



# **2024 Diversity Research Supplement Award Applicant Instructions**

March 2024

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*Shaping the Future of Dermatology*



# 2024 Diversity Research Supplement Award

The Dermatology Foundation is pleased to once again offer an award developed to enhance diversity in the field of dermatology and the specialty’s academic workforce — the Diversity Research Supplement Award (DRSA).

## Description

The DRSA is available to current and former recipients of DF Career Development Awards to supplement their efforts on **existing research projects**. Each award is to be used to support the in-depth participation of a medical student — identified as belonging to a group that is under-represented in biomedical research — in the completion of a defined **full-time** research plan. The medical student’s participation may span six (6) to twelve (12) weeks continuously. Applications are accepted twice annually to allow for flexibility in scheduling the project.

## Award Details

### 1. Award Amount

The Diversity Research Supplement Award provides \$5,000 for direct expenses associated with the participation of a medical student in a research project. Expenses may include, but are not limited to, travel, lodging, and a salary stipend for the student. Award funds may not be used for indirect expenses and are payable to the applicant’s (i.e., mentor’s) institution.

Award payments will be made in two installments. An initial payment of \$4,000 is made to the recipient’s institution at the start of the award period. The remaining \$1,000 is payable upon receipt of the medical student’s summary of their research experience, following the end of the award period, and the institution’s financial reconciliation.

### 2. Application and Funding Dates

The number of awards provided by the DF will be based on available funding. To ensure consideration, a complete application package must be received by the Foundation on or before the following deadlines. Applications are accepted twice annually.

	Application Deadline	Funding Effective
Spring Cycle	May 1	June 1 or later
Fall Cycle	November 1	January 1 or later

### 3. Eligibility Requirements:

- a. The Diversity Research Supplement Award is available to a current or former DF Career Development Awardee who meets the following two requirements:
  - Is a **current** Career Development Awardee OR is the recipient of a **year 1** Career Development Award that began from **2014 to 2023**,
  - AND
  - Is a **faculty member in a department of dermatology** that is ACGME-approved for residency training.
- b. Applicants (project mentors) are responsible for recruiting an interested medical student who meets **all** the following eligibility requirements:
  - **Is a full-time student** belonging to one or more groups considered to be underrepresented in biomedical research including, but not limited to:
    - Specific racial or ethnic minority groups,
    - Sexual or gender minority groups, or
    - Other disadvantaged groups
  - **Is pursuing an MD or DO** degree at an accredited U.S. medical/osteopathic school.
  - Is in **good standing** at their academic institution.
  - Will be able to complete the research plan **PRIOR to graduation**.

### Who is Considered to be Underrepresented?

The DF uses the following National Institutes of Health (NIH) definitions of underrepresented minority groups to determine a medical student's eligibility for participation in the Diversity Research Supplement Award Program.

- Racial and ethnic groups such as Black or African American, Hispanic or Latinx, American Indian or Alaska Native, Native Hawaiian, and other Pacific Islander (*For additional details, see NIH notice number NOT-OD-20-031.*)
- Sexual and gender minority populations including, but not limited to, individuals who identify as lesbian, gay, bisexual, asexual, transgender, Two-Spirit, queer, and/or intersex, individuals with same-sex or -gender attractions or behaviors and those with a difference in sex development are also included (*For additional details, see notice number NIH NOT-OD-19-139.*)
- Individuals from disadvantaged backgrounds, defined as those who meet 2 of 7 criteria defined by the NIH including past/current homelessness, foster care history, and other specific criteria. (*For additional details, see notice number NIH NOT-OD-19-139.*)

## Application Instructions

As the project mentor, you will need to assemble and submit the information listed in the table below to apply for a supplement award. To submit your application, visit the Dermatology Foundation's application portal and apply online ([click here](#)).

As a starting point, you must identify an interested and eligible medical student and ask them to complete and return a copy of the [Medical Student Eligibility Form](#) to you. Review the form to verify eligibility and submit a copy to the DF as part of your application.

Applications are accepted via the portal until 11:59 p.m. on each due date noted below.

Questions may be directed to [dfrap@dermatologyfoundation.org](mailto:dfrap@dermatologyfoundation.org) or 847-328-2256.

Application Information	Description
<input type="checkbox"/> 1. Applicant & Institution Information	Current contact information for you, your Department Chair, and Fiscal Officer
<input type="checkbox"/> 2. Medical Student Info	Contact information Completed Medical Student Eligibility Form Profile information needed to confirm eligibility
<input type="checkbox"/> 3. Research Project	Description of the research project the medical student will be working on, and an overview of your mentoring/ supervisory role (50-200 words). The project description should include specific aims, background, location, & all sources of funding
<input type="checkbox"/> 4. Weekly Schedule	Identify the start and end date of the project (within 12 months of the spring or fall application deadline)  Provide a description of the weekly schedule planned for the medical student's full-time involvement
<input type="checkbox"/> 5. Budget	Identify a simple budget breakdown identifying how the \$5,000 will be utilized Limit your budget to five (5) line items
<input type="checkbox"/> 6. IRB Approval (pdf)	Proof of IRB review, if required (attach approval/exemption)
<input type="checkbox"/> 7. Letter of Good Standing & Certification (pdf)	Letter of good standing from the student's institution (registrar or other administrative office) Letter should include: 1. student's date of matriculation; 2. expected date of graduation; 3. certification that the student has the protected time to complete the project as scheduled

Application Information ( <i>cont.</i> )	Description ( <i>cont.</i> )
<input type="checkbox"/> 8. Letter of Support from Applicant's Chair (pdf)	Letter of support from your Dermatology Department/ Division Chair which describes your role and qualifications as a mentor
<input type="checkbox"/> 9. Applicant Biosketch (pdf)	Attach a current copy of your biosketch in the NIH format.
<input type="checkbox"/> 10. Medical Student CV (pdf)	Provide a current copy of the medical student's CV.
<input type="checkbox"/> 11. Short Project Summary (pdf)	Briefly describe your project for use in the DF's printed award announcements. Do not exceed 50 words. Place your name and institution in the top right corner.
<b>Application Deadlines: May 1, 2024 (Spring Cycle) or November 1, 2024 (Fall Cycle)</b>	