Osteopathic Heritage Foundation
Research Endowments
Endowed Chairs, Professorships, and Fellowships

Diabetes Research Endowment $5M
- $5M OHF John J. Kopchick, Ph.D., Endowed Eminent Research Chair

Translational Research Endowments $5M
- $2.5M OHF James O. Watson, D.O., Endowed Research Chair
- $2.5M OHF Harold E. Clybourne, D.O., Endowed Research Chair

Translational Research Endowment $7M
OHF Ralph S. Licklider, D.O., Research Endowment
- Heritage Endowed Professorship(s)
- Heritage Faculty Endowed Fellowship(s)
- Heritage Career Development Faculty Endowed Fellowship(s)
Osteopathic Heritage Foundation Research Endowments – Endowed Chairs, Professorships, and Fellowships

Part I: Overview

1.0 General Information and Guidelines
  1.1 Endowment Structure/Categories
  1.2 Established Endowments
  1.3 Endowment Holder Titles
  1.4 Endowed Chair and Professorship Appointments or Fellowship Awards
  1.5 Broad Responsibilities of Endowed Chair, Professorship, or Fellowship Holders
  1.6 Acknowledgment of Endowment Appointment or Award
  1.7 Endowments Oversight and Tracking
  1.8 Endowment Spending Accounts (Annual Allocation)

Part II: Selection and Review Process/Procedures for Endowed Chairs

2.0 Endowed Chair Appointment and Reappointment Process
  2.1 Endowed Chair Eligibility
  2.2 Endowed Chair Term
  2.3 Endowed Chair Candidate Required Documentation
  2.4 Endowed Chair Selection
  2.5 Ad Hoc Endowed Chairs Appointment and Progress Review Committee
  2.6 Endowed Chair Performance Expectations
  2.7 Annual Research Report
  2.8 Endowed Chair Annual Review
  2.9 Endowed Chair Comprehensive Review and Reappointment

Part III: Selection and Review Process/Procedures for Endowed Professorships

3.0 Endowed Professorship Appointment and Reappointment Process
  3.1 Endowed Professorship Eligibility
  3.2 Endowed Professorship Term
  3.3 Endowed Professorship Candidate Required Documentation
  3.4 Endowed Professorship Selection
  3.5 Ad Hoc Endowed Professorships Selection and Progress Review Committee
  3.6 Endowed Professorship Performance Expectations
  3.7 Annual Research Report
  3.8 Endowed Professorship Annual Review
  3.9 Endowed Professorship Comprehensive Review and Reappointment

Part IV: Selection and Review Process/Procedures for Endowed Fellowships

4.0 Endowed Fellowship Award and Extension Process
  4.1 Endowed Fellowship Eligibility
  4.2 Endowed Fellowship Term
  4.3 Endowed Fellowship Application/Documentation
  4.4 Endowed Fellowship Selection
  4.5 Research and Scholarly Awards Committee (Endowed Fellowship Role)
  4.6 Endowed Fellowship Performance Expectations
  4.7 Annual Research Report
  4.8 Endowed Fellowship Annual Review
  4.9 Endowed Fellowship Award Extension

APPENDICES

Appendix 1 – OHF Research Endowments Overview Chart
Appendix 2A and 2B – Annual Research Report Templates
Appendix 3 – Endowed Fellowship Application Guidelines
Appendix 4 – Career Development Plan Guidelines
Part I: Overview

1.0 General Information and Guidelines

1.1 Endowment Structure/Categories

The Ohio University Heritage College of Osteopathic Medicine (Heritage College) in partnership with the Osteopathic Heritage Foundation (OHF) has established a tiered endowment structure that provides faculty, at any stage in their research career, support for professional growth and success in collaborative research. Each tier acknowledges the value of faculty members who have attained various levels of research experience contributing to the college’s strategic aims of advancing collaborative research and training, and allows for the possibility of advancement through the series of available tiers. The Heritage College offers the following three categories of research endowments for eligible faculty.

1.1.1 Endowed Chair

An endowed chair appointment is the highest honor that can be bestowed on existing or new Heritage College faculty. Such designation recognizes eminence in a field of study, outstanding contributions that transcend that field of study, and superior level of performance. Attainment of national and international distinction for significant and unique research accomplishments are inherent stipulations for this appointment.

