



**BROWN**  
PHYSICIANS, INC.

**2022 BPI Minority Faculty Career Development Award**

**Request for Proposal**

**Application Deadline**

**JUNE 6, 2022**

## **BPI Minority Faculty Career Development Award**

*Sponsored by Brown Dermatology, Brown Emergency Medicine, Brown Medicine, Brown Neurology, Brown Surgical Associates, Brown Urology and The Alpert Medical School of Brown University*

### **Description**

The Minority Faculty Career Development Award is a \$100,000 award given to an academician, dispersed over a four-year period. It was designed in conjunction with the BPI Diversity Committee as part of a recruitment and retention program to support underrepresented junior faculty, who are currently employed by one of the six foundations that comprise Brown Physicians Incorporated.

### **Eligibility Requirements**

The applicant must:

- Be a member of a group underrepresented in medicine (URM)\*
- Hold a primary appointment at WAMS
- Hold professional full-time appointment at one of the six BPI foundations (at least 0.8 FTE)
- Be within a First faculty position at WAMS; early career faculty and assistant professors are preferred
- Hold an MD, DO, MD/PhD
- Pursue a career in academic medicine

Preference will be given to applicants that have direct interactions with medical students

### **Mechanism of Support**

This award is a mentored career development award. Planning, direction, and execution of the Career Development Plan will be the responsibility of the applicant and the mentor on behalf of the applicant's foundation. The award period is four years and is not renewable.

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\*Underrepresented in medicine means those racial and ethnic populations that are underrepresented in the medical profession relative to their numbers in the general population. Defined as African American/Black, Alaskan/Hawaiian Native, Hispanic American, and Native American.

### **Application Procedures**

The essential elements of the application are an individualized, thoughtful career development plan; a committed and capable mentor; and a commitment on the part of the applicant's foundation and BPI to support this endeavor.

There are four sections to the application:

1. From the applicant:
  - a. Curriculum Vitae
  - b. Personal Statement
  - c. Career Development Plan
  - d. Brief statement highlighting interactions and planned interactions with medical students
2. From the applicant's mentor:
  - a. Biographical Sketch
  - b. Mentor Statement
3. From the Foundation that employs the applicant:
  - a. Letter of Recommendation/Nomination from the Foundation Chair
4. From a Faculty Member from any of the foundations that comprise BPI:
  - b. Letter of Recommendation (recommendation can be from outside the Foundations or from a previous institution if the applicant is new to WAMS)
  - c. Up to 3 letters of recommendation from foundation colleagues or other colleagues/ collaborators allowed

## **Application Details**

**All the required application documents must be submitted as one PDF file no later than June 6, 2022 to [jennifer.hyde@brownphysicians.org](mailto:jennifer.hyde@brownphysicians.org).**

Candidates will be notified when the complete application has been received.

The anticipated start date will be October 1, 2022.

### Applicant Personal Statement

The applicant's statement should clearly highlight the motivating factors for their strong interest in pursuing a career in academic medicine. Included should be those ideas, theories and concepts that have been important in the applicant's career development to date and how these relate to what is being proposed in the application. The applicant should provide an overview of clinical, research and teaching experience to date. In addition, this section should include a review of applicant's short-term and long-term career goals.

### Career Development Plan

The Career Development Plan must provide strong evidence of the applicant's commitment to the pursuit of a career in academic medicine. It should contain a description of specific career development activities; a statement of the knowledge and skills that the applicant proposes to acquire or enhance during the award period; and the proposed activities and arrangements for accomplishing these goals. The plan should detail what will be learned, how and where the learning activities will take place and why it is important for the applicant's career development. There should be a realistic timeframe provided for meeting the goal outlined.

### Mentor's Statement and Biographical Sketch

The mentor must be a recognized, well-established, active clinician/investigator/educator in the applicant's proposed practice/research/teaching/community engagement area. In addition to providing a biographical sketch, the mentor must document successful experience in the guidance of inexperienced clinicians/investigators/educators. The mentor must also document that they are prepared to personally supervise the applicant's project and assist with the career development activities. The mentor should possess adequate knowledge and authority within the academic medical center setting to assist the applicant in taking full advantage of available resources. The application must describe the specific role of the mentor and identify the proposed commitment of effort to assist the applicant in completing the goals outlined in the development plan.

Applicants may choose more than one mentor; particularly if multiple mentors complement the technical and developmental aspects of mentorship. If there is more than one mentor, the applicant should outline the reasons in their personal statement and each of the mentors must submit a Biographical Sketch and a Mentor Statement. The Primary mentor must be in one of the six foundations that comprise BPI. The primary mentor should be available locally; the secondary mentor does not have to be employed by a BPI Foundation nor be local. The typed name, signature and contact information for the mentor should be placed at the end of the Mentor Statement. Mentors are not funded for their role in these awards.

### Letter of Nomination and Support from the Foundation Chair

This letter should provide verification of the applicant's faculty appointment during the duration of the award. The level (e.g., instructor, assistant professor) and anticipated effective date of this appointment (if not already active) must be provided. The faculty appointment should not be contingent upon receipt of this award.

