

Department Chair Letter of Support Overview and Guidance

Your faculty member is applying to the Emerging Physician Scientist Faculty Fellowship. This program aims to provide early career or transitioning physician scientists with an opportunity to gain experience and mentorship in translational research, with a clear path to extramural grant support. Key components will include education and training, along with provision of pilot project funding. Each of these elements is intended to inform a successful extramural grant application ready for submission by end of the 15 month program.

The following language is required for the Letter of Support. This is to ensure going into the application process that the colleagues and leaders in an individual's department have discussed the impact on other commitments and reached an agreement that this project and program, if selected, will have every opportunity for reaching a successful conclusion.

Required language and table:

Required language: I understand that the program will require Dr. XXXXXXXX be permitted time to complete required elements. Some of that time may be purchased through the grant (no more than 5% of faculty salary, up to the NIH Salary cap), and the department/division/medical group agrees that the individual will have their productivity targets (i.e. wRVU targets) adjusted accordingly with their time, as mutually agreed upon with the submission of Dr. XXXXXXXX's application (see notes below). It is expected that these targets would be reduced to match the percent of funded effort, no more than 5%."

The table below is a required element of the letter of support, and intended to ensure that time for required activities is acknowledged at the start of the grant. Any specific agreements should be noted.

Chair acknowledgement (initial)	Commitment from department chair	Notes (if applicable):
	Complete 3-day didactic training (all day trainings distributed over 2 months)	
	Attend 1 hour monthly Emerging Physician Scientist meeting/groups (remote access will be available)	
	Complete proposed project	
	Complete final project report	
	Attend at least 1 IRB meeting as an observer	
	Attend USC SOM Internal Peer Review meetings, at least one per quarter	

	Present an extramural grant proposal at the Emerging Physician Scientist Fellowship Day utilizing findings from fellowship project	
	Submit extramural grant proposal	

Departmental support is vital to the success of faculty participating in this program. In addition to the above requirements, please consider the following when providing letters of support:

- Potential of applicant to conduct research
- Applicant's commitment to health related research
- Benefit of further research training and support
- Project feasibility