1.1.2 Endowed Professorship

An endowed professorship appointment is a distinguished honor that can be bestowed on existing or new Heritage College faculty. Such designation recognizes extraordinary scholarly attainment in an individual discipline, prominent research ability in a field of study, and consistently outstanding performance. National recognition of that performance and research in a field of study is expected.

1.1.3 Endowed Fellowship

An endowed fellowship award is a significant honor that can be granted to existing Heritage College faculty. Such designation recognizes demonstrated research ability or potential and/or encourages mentoring of faculty who display considerable promise for future distinction and contributions in research. Striving for national recognition of research in a field of study is expected.

1.2 Established Endowments

Four research endowments have been established in the Heritage College with funding from the OHF Vision 2020: Leading the Transformation of Primary Care in Ohio grant award and matching funds from Ohio University and the Heritage College in accordance with a separate executed Memorandum of Agreement (MOA) for each as follows:

1.2.1 Endowed Chairs

a. Osteopathic Heritage Foundation John J. Kopchick, Ph.D., Endowed Eminent Research Chair; Focus is on diabetes research – $5 million endowment
b. Osteopathic Heritage Foundation Harold E. Clybourne, D.O., Endowed Research Chair in the Heritage College of Osteopathic Medicine; Focus is on translational research – $2.5 million endowment
c. Osteopathic Heritage Foundation James O. Watson, D.O., Endowed Research Chair in the Heritage College of Osteopathic Medicine; Focus is on translational research – $2.5 million endowment

1.2.2 Endowed Professorships and Fellowships

a. Osteopathic Heritage Foundation Ralph S. Licklider, D.O., Research Endowment in the Heritage College of Osteopathic Medicine; Focus is on translational research – $7 million endowment
Three appointment/award types are offered under the Osteopathic Heritage Foundation Ralph S. Licklider, D.O., Research Endowment as follows:

- Heritage Endowed Professorship(s) – Appointment
- Heritage Faculty Endowed Fellowship(s) – Award
- Heritage Career Development Faculty Endowed Fellowship(s) – Award

For all research endowment specifications and comparisons in spreadsheet format, refer to: Appendix 1 – OHF Research Endowments Overview Chart

1.3 **Endowment Holder Titles**

The following parameters are intended to ensure consistency, focus, and distinction of titles for OHF endowment holders. Also, these title delineations will help to differentiate an individual’s endowment title from their faculty rank, employment position, or other roles at the Heritage College and Ohio University.

1.3.1 **Endowed Chair Holder Title**

An endowed chair holder is recognized by the designation/description of the specific endowment.

Example of Title:

➢ Osteopathic Heritage Foundation James O. Watson, D.O., Endowed Research Chair in the Heritage College of Osteopathic Medicine

1.3.2 **Endowed Professorship Holder Title**

An endowed professorship holder is recognized by the type of endowment (i.e., Heritage Endowed Professorship) as well as research focus (e.g., Pediatrics) and specific endowment funding source.

Example of Title:

➢ Heritage Endowed Professorship in Pediatrics
  Osteopathic Heritage Foundation Ralph S. Licklider, D.O., Research Endowment

1.3.3 **Endowed Fellowship Holder Title**

An endowed fellowship holder is recognized by the type of endowment (i.e., Heritage Faculty Endowed Fellowship or Heritage Career Development Faculty Endowed Fellowship) as well as research focus (e.g., Behavioral Medicine, Microbiology) and specific endowment funding source.

Examples of Titles:

➢ Heritage Faculty Endowed Fellowship in Behavioral Medicine
  Osteopathic Heritage Foundation Ralph S. Licklider, D.O., Research Endowment

➢ Heritage Career Development Faculty Endowed Fellowship in Microbiology
  Osteopathic Heritage Foundation Ralph S. Licklider, D.O., Research Endowment

1.4 **Endowed Chair and Professorship Appointments or Fellowship Awards**

Faculty being considered for an endowed chair, professorship, or fellowship must meet all respective appointment or award eligibility qualifications and selection criteria associated with the particular endowment. Only one OHF endowed appointment or award is permitted to be held at one time, regardless of category or type of endowment.

The number and timing of professorship appointments and fellowship awards will be dependent on eligible faculty, relevance of applications to the Heritage College’s translational research strategies, and the amount of available funding at any given time in the process. Responsibility for identifying professorship and fellowship priorities lies with the Heritage College Executive Dean and the Associate Dean for Research and Innovation (ADRI) in consultation with department chairs.

