The Hitchcock Foundation

One Medical Center Drive

Lebanon, NH 03756

*Supporting Research and Education since 1946*

The Hitchcock Foundation Policy and Guidelines

for the

Schumann Fellowship

Helmut Wolfgang Schumann served as a Hitchcock Foundation Trustee for nine years. During these years, he was a major force in the development of the Foundation’s programs and in the management of its resources.

Mr. Schumann believed strongly that a commitment to the concept of healthful living — what we all should do to stay well — rather than to the remedial aspects of medicine should be a major focus in the practice of medicine. He felt many of today's medical problems could be eliminated or made manageable by adopting more aggressive healthful living strategies.

To this end, in alignment with the **Hitchcock Foundation’s mission** "to aid and advance the study and investigation of human ailments and injuries, and the causes, prevention, relief, and cure thereof, and the study and investigation of problems of hygiene, health and public welfare, and the promotion of medical, surgical and scientific learning, skill, education and investigation, and to engage in and conduct and to aid and assist in medical, surgical and scientific research in the broadest sense,” the **Helmut Schumann Special Fellow** grant was created.

In Helmut’s vision, the Special Fellow is a physician who feels the need to broaden his or her experience in the practice of medicine and a person who wishes to find new and more effective ways to help patients to stay well or become well again, to live better and longer lives, and to be happier human beings.

I. General Information

 A. Scope:

The Hitchcock Foundation accepts applications from Dartmouth Health clinicians wanting to broaden their experience in the practice of medicine by finding new and more effective ways to help patients stay well or become well again. The Helmut Schumann Fellowship is thought of not as an endowment of medical research, but rather as a means or incentive for the mature clinician to learn about existing strategies for promoting healthful lifestyles and to develop new ones. It should be construed as an opportunity for career development.

The main goals of this funding mechanism are to:

* Inspire the clinician to see the healthy human being as a harmoniously functioning person, with mind and body forming a powerful living union;
* Allow the clinician to study in areas not ordinarily considered the domain of medicine;
* Encourage the clinician to become a counselor and educator in matters of healthful living, guiding patients to assume more responsibility for their own health while making meaningful changes in lifestyle along the way.

 B. Applicant Eligibility:

Individuals meeting the following criteria are eligible to apply:

* Full-time Dartmouth Health practicing clinician (MD, DO or PhD with clinical responsibilities)
* Faculty appointment at the Associate Professor or Professor level
* Distinguished teacher and/or researcher

The Review Committee, in consultation with the Hitchcock Foundation’s executive director, has the authority to make the final determination regarding the eligibility of an applicant (also referred to as the principal investigator or PI).

 C. Proposal Eligibility:

The proposed project matches the scope of the program as described above and conforms to the submission guidelines.

The applicant is eligible to serve as the PI.

Proposals seeking operational support and/or support for existing programs are not eligible for this grant.

Proposals seeking a new award to continue a previously approved proposal are not eligible for this grant.

Proposals seeking funding for a project or research costs already incurred are not eligible for this grant.

The Review Committee, in consultation with the Hitchcock Foundation’s executive director, has the authority to make the final determination regarding the eligibility of a proposal.

 D. Priorities for Funding:

The Hitchcock Foundation is interested in funding proposals that will allow the clinician to study in areas not ordinarily considered the domain of medicine in order to develop programs for patients or to create teaching strategies in healthful living for health professionals and patients. Topics of study may include psychology, modern nutrition, exercise programs, hygiene, behavioral science, social science and geriatrics, to name a few.

We are particularly interested in topics that will encourage patients to take responsibility for setting and achieving health goals.

E. Deadlines:

There is one Schumann Fellowship Grant cycles every two years. Current deadlines are available on the Hitchcock Foundation website.

Applications must be emailed as a single PDF to:

Tracy.L.Ostler@Hitchcock.org with a copy to Karen.E.Jones@Hitchcock.org and received no later than 12:00 noon on the deadline date. 12:00:01 is considered late.

**No late applications will be considered.**

Applicants will usually be notified of the Trustees' decision within 12 weeks of the submission deadline.

 F. Awards:

 The Fellowship will provide up to $50,000 which can be used for a period of up to two years ($25,000 per year).

 The nature and duration of the Fellowship may be structured to meet individual and department needs.

 Disbursement of second- year funding is contingent upon demonstration of adequate progress.

 Proposal budgets must be detailed, justified and conform to the allowable and unallowable costs outlined in the Budget Conditions.

