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.

- **Applications must be submitted to** obgyn_applications@duke.edu **by Friday, November 30, 2018 by 5pm EST**
- Please contact OBGYN_Applications@duke.edu no later than November 9, 2018 to assist with budget preparation, if needed.
- **Award Dates** – January 1, 2019 through December 31, 2019
- **Eligibility requirements**
  - Fellow or Resident in Duke ObGyn
  - Primary mentors must be up-to-date with current Carter Club dues
- **Budget Limits**
  - Fellows - $8,696 direct costs + $1,304 Departmental General & Administrative (G&A) costs
  - Residents - $4,348 direct costs + $652 Departmental G&A
- **Unallowable Costs**
  - Salary or travel support
  - Publication fees
- **Required NIH grant forms** – Instructions and downloadable forms can be found here: https://grants.nih.gov/grants/funding/phs398/phs398.html
  - 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.
- **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.**

The Office of Research is available to assist with budget preparations or any questions you may have. Please contact us at OBGYN_Applications@duke.edu