Any endowment appointment/award shall be consistent with the conditions and purposes as defined in the respective executed MOA. The Heritage College Executive Dean, in conjunction
Osteopathic Heritage Foundation Research Endowments – Endowed Chairs, Professorships, and Fellowships

with the ADRI, may establish additional selection criteria and performance expectations for a particular endowed appointment/award so long as the criteria and expectations remain consistent with the donor’s intent and/or specifications. **Appointment to an endowed chair or professorship is separate from tenure decisions or a new faculty hire.**

Access information regarding OHF Research Endowments online at: https://www.ohio.edu/medicine/about/offices/research-and-grants/endowments.cfm

1.5 **Broad Responsibilities of Endowed Chair, Professorship, or Fellowship Holders**

All endowed appointments/awards are made with the expectation that the endowment holder will maintain appropriate and distinguished research as well as professional performance. In addition to meeting the projected scope of research and required deliverables, all recipients of an endowed chair, professorship, or fellowship shall be expected to:

- Accomplish required endowment responsibilities as outlined in appointment/award letter
- Fulfill the pertinent conditions of the respective executed MOA
- Show evidence of excellence in research activity in their respective discipline while holding an endowed chair, professorship, or fellowship
- Acknowledge endowment support (e.g., OHF, Heritage College, Ohio University, etc.) as part of any professional publication or presentation in accordance with standard practice and specifications
- Conduct seminars and present research accomplishments in appropriate academic venues
- Represent Ohio University and the Heritage College at professional conferences and events

1.6 **Acknowledgement of Endowment Appointment or Award**

1.6.1 **Endowment Appointment/Award Letter**

The Heritage College Executive Dean and the ADRI shall jointly generate an appointment/award letter to be sent to recipients of an endowed chair, professorship, or fellowship. The endowment appointment or award letter is intended to:

- Inform appointee/awardee of term dates, endowment holder title, additional compensation (if applicable and as negotiated), percentage of dedicated research effort, projected annual review and comprehensive review dates, etc.
- Detail commitments regarding performance expectations (i.e., publications, external representation, keynote presentations, federal grant funding, external funding roles, mentorship, annual research reports, etc.) and specifics associated with these deliverables (e.g., definition of high impact journals, allowable number of review articles per year, annual grant funding calculation based on percent responsibility)
- Specify endowment spending annual allocation and authorization to use for research support
- Stipulate available resources to accomplish specified research goals and objectives
- Outline plan for annual reviews and comprehensive review (if applicable) to assess fulfillment of endowed appointment or award performance expectations
- Explain opportunity and conditions for possible reappointment (i.e., term renewal) for endowed chairs and professorships or award extension for endowed fellowships

1.6.2 **Publicity**

The Heritage College shall publicize endowed chair and professorship appointments as well as fellowship awards. An endowment holder’s accomplishments shall be publicized as deemed appropriate and newsworthy. The faculty member will be identified by name, faculty rank, and endowment title in all releases and publications relative to the endowment in which their name appears. Professional photo as well as pictures taken during external representation and presentations of research will be released for use when deemed appropriate by the Heritage College administration and/or OHF.
1.7 **Endowments Oversight and Tracking**

The ADRI, in consultation with the Heritage College Executive Dean, is responsible and accountable for the general oversight and management of processes and procedures associated with OHF-supported endowments in accordance with the respective executed MOA. Questions and comments should be directed to the Office of Research and Grants (ORG) to be considered and addressed by the ADRI.

By April 1 (after annual and comprehensive reviews are completed), the ADRI shall prepare and submit an annual status summary of all OHF endowment holders (i.e., chair, professorship, and fellowship) to the Heritage College Executive Dean and the Chief Financial Officer (CFO). The annual status summary shall include a brief narrative and outline of appointments/awards, endowment-related funding commitments, timeline, and recruitment efforts/plans. It may be shared with department chairs, institute directors, OHF representatives, and other interested parties as deemed appropriate and necessary by the Heritage College Executive Dean, ADRI, and/or CFO.

