

The Review Committee looks forward to receiving your proposals for the upcoming funding cycle, with important dates, funding details, and eligibility/application requirements described below.

Deadlines

- Please contact OBGYN_Applications@duke.edu no later than **Friday April 11, 2025**, to inform staff of your intent to submit. You will be contacted to set up a meeting to review and assist with budget preparation.
- All applicants submit final budget/justification to OBGYN_Applications@duke.edu no later than Friday, **May 2, 2025** to allow review of final budget and budget justification prior to submission.
- **Applications must be submitted to OBGYN_Applications@duke.edu by Friday, May 9, 2025 by 11:59pm EST.** Please use “Last Name – July 2025 Hammond Submission” as the subject.
 - Please attach all files with the following naming convention: “Last Name_Document Type” Ex: Doe_Budget, Doe_ResearchPlan, etc.

Details

- Award Dates – July 1, 2025 – June 30, 2026
- Eligibility requirements
 - *Clinical Fellow or Resident in Duke ObGyn*
 - *Research scientists, research associates, PhD Candidates, Post-doctoral Associates, or other project staff are not eligible to submit*
 - Primary mentors must be up to date with current Carter Club dues
- Budget Limits
 - Fellow - \$10,870 direct costs + \$1,630 Departmental General & Administrative (G&A) costs (\$12,500 total)
 - Residents - \$6,522 direct costs + \$978 Departmental G&A (\$7,500 total)
- Unallowable Costs
 - Faculty Salary
 - Travel support (includes conference fees and registration)
 - Publication fees (includes poster printing)
 - Non-salary expenses on individual items over \$2500, unless approved by Office of Research
 - Subawards to external sites
- Required NIH grant forms – Instructions and downloadable forms can be found via the links below:
 - Research Plan (4-page limit including Specific Aims)
 - [Biosketches for PI, mentor, and other important co-investigators](#)
 - [Budget Detail Page \(no modular format allowed\)](#)
 - [Budget Justification \(no modular format allowed\)](#)
- A statistical analysis plan along with a named statistician or appropriate faculty member must be named within your Research Plan
 - **(Fees associated with BERD/statistical support for resident or fellow projects are covered by the department and should not be included in the budget)**
- Cover letter
 - Addressed to the “Charles Hammond Fund Review Committee”
 - Include title of study, PI name, faculty mentor name (if applicable)
- Letter of support from the mentor(s) and faculty member(s) describing their involvement in planning the study and intended involvement in study implementation
- **Applications that do not meet all stated requirements will not be accepted for review**