Work proposed should be appropriate in scope to the budget and the two-year period of the award. Although discouraged, requests for a no-cost extension should be sent to the Hitchcock Foundation Executive Director.

Schumann Fellowships are not renewable.

II. Terms and Conditions

A. In accepting a Schumann Fellowship Grant, the PI accepts responsibility for using funds for the purpose set forth in the application. Prior approval is required for changes that materially alter the scope, methods, or objectives of the original grant. Proposed revisions should be sent to the Hitchcock Foundation Executive Director.

B. If the PI relinquishes or expects to relinquish direction of the project, the Hitchcock Foundation must be notified immediately. The grantee may request that the grant be terminated, in which case a terminal progress report and expenditure report must be submitted within 30 days. Following a termination request, further expenditures may not be made without prior approval from the Foundation.

C. Hitchcock Foundation Fellowship grants shall not be transferred to outside entities.

D. Title to equipment purchased under Hitchcock Foundation grants shall vest in the PI’s department/section.

E. If copyrightable material or a patentable invention developed with the support of a Hitchcock Foundation grant produces income, the Hitchcock Foundation shall receive revenue in proportion to its contribution to the development of the material or invention.  The level of the Hitchcock Foundation participation shall be consistent with Dartmouth Health and Dartmouth College policies and will be negotiated in good faith among the parties.

F. **Warm Blooded Animals**: No funds from this award may be used for activities involving animals.

G. **Human Subjects**: If the project involves human subjects, written approval from the Institutional Review Board (IRB) is required before funds will be released.

 It is not necessary to submit the protocol to the IRB prior to the submission of the application. However, the Hitchcock Foundation strongly encourages the PI to engage with the IRB early in the process.

 *Please note: The IRB, not the PI, is responsible for determining whether the project meets the definition of human subject research requiring IRB review.*

 If approval is suspended or revoked during the course of the study, the Hitchcock Foundation must be notified immediately. Failure to do so will result in termination of the study and prohibition from receiving further funding from the Hitchcock Foundation.

H. **Protected Health Information**: If the project involves protected health information, please review the Research Data Handbook and contact the Dartmouth Health SYNERGY Informatics group for additional information and/or assistance.

I. **Conflict of Interest disclosure for Hitchcock Foundation proposals**:If the proposal is funded, awardees must submit a conflict of interest disclosure pertaining to the proposal via the DH COI system.

J. In the event that the grantee breaches any of the ABOVE conditions, the Hitchcock Foundation reserves the right to discontinue payment of the grant and to require the grantee to REpay any funds expended in contravention of conditions outlined in this policy.

III. Budget

1. The budget shall not exceed $50,000.
2. Grant funds may be budgeted and used for direct costs to support the project including the following:
	1. Costs of studies at an appropriate center of learning / Tuition and text books
	2. Travel to a center of learning
	3. Housing while studying at the center of learning
	4. Purchase of equipment (title to vest with PI’s department/section)
	5. Supplies
	6. Software purchase or software license for the term of the project
	7. Other specifically authorized direct expenses as may be essential to carry out the project
3. Grant funds may not be used for the following:
	1. Indirect costs
	2. Salaries
	3. Stipends or tuition remission of graduate students. This award shall not be used as a training grant
	4. Computer hardware
	5. Living expenses other than housing
	6. Publication costs
	7. Public information programs
	8. Books and publications
4. It is expected that distribution of costs between categories of expenditures will follow the budget included in the approved application. Transfers between categories must be approved by the Hitchcock Foundation prior to implementation.
5. Project expenses must be incurred within the established project timeframe unless an extension is granted.
6. Unexpended funds shall be returned to the Hitchcock Foundation.

IV. Payment Procedures

 The Hitchcock Foundation will provide a grant account for expenses under this award. Funds will be maintained within the Hitchcock Foundation and expenses paid as they are incurred.

 Requests for payment must align with the approved budget, include the principal investigator’s name, Hitchcock Foundation account number and itemized receipts and/or detailed back-up documentation. The Hitchcock Foundation will not process accounts payable requests without itemized back-up.

V. Publications and Publicity

 Investigators are encouraged to make the results of the project available to the scientific and/or medical communities and to notify the Foundation of publications resulting from or related to their grants. Acknowledgment of Foundation support should be made when findings are reported to scientific audiences or scientific journals or when publicity is given to a project.

VI. Limitations

1. Amount of funds awarded will not exceed $50,000.

 B. Proposals that require funding from both the Hitchcock Foundation and an additional source will be accepted but evidence of supplemental support should accompany the application. Funding received from all sources may not exceed 100 percent of budget.