As appropriate for the respective category of endowment, the ORG shall track and monitor:
- Appointment (i.e., term) and dates for all endowed chair and professorship holders
- Reappointment (i.e., term renewal) dates for all endowed chair and professorship holders
- Award term and dates for all endowed fellowship holders
- Award extension and dates for endowed fellowship holders
- Yearly cycles when required annual/comprehensive reviews and written assessments are to be completed for endowed chairs, professorships, and fellowships (as applicable)
- Submission of required documentation for each annual and comprehensive review process for OHF endowments as well as for the ORG annual report(s)
- Endowment appointment and award funding-related commitments

1.8 **Endowment Spending Accounts (Annual Allocation)**

1.8.1 **Budget Planning**

a. The Heritage College CFO in consultation with the Executive Dean and the ADRI shall designate the amount of the annual allocation for each endowed chair, professorship, or fellowship dependent on available funding and in accordance with the respective executed MOA. *Note that endowment funds are requested, allocated, and managed separately from a new hire’s startup funds (if applicable).*

b. Upon conclusion of a chair, professorship, or fellowship holder’s term, any remaining funds in the respective endowment spending account will be returned to the appropriate Heritage College account.

c. The Heritage College Executive Dean and the ADRI reserve the right to reduce annual allocation at any time.

1.8.2 **Budget Management and Spending**

a. Annual allocation should be spent by the deadline for the respective fiscal year. Any endowment holder may submit a carryforward request and justification for unexpended funds in accordance with Heritage College and Ohio University policy and procedures. The carryforward request is subject to approval by the ADRI.

b. The holder of an endowed chair, professorship, or fellowship shall be responsible/accountable for all expenditures and managing their respective spending account to support research goals and objectives as approved. Budget management assistance is available through the ORG.

c. Spending account will be monitored by the ORG for appropriateness of expenditures.
Part II: Selection and Review Process/Procedures for Endowed Chairs

2.0 Endowed Chair Appointment and Reappointment Process

2.1 Endowed Chair Eligibility
To be eligible for an endowed chair appointment, a candidate must:
• Be an existing or newly hired 1.0 FTE Group I faculty member (tenured)
• Have primary appointment/responsibilities in the Heritage College
• Hold the faculty rank of full professor
• Dedicate at least 80% of 1.0 FTE to research effort
• Exhibit a proven record of scholarly productivity and provide evidence of distinctive research contributions that are recognized nationally and internationally in chosen research discipline/field of study during the three years immediately preceding appointment
• Conduct research that is translational, aligns with interests of one or more of the Heritage College’s health institutes, and/or builds new collaborations with faculty outside of Heritage College affiliated institutes
  o For the OHF John J. Kopchick, Ph.D., Endowed Eminent Research Chair appointment, research must be focused on and conducted in the area of diabetes
  o For the OHF Harold E. Clybourne, D.O., Endowed Research Chair and OHF James O. Watson, D.O., Endowed Research Chair appointments, top priority will be given to faculty whose research spans the interests of more than one Heritage College health-related institute

2.2 Endowed Chair Term
An endowed chair term is for four years from the appointment date with the possibility of reappointment (i.e., term renewal). The endowed chair appointment may be renewed for indeterminate successive optional terms if the endowed chair holder successfully fulfills and continues to meet expectations based on annual and comprehensive reviews of the endowment holder’s progress and performance. Appointments and reappointments commence as they are approved. Regardless of term start date, all endowed chairs will follow the same annual report and review cycle as if their term commenced at the start of a fiscal year (i.e., July 1).

2.3 Endowed Chair Candidate Required Documentation
Whether nominated for an endowed chair appointment or directly appointed by the Heritage College Executive Dean, an internal candidate must submit the following documentation to the ORG by the deadline that shall be set by the ADRI. In addition to Human Resources employment requirements, an external candidate must also provide the same documentation as an internal candidate as follows:
• Cover Letter from candidate expressing interest in becoming an endowed chair
• Current Curriculum Vitae (CV)
• Startup/Endowment Fund Request Form (current form to be obtained from ORG)
• Three external Letters of Reference (LOR) supporting a candidate’s endowed chair nomination/appointment *

*The candidate shall suggest five potential referees and outline their relationship. Referees shall: a) be highly qualified research experts; b) be scholars at the same distinguished or higher rank than the one to which the candidate aspires; c) be able to objectively assess the candidate’s contribution to a field of study; d) not be close friends or colleagues of the candidate; and e) not be employed by Ohio University. However, the Heritage College Executive Dean shall make the final choice of referees to write an LOR. This will be done in consultation with the ADRI, the candidate’s department chair, and the institute director (if applicable).
External LOR shall address:
- Referee’s relationship to the candidate
- Assessment of candidate’s scholarly work and impact on field/area of study
- Ability of candidate to obtain external funding for research
- How candidate’s research focus and methodological expertise will help to advance the research mission of the Heritage College

