Fall 2015 Faculty Flex Voucher Program
Call for Applications

Junior faculty members are often faced with the critical challenge of jump-starting their careers at the same time that family/childcare obligations are least flexible. In recognition of this challenge, the School of Medicine is pleased to offer the Faculty Flex Voucher Program. These vouchers were conceived to connect junior faculty members with high quality academic services that facilitate their engagement in scholarly work. Vouchers can be used for institutional services available through the Duke Office of Clinical Research (DOCR), the Communications Publications Services group at the Duke Clinical Research Institute (DCRI), and the Medical Center Library. The total number and value of vouchers given each cycle will be dependent upon the availability of funds. The voucher program is designed to be flexible in meeting a wide variety of faculty needs. Both men and women in the basic and clinical sciences are eligible to apply. All junior faculty members who feel they would benefit from this additional support are welcome to apply, however, proposals from faculty with acute work-life balance obstacles will be given special consideration.

Services Available
The following is an outline of eligible services available through this voucher program. Faculty applying for a voucher must discuss the desired service with the appropriate office’s director/representative prior to submitting their application. A statement outlining the services to be provided and the agreed-upon cost is a required component of the application (see below for application details).

Duke Office of Clinical Research (DOCR) Offerings:
DOCR employs and manages research-trained teams who can assist with research project logistics. Services are available to all researchers, including those conducting clinical, basic, and translational research. Services include:

CRC support
- Regulatory support – templates for IRB submission, review of documents for IRB submission, consent form adaptation
- Screening, recruiting, and consenting participants
- Data collection and data entry
- Chart abstraction

Data management support
- REDCap survey design and survey administration
- REDCap database build
- DEDUCE query
- Data cleaning/SAS programming

Other services available through DOCR:
- Public speaking coaching - coaching consultations to prepare for a specific presentation or to increase confidence in skills in public speaking more broadly. Topics of discussion may include audience analysis, telling your story, PowerPoint review, audience interaction, and presentation practice. Each voucher is redeemable for 4 hours of 1:1 consultations. Additional time may be requested in the voucher application.
- Publication assistance
- Grant proposal preparation or review
  - Review of operational plan for individual grants (e.g., R and K mechanisms, foundations)
  - Assistance with development of conceptual models and figures for individual grants
  - Review of grant proposals for flow/organization
Medical Center Library Offerings:
Through this program, Medical Center Library is offering a personal librarian service. This 6-month package offers dedicated librarian support to help shepherd an ongoing scholarly project toward completion. This service offers increased personalization and hands-on project management from an experienced medical center librarian. Each voucher package includes:

- Initial meeting/phone call prior to voucher application to determine goals, needs, and any services outside the base rate
- 5 hours consultation time – topics selected during initial meeting. Services may include:
  - Literature Review: Gain assistance in conducting a thorough literature search on your topic
  - Reference Wrangling: Set up and support in using EndNote or other citation management software to create databases of articles and simplify manuscript preparation
  - Interlibrary Loan Package: Find the full-text of articles you need and receive up to 5 free interlibrary loan articles for those not available at Duke
  - Your Scholarly Impact: Set up profiles and systems and learn tools to aid in assessing scholarly impact over career (will include ORCid, Scholars@Duke, impact factors, h-index, NIH Public Access policy, and more)
  - Current Awareness: Set up alerts for research articles and grants
  - Journal Choices: Become familiar with open access (OA) vs. traditional journals, funding options for OA journals, maintaining compliance to the NIH Public Access policy, how to find impact factors, and how to find a good journal for your research
- Librarian will work with the faculty member to establish goals and deadlines to provide accountability that helps move project towards publication
- Faculty requiring additional time/services can apply for multiple units or can purchase additional services for a fee. Interested faculty should discuss their needs with a librarian prior to applying to determine the scope of the project and the number of voucher units to request.

Duke Clinical Research Institute (DCRI) Communications Publications Services Offerings:
The DCRI Communications Publications Services group includes skilled science editors who provide support for editing and formatting a manuscript to journal specifications. Editors interact with authors to share drafts of manuscripts with coauthors and to incorporate their feedback; ensure that timelines are met; and gather all required disclosure and copyright information for journal submissions. Editors act on behalf of the authors to submit a manuscript that meets a journal’s requirements and to follow up with the journal regarding progress of
the review and a decision. Manuscripts are followed and tracked from conception through all iterations to publication. The degree of involvement with several of these steps will vary by the author’s needs and preferences. Services include:

- Review and correct text to ensure consistency among text, tables, and illustrations
- Edit text to improve flow of information
- Produce and review graphic illustrations for accuracy, layout, and appropriateness
- Circulate drafts to coauthors and other stakeholders
- Incorporate changes and finalize manuscript for submission to journal
- Submit to journal and follow up
- Follow similar process for revisions
- Review proofs, correct, and return to publisher
- Track status of manuscripts
- Remind authors of deadlines for publication

Ideal applicants will have a complete draft of a manuscript already written. These services are available to basic and clinical science faculty. An affiliation with DCRI is not required.

| For Publications Services Contact: |
| Liz Cook |
| Manager, Publications Services & Clinical Trial Materials, DCRI |
| elizabeth.cook@dm.duke.edu or (919) 668-5905 |

**Application Details**

Applications for the Faculty Flex Vouchers are online and request the following:

1. Biographical/demographic information
2. CV
3. Description of the services requested/project to be completed
4. Statement of personal need, including a description of childcare/family responsibilities or other work-life balance challenges and an explanation of how the requested service would make a difference in advancing the applicant’s academic career
5. Statement from the DOCR/DCRI Writing Services/medical Center Library listing the services to be provided via the voucher and the cost (template available)
6. (For DOCR services only) Letter of support from the applicant’s department chair, division chief, or center/institute director, which states a commitment to the applicant’s career and institutional support for their research (template available). Letter is not required for public speaking consultations or poster/presentation design.

Applications should clearly convey how the faculty member’s academic progress would benefit from receiving this support. Personal examples are welcome.

**Eligibility**

Applicants must be regular rank faculty members (any track) with a primary appointment in the School of Medicine. Applicants must be within the first 10 years of their faculty appointment. Faculty members with tenure are not eligible. Though applications are open to all junior faculty members, one primary goal of this voucher program is to support faculty members through a time when career-building and childcare responsibilities are simultaneously demanding. Applications outlining these or similar circumstances will be given special consideration. Applications are limited to one per person per cycle, with an overall limit of two vouchers over time.
Selection
Awardees will be selected based on academic merit and the applicants’ personal need. Special consideration will be given to those who outline specific work-life balance challenges and who clearly explain why this support will be beneficial to their career.

Award Administration
Vouchers will range up to $2,500 depending on the service requested and must be used within 6 months of the award date.

Vouchers are not renewable or transferable and funds will be supplied directly to the office listed (DOCR, DCRI Publications Services, or Medical Center Library) to cover the costs of the approved project.

Applications must be submitted no later than November 6 at 5 pm.
Apply online at https://dukefacdev.wufoo.com/forms/faculty-flex-voucher-fall-2015-application-cycle/
The deadline for pre-application meetings with service providers is October 30.
Awardees will be announced in December.

Contact the Office for Faculty Development with questions: facdev@dm.duke.edu or 919.684.4139.