor.

Mentors

1. **Will a mentor be assigned to me or do I find my own mentor?**
   Both. You should have a mentor from your institution. The Network will also pair you with a mentor who is a content expert in your field.

Budget

1. **Is travel to a regional or national conference required?**
   You are required to submit an abstract to a conference. If it is accepted, the Network will fund up to $1,500 of travel expenses for you. These funds include conference registration and are part (10%) of your total award. Funds may also be applied for your family partner's travel.
2. **My institution requires that I include indirect costs. Is this acceptable?**
   Indirect costs will be negotiated with the institution.
3. **Can I include myself or my mentor in the budget to cover time spent on the project?**
   Neither an applicant nor mentor may have effort.
4. **Can I include funds for a statistician in my budget?**
   Yes, direct costs for statisticians are acceptable, as long as they are properly justified in the submitted proposal.

Transferring Institutions

1. **I am transferring institutions. What is the process for transferring my award funds**
   Please notify the CYSHCNET of institutional changes via written notice on institutional letterhead. Include your name, contact information, project title, funding track, and the contact information of the administrator handling your award funds at your current institution. Any unused funds at your current institution should be returned via check to the CYSHCNET Central Office by mail:

   The written notice may be sent by email to Charlene.Shelton@UCDenver.edu

   CYSHCNET will disburse your remaining award funds after receipt of payment information for your new institution. Please note this may take a couple of months pending your institution's internal processes.
2. **Mentorship relationship** after transfer should be verified: will you keep the same mentor? What level of commitment will s/he be able to provide? If you secure a new mentor, s/he should send a letter with information on the level of commitment to the project that s/he is able to provide.

Family/Caregiver Involvement

1. **How should I involve families/caregivers in my study?**
   Families/caregivers of CYSHCN should be involved in a meaningful way. They should have the opportunity to participate in the design of the study, if possible, or they should be consulted about the project. Having families/caregivers as respondents only is not sufficient. Specific questions about how to involve families/caregivers should be directed to the Network.

Publication and Data

1. **Am I required to share data with the Network?**
   No. The Network is currently not a data repository.
2. **How will findings be disseminated?**
   At least one paper submission to a peer-reviewed journal is expected. Findings may also be posted on the Network's website and/or other social media platforms. The PI is expected to translate findings into non-technical language that is accessible to the broader community of stakeholders, for publication on the Network's website. We will also ask for a short narrative to put on website.
3. **Are reports due to the Network?**
   Yes. Since the Network is funded by the Maternal Child Health Bureau, reports are required. A form will be sent to the PI by the Network Program Manager with complete instructions and due dates.