2.4 **Endowed Chair Selection**
An endowed chair candidate shall meet established selection criteria as follows:
- Critical acclaim for scholarly achievements throughout career
- Widely recognized as a role model for research in discipline and/or field of study
- Successful grant applications and awards in recent years
- Invited presentations at national/international symposiums, conferences, summits, etc.
- Senior author of numerous and recent publications in high-impact\(^1\) scientific journals
- Acknowledgement of research reputation by peers (e.g., documented editorial service for reputable peer-reviewed journals and books; prominent leadership positions held in professional, national, or international organizations; grant reviewer; recipient of awards in recognition of research and significant meritorious service, etc.)
- Evidence of mentoring and elevating faculty and facilitating programmatic growth
- Translational research goals and objectives support the development of a research program of national distinction at the Heritage College
- Research is within funding intent of OHF as defined in the respective executed MOA

The Heritage College Executive Dean has the discretion to select an endowed chair (in accordance with the respective executed MOA) and shall confer with the OHF regarding the finalist candidate(s) prior to the Executive Dean’s final selection and announcement of endowment recipient.

The Executive Dean may engage the ADRI and/or an ad hoc selection committee (i.e., Endowed Chairs Appointment and Progress Review Committee) in the endowed chair appointment process. The ADRI may recommend or ask department chairs to suggest candidate(s) for nomination as appropriate. In the case of nomination(s), the Endowed Chairs Appointment and Progress Review Committee may be constituted by the Heritage College Executive Dean to review nomination(s) and provide a recommendation regarding final candidate(s) for consideration (See Part II. Section 2.5).

It may be necessary and/or desirable to recruit new eminent research scholars through endowments. If a national search is conducted, the Heritage College Executive Dean and the ADRI shall appoint a search committee in collaboration with the respective department chair.

At minimum, the endowed chair candidate(s) will be expected to meet with selected Heritage College and Ohio University research leaders. The candidate(s) may be asked by the ADRI to give a research presentation as part of the selection process.

2.5 **Ad Hoc Endowed Chairs Appointment and Progress Review Committee**

2.5.1 **Composition**
The Heritage College Executive Dean, in conjunction with the ADRI, shall appoint an ad hoc committee to be known as the “Endowed Chairs Appointment and Progress Review Committee”. The ADRI shall serve as committee chair. Efforts will be made to engage those research leaders who are aware of the significance of each endowed chair appointment to the strategic research missions of the Heritage College and Ohio University. Committee members shall be chosen based on their research knowledge...

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\(^1\)High-impact is defined as an impact factor of 10 or more or a journal that is in the top 10% of journals in the field
and prominent leadership positions. The committee may include positions such as associate deans of research from other Ohio University colleges and directors of other relevant health-related institutes. Because each endowment is unique, committee membership may vary for the selection and review of each endowed chair.

2.5.2 Purpose/Responsibilities
The purpose of the Endowed Chairs Appointment and Progress Review Committee is to be advisory to the Heritage College Executive Dean regarding:

• Endowed chair selection and appointment recommendation (as needed and if requested by the Heritage College Executive Dean and/or the ADRI to review CV and required documentation of each candidate)
• Annual and comprehensive reviews of endowed chair holders (See Part II: Section 2.8 and 2.9 respectively)
• Written assessment of performance expectations accomplished by endowed chairs
• Written recommendation to the Heritage College Executive Dean regarding the reappointment of an endowed chair holder (See Part II: Section 2.9.2)
• Suggestions to improve endowed chair selection, appointment, review, and evaluation process
• Management of endowed chair issues

All committee deliberations shall remain confidential. Written annual and comprehensive review assessments/recommendations may be shared with respective endowment holder and others (e.g., department chair, institute director, etc.) by the ADRI and the Heritage College Executive Dean as deemed appropriate. To support and facilitate functions of the Endowed Chairs Appointment and Progress Review Committee, the ADRI (i.e., committee chair) shall provide to committee members:

• Copy of each endowed chair executed MOA
• Outline of ad hoc committee responsibilities
• Selection and appointment process for available endowed chairs
• Annual and comprehensive review process for endowed chair holders
• Supporting documentation of each endowed chair candidate (as needed)

2.6 Endowed Chair Performance Expectations
Performance expectations have been established for each endowed chair in accordance with the respective executed MOA. An individual’s performance expectations are to be specified in an offer letter at the time of appointment and reappointment.

