



# UNIVERSITY *of* MARYLAND

## SCHOOL OF NURSING

### **Guidelines for Dean's Research Scholars Program**

**Responsible Administrator:** Associate Dean for Research

**Sponsoring Unit:** Office of Research and Scholarship

**Effective Date:** 04/2015

**Last Reviewed:** 08/2021

**Next Scheduled Review:** 05/2025

#### **POLICY STATEMENT**

The Dean's Research Scholars (DRS) Program is designed to provide concentrated time and mentorship for individuals who desire to increase their concentration on the research component of the mission by enhancing their research skills with the ultimate goal of receiving research funding from major agencies and meeting the criteria for a tenured faculty position.

#### **RATIONALE**

The purpose of the DRS Program is to support the research mission of the University of Maryland School of Nursing (UMSON) and help shape the profession of nursing by developing nurse leaders who engage in cutting-edge science and research. The DRS Program provides two years of protected time, financial support, and other resources to awardees. It allows awardees time to acquire extramural support for their program of research. Typical activities might include publication of prior data, pilot studies, coursework, participating in mentored grants, and attending professional workshops and conferences. Appointment as a scholar is a competitive process for current faculty members who are early to mid-career.

#### **SCOPE**

The DRS Program is available to early- or mid-career (never principal investigator or multiple principal investigator on National Institutes of Health R-level funding), full-time faculty members with an earned doctoral degree and with a 10- or 12-month appointment. They may be on the tenure track or on the non-tenure track; those who are on the non-tenure track should have the potential for conversion to tenure track within 18 months of completing the DRS Program. It is preferred that applicants provide evidence for potential success, including scholarly productivity (three publications in peer-reviewed journals in the last three years; one data-based within the last two years) and a history of funding (intramural, extramural, any dollar amount).

## **RELATED POLICIES, PROCEDURES, STATUES, AND REGULATIONS**

N/A

## **CONTACTS**

Associate Dean for Research

## **RESPONSIBILITIES**

1. A reduced teaching load will be allocated during the DRS appointment period. A DRS will teach a maximum of 2.5 workload units per academic year for 12-month employees, and the workload will be prorated for 10-month employees. At the end of the DRS appointment, teaching expectations will return to the appropriate level designated in the [UMSON Policy on Faculty Workload and Responsibilities](#)<sup>1</sup>.
2. Relief from teaching for research and other scholarly activities is to be negotiated with the department chair prior to the beginning of each award year.
3. A \$12,000 research-related grant will be provided during the program to support the DRS' Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC)-approved research activities. An additional \$8,000 may be awarded in Year Two, pending satisfactory progress and demonstrated need. The cost of the grant will be supported equally by funds from the UMSON Office of Research and Scholarship and from the Office of the Dean. Timing of the award funding is contingent upon IRB or IACUC approval and is to be negotiated with the associate dean for research and the department chair.
4. All DRS should have a limited number of academic advisees.
5. DRS are advised to limit their committee participation during this period.
6. Mentorship with a chosen faculty member is expected so DRS can support pre-specified goals and develop plans for achieving them.
7. Mentors will receive a research allowance for mentoring a DRS (up to \$500 per year for two years) from Office of Research and Scholarship funds, when available. The allowance can be used to support the mentor's research activities and is not in the form of compensation. This funding is contingent upon the mentor and DRS completing the mentoring plan and meeting the goals.

## **PROCEDURES**

### **Application Procedures:**

1. Faculty applicants should prepare a proposal packet as described below (see DRS Proposal Packet). An electronic file of the completed packet must be submitted to the

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<sup>1</sup> <https://www.nursing.umaryland.edu/intranet/media/son/intranet/policies-procedures/Policy-Faculty-Workload-Responsibilities.pdf>

associate dean for research ([DL-NRSResearch@umaryland.edu](mailto:DL-NRSResearch@umaryland.edu)) by 2 p.m. March 1 annually. Awards will be announced in late May for a fall start date.

2. Faculty members interested in applying should discuss the DRS Program with their department chair and the associate dean for research and receive a letter of support from the department chair.
3. Applicants must present their professional development plan to investigators from the appropriate organized research center for feedback prior to submission of the application.

**Review Procedures and Criteria:** Applications will be reviewed and evaluated by a committee of tenured faculty members who are members of the UMSON organized research centers.

Evaluation criteria will include:

- a. alignment of area of research interest with funding priorities of an extramural research funding organization
- b. likelihood of the two-year mentored plan culminating in the submission of an R-level extramural grant
- c. availability and feasibility of resources (unique space or lab needs, software, technology, etc.).

Preference will be given to candidates who attended or plan to attend the intensive University of Maryland, Baltimore Grant Writing Workshop at the School of Medicine.

**Annual DRS Continuation Evaluation:** Continuation of DRS status is dependent on progress toward an independent program of research and achievement of specified goals. For a DRS to continue in the program and receive benefits such as the reduced teaching load in Year Two, he/she must complete the expected outcomes specified in the professional development plan and demonstrate satisfactory progress in his/her evaluation.

1. The DRS will prepare a one-page summary of progress and submit to the mentor and the associate dean for research annually, nine months after the initial award.
2. The mentor and associate dean for research will evaluate the DRS and recommend continuation or discontinuation of DRS status to the department chair.

**Year One:**

- presentation of research at an organized research center seminar
- presentation of research at a local, regional, or national peer-reviewed research conference
- publication (not just submission) of at least one, preferably two, peer-reviewed, data-based articles
- submission of a grant for intramural or small organization/foundation funding — e.g., Sigma, Center Designated Research Initiative Funds (DRIF) Funding — to support

pilot work and demonstrate the potential for external funding

**Year Two:**

- presentation of research at a regional or national peer-reviewed research conference
- publication (not just submission) of at least one, preferably two, more peer-reviewed, data-based articles
- at six months, submission of a complete application for an R-level or equivalent grant proposal to the associate dean for research and the organized research center with which the DRS is affiliated, and undergo mock review
- revise the R-level or equivalent grant proposal according to mock review feedback, and if not awarded, resubmit it during the next cycle

**DRS Proposal Packet:** The proposal packet consists of two parts, plus appendices: the completed application form and the proposal.

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| Application Signature Form | agreement signed by the faculty member, department chair, director of an organized research center, and associate dean for research and the abstract  |
| Proposal Narrative         | proposal narrative (limited to no more than 5 pages, 12 pt. font, single-spaced) should include the following:<br><ol style="list-style-type: none"><li>1. Specific Aims</li><li>2. Statement of Future Fundability<ul style="list-style-type: none"><li>- Area of Research Interest</li><li>- Summary of Potential Funding Sources for Program of Research</li><li>- Potential Grants for Submission</li><li>- Alignment of Research Interest with Funding Priorities of an Extramural Research Funding Organization</li></ul></li><li>3. Project Description</li><li>4. Outline of Applicant's Professional Development Plan</li><li>5. Anticipated Schedule</li><li>6. Deliverables for Years 1 and 2 (see Annual DRS Continuation Evaluation)</li></ol> |

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| Appendices | <ol style="list-style-type: none"><li>1. Reference List for Proposal Narrative</li><li>2. Mentoring Plan (two years), including a statement of how the plan relates to the professional development plan for enhancing the DRS candidate's likelihood of success at submitting an R-level or equivalent extramural grant; must be signed by the mentor, candidate, candidate's department chair, and the associate dean for research</li><li>3. Biosketch</li><li>4. Itemized Budget</li><li>5. Budget Justification</li><li>6. Letter of Support from the Department Chair</li></ol> |
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**DATE AND SIGNATURE**

Date: August 8, 2021

Approved by the Dean: 