The Chair's letter should document a strong clinical/research/education career related to the applicant's area of interest. This letter should also include resources within the applicant's home Foundation that would be made available to the applicant in aid of reaching the goals laid out in the career development plan. If applicable, this section should include a description of the applicant's current teaching load, committee, and administrative assignments, and clinical or other professional activities and how those might be adjusted to accommodate the activities associated with this award.

### Letters of Recommendation

Two letters of recommendation are required in addition to the Foundation Chair's letter; up to three can be provided. These letters should be from faculty members or other colleagues/collaborators who are familiar with the applicant and their academic potential and accomplishments.

## **Terms and Conditions**

### Award Duration

This is a one-time, non-renewable award disbursed in annual installments of \$25,000 for four years. In the event an award recipient does not complete the 4 full year of continued full-time employment, the recipient forfeits the remainder of the award.

### Award Allocation

The full amount of the award is \$100,000 and is disbursed in annual installments of \$25,000 for 4 years beginning in October 2022. The award recipient must remain a full-time employee in one of the six foundations that comprise BPI in order to receive the full amount of the award.

Seventy-five percent (\$75,000) of award funds are unrestricted and may be used at the applicant's discretion for personal use (e.g. repayment of educational loans, mortgage payments, childcare, tuition) or career development activities. Please note that funds disbursed for personal use are taxable. Twenty-five percent (\$25,000) of award funds must be used for career development purposes (e.g. computer software/hardware, laboratory supplies, support for a research assistant, conference registration fees, faculty development programs, etc.).

### Special Leave

Subject to BPI policy applicable to all employees regardless of source of funds, a leave of absence may be arranged. Prior written approval from the Foundation Chair is required for leave in excess of three months. The award termination date may be adjusted to allow for a full term of support.

### Early Termination or Change of Institution

Upon early award termination, the Foundation Chair and the Executive Director of BPI must be notified in writing as early as possible. In consultation with BPI BOD, the award may be discontinued upon determination that the purpose or terms of the award are not being fulfilled or cannot continue to be fulfilled. In the event of award termination, the applicant will be notified in writing of this determination, the reasons, the effective date and the right to appeal the decision.

This award is not transferrable to another individual and may not be transferred to another institution.

## **Progress Reports**

Progress reports must be submitted two months prior to the beginning of the next budget period to **bpi.administration@brownphysicians.org**

Progress reports should outline advancements made during the past year toward achieving professional development goals and state plans for the upcoming year. Please list all successes and challenges you experienced in relation to your work, interaction with your mentor, and support received from your foundation and BPI.

### **Review Considerations**

Applications will be reviewed for the applicant's potential to develop into a productive clinician/researcher/educator. Reviewers will consider: (1) the qualifications of the applicant, including the suitability of the applicant relative to the eligibility criteria and purposes of this award, (2) the soundness of the proposed Career Development Plan, and (3) the mentor and the Foundation environment, including the Chair's commitment to the applicant's career. The following review criteria apply to all applicants:

#### Qualifications of the Applicant

Generally, it is understood that applicants for this award will differ from one another in the extent of their prior clinical/research/education training and experience. Thus, the potential of the applicant to become a highly skilled and productive clinician/researcher/educator is of paramount importance. This potential must be judged in the context of the nature and extent of the applicant's training and experience. The following will be considered:

- Commitment to a clinical/research/teaching career
- Suitability of this program as the mechanism for accomplishing career development goals
- Quality and breadth of prior clinical/research/education training and experience

#### Career Development Plan

- Likelihood that the plan will contribute substantially to the clinical/research/teaching development of the applicant
- Clarity of the goals and scope of the plan, explanation of the need for experience
- Appropriateness of specific developmental, individualized and supervised training experiences, and of any proposed advisors other than the principal mentor
- Appropriateness of the proposed time frame for achieving outlined goals

#### Mentor

- Appropriateness of mentor's qualifications
- Quality and extent of mentor's proposed role in providing guidance and advice to the applicant
- Previous experience in fostering the development of clinicians/researchers/educators

Institutional Environment and Commitment

- Primary Foundation's commitment to the professional career development of the applicant and assurances that the Foundation intends the candidate to be an integral part of the foundation
- Adequacy of clinical practice, research facilities and medical education teaching opportunities
- Quality of environment for professional development
- Foundation's commitment to the appropriate weighting of clinical, research, teaching, and administrative responsibilities

Review Process

- Applications will be reviewed by a Committee comprised of senior faculty and members of the Diversity Committee.
- Final selection of the awardees will be made by the BPI Board of Directors

**Questions regarding this request for proposal should be directed to  
[Jennifer.hyde@brownphysicians.org](mailto:Jennifer.hyde@brownphysicians.org)**



**2022 BPI Minority Faculty Career Development Award  
Application Checklist**

✓	SECTION	PAGE LIMIT
	Applicant Curriculum Vitae	4
	Applicant Personal Statement	2
	Career Development Plan	2
	Interactions with Medical Students	1
	Mentor Biographical Sketch	2
	Mentor Statement	2
	Chair's Letter	2
	TOTAL	15
	2 Letters of Recommendation	No page limit and not included in total