VII. Final Report

 The PI will present their project and findings to the Hitchcock Foundation Board of Trustees.

 In addition to the presentation, the PI provide a written summary of the project that includes: 1) lay summary; 2) methods; 3) outcomes; and 4) a certification signed by the PI and his/her department chair indicating whether the time, effort and resources described in the funded application were actually committed to the project. If time and resources were not devoted to the project as planned in the application, please describe the deviations and why they occurred.

 The project summary and budget certification are due within 60 days of the end of the project.

VIII. Proposal Application Protocol

1. Applications should be single-spaced using at least 10-point font. The entire application and appendices must be saved and submitted as a single pdf document. Be sure to define acronyms and abbreviations. Medical terms and jargon that may not be recognized outside of your specialty should also be defined. A Glossary is not required, but one may be included at the end of the Reference section.

Applications should adhere to the following outline:

1. **Lay Summary**. A clear and concise description of the proposal in lay language. The Lay Summary should include the problem to be studied, the methods to be employed, the expected outcomes and their potential impact on the problem being studied.

Write this section with non‐scientific reviewers in mind. It should contain enough essential information and be clear enough to enable a non-scientific reviewer to review and score the proposal.

Lay Language means simple, non-technical terms that anyone can understand. Avoid using jargon and complicated medical and scientific terminology. Be sure to define acronyms and abbreviations.

*The Lay Summary should not exceed one page.*

1. **Applicant**. Introduce the applicant and provide a description of their commitment to primary prevention and health promotion, highlighting past teaching or research in this area. Provide a description of the applicant’s immediate and long-term goals, explaining how the award will contribute to their attainment.

*The Applicant section should not exceed two pages.*

1. **Proposal Plan**.

This section should include:

* A brief description of the proposal and its relevance to primary prevention and health promotion.
* An introduction to the problem that includes a concise review of the pertinent literature, a clear statement of specific aims and measurable objectives of the proposal. Any relevant preliminary work by the applicant should be discussed here.
* A detailed description of the applicant’s strategy to advance their knowledge in the proposed area and develop a program in healthful living for patients or teaching initiatives for health professionals and patients.

Projects involving human subjects or protected health information (PHI) should also discuss the methods to protect the subjects and safeguard the PHI, along with information pertaining to the IRB review status.

Work proposed should be appropriate in scope to the budget and the two-year period of the award.

Include a timeline outlining the project’s milestones.

*The Proposal Plan section should not exceed five pages.*

1. **References**. Include references as appropriate. You may also add a Glossary to the end of this section.
2. **Letters of Support**. Please provide a letter of support from the chairman of the department in which you will be working during the period of the fellowship.

Please also provide at least one letter of support from colleague(s) attesting to the applicant’s understanding and commitment to primary prevention and health promotion.

1. **Budget and Budget Justification**. Review the Budget information in Section III of this document, and provide a line-item budget, in table format, showing the category, payee, item, amount, quantity, and total costs for each section.

*Budget Example:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **Payee** | **Item** | **Quantity** | **Amount** | **Total** |
| Education | XYZ Academy | Tuition | 1 | $2,000 | $2,000 |
| Travel  |  | Airfare to XYZ Academy | 1 | $450 | $450 |

Budget Justification. The justification serves as the rationale for the project’s costs. Budget items should be based on real costs. If you have quotes, they may be included in the justification. Provide cost detail and describe the importance of each item to the overall project. If applicable, indicate the source and amount of any operational support, matching funds or sabbatical leave available to the applicant.

NOTE: It is the responsibility of the principal investigator to secure the most favorable prices for items included in the proposal.

*The Budget and Budget Justification section should not exceed two pages.*

1. **Other Funding Sources**. If applicable, name other funding sources approached for this application.

In this section, please also describe any direct or potential clinical applications resulting from this proposal and any plans to submit applications to other funding agencies based upon work done under this proposal.

1. **CVs**. Include the applicant’s CVs in the **NIH Biosketch format**.

*Limit the Biosketch to five (5) pages. Please limit publications to the past 5 years.*

1. All applications must be signed by the applicant and the appropriate department chair.
2. The cover page must be the first page of the application. If you’re including a cover letter, it should go under the cover page.

The entire application (including Biosketches and letters of support) should be formatted into one pdf document and must be submitted by email to Tracy.L.Ostler@Hitchcock.org with a copy to Karen.E.Jones@Hitchcock.org and received by 12:00 noon on the deadline date.

 D. **Applications received after 12:00 noon and applications not following the guidelines outlined above will not be considered.**