Spring 2017 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 Medical Communications group at the Duke Clinical Research Institute (DCRI), the Medical Center Library, and the School of Medicine Executive Coaching Program. 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.

This call for applications is for vouchers redeemable July 1-December 15, 2017.

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
- Data management (cleaning and coding)

Other services available through DOCR:
- 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
- Poster/presentation design
- Qualitative research and data analysis consultations
  - Focus group facilitation
In-depth individual interviews
- Coding of qualitative data
- Data analysis and planning

- Instructional and intervention design using a variety of modalities such as e-learning modules, workshops, and training lectures, including navigating LMS
- Website design and content development for a variety of uses

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**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.

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**For Medical Center Library Services Contact:**
Megan von Isenburg
Associate Director
megan.vonisengburg@duke.edu or (919) 660-1131
https://mclibrary.duke.edu/

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**For DOCR Services Contact:**
Susan C. Budinger
Associate Director of Research Operations
Duke Office of Clinical Research
susan.budinger@dm.duke.edu or (919) 613-8278
http://docr.som.duke.edu/services-catalog
Duke Clinical Research Institute (DCRI) Medical Communications Offerings:
The DCRI Medical Communications 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 Medical Communications Services Contact:
Liz Cook
Manager, Medical Communications, DCRI
elizabeth.cook@dm.duke.edu or (919) 668-5905

Executive Coaching Program Offerings:
The School of Medicine Executive Coaching Program provides executive coaching services to faculty in the clinical and basic sciences. This initiative is led by Sharon Hull, MD, MPH, Professor of Community and Family Medicine and former Division Chief of Family Medicine. Dr. Hull has many years of active coaching experience, and has been trained by the Center for Creative Leadership in their Coach Training Program. Examples of available services include:

- Developmental Coaching
- Leadership skill development
- Career planning and strategies
- Work-life alignment
- Successful interpersonal skills
- Institutional awareness-building
- Professional assessments, including 360 reviews, Myers-Briggs Type Indicator and other assessments

Applicants for Faculty Flex Vouchers for coaching services should contact Dr. Hull directly to setup a package of services that best meet their individual needs. Vouchers are sufficient to cover several coaching sessions, including administration of certain professional assessments.

For Executive Coaching Services Contact:
Sharon Hull, MD, MPH, Director of the DUSOM Executive Coaching Program
Sharon.hull@duke.edu
or click here to schedule an initial consultation to discuss a voucher for coaching
https://medschool.duke.edu/about-us/faculty-resources/faculty-development/executive-coaching-program
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/Executive Coaching Program 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. For second-time applicants, applications from faculty who successfully utilized voucher funds will be prioritized.

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 awarded on a project basis and remaining funds cannot be applied to additional work outside the scope of pre-application discussions with the service provider. The redemption period for this cycle is July 1-December 15, 2017. Awards will be announced in June 2017.

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

Applications are due May 9, 2017
The deadline for pre-application meetings with service providers is May 2, 2017

Click here to access the application now

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