Performance expectations include, but are not limited to, those items listed in the OHF Research Endowments Overview Chart (Appendix 1). Listed items/details are intended to be informative and used as guidelines to formulate individualized performance expectations that shall be approved by the Heritage College Executive Dean in consultation with the ADRI. Performance expectations shall serve as parameters for the Endowed Chairs Appointment and Progress Review Committee to complete annual and comprehensive reviews of an endowed chair holder.

2.7 Annual Research Report
By January 15, all endowed chair holders shall submit an Annual Research Report (ARR) to the ADRI with copies to the Heritage College Executive Dean, respective department chair, institute director (if applicable), and Executive Director of Strategic Initiatives (for inclusion as part of the OHF Annual Report). The ADRI shall provide this report to the Endowed Chairs Appointment and Progress Review Committee to be considered during the annual review and comprehensive review process for each endowed chair. Submission of an ARR documenting endowment performance and progress is required for continued appointment and reappointment.

For ARR requested information and report format, refer to:
Appendix 2A – Annual Research Report Template for Endowed Chair or Professorship
2.8 Endowed Chair Annual Review
By February 28 annually, the Endowed Chairs Appointment and Progress Review Committee shall:
   a. Complete an annual review of an endowed chair holder’s performance and progress based on specified performance expectations (See Appendix 1 – Overview Chart; Part II: Section 2.6; and endowment holder’s offer letter).
   b. Determine if an endowed chair holder is making adequate progress for continuance of current term and for reappointment.
   c. Provide a written assessment of an endowed chair holder’s performance and progress for most recent completed year of the current endowment term.

The ADRI, as committee chair, shall share annual review results (i.e., written assessment) with the Heritage College Executive Dean and obtain approval prior to notifying the endowed chair holder in writing of annual review summary and if adequate progress is being made for continuance of current term. The ADRI shall generate letter for signature.

The Endowed Chairs Appointment and Progress Review Committee may request additional perspective during an endowed chair holder’s annual review. To prepare for possible external review, the endowed chair holder shall provide the ADRI with the names of unbiased external reviewers who are able to provide a written objective assessment of endowment holder’s scholarly work and meet established criteria to be an external reviewer (See Appendix 2A - ARR Template). A list of potential external reviewers and their contact information is to be submitted in conjunction with the ARR (See Part II. Section 2.7).

Any external written assessments (i.e., peer-review letters) obtained as part of the annual reviews shall also be considered during the comprehensive review process.

2.9 Endowed Chair Comprehensive Review and Reappointment
By February 28 of the penultimate year of an individual’s appointment term (i.e., third year of a four-year term), the Endowed Chairs Appointment and Progress Review Committee shall:
   a. Complete a comprehensive review of an endowed chair holder’s performance and progress based on specified performance expectations (See Appendix 1 – Overview Chart; Part II: Section 2.6; and endowment holder’s offer letter).
   b. Determine if an endowed chair holder is to be recommended for reappointment to a successive term.
   c. Provide a written assessment of an endowed chair holder’s performance and progress for all completed years of the respective endowment term.

The ADRI, as committee chair, shall share comprehensive review results (i.e., written assessment) with the Heritage College Executive Dean and obtain approval prior to notification of an endowed chair holder in writing of comprehensive review summary and recommendation regarding reappointment to another subsequent term. The ADRI shall generate letter for signature.

2.9.1 Comprehensive Review
The comprehensive review process shall include an objective evaluation of an endowed chair holder’s scholarly work by unbiased external (i.e., not employed by Ohio University) experts who are familiar with the individual’s research but are neither collaborators nor coauthors. To this end, a total of three external peer-review letters are required for the comprehensive review.

During year three of the appointment term, the ADRI or designee shall request an external peer-review letter from three individuals named on previously submitted lists (for the annual reviews) by the endowed chair holder or other individuals chosen by the ADRI. These letters shall be requested within ten business days after receipt of an endowed chair holder’s ARR (Jan. 15 deadline) and in advance of when the Endowed Chairs Appointment and Progress Review Committee is required to
complete the comprehensive review (Feb. 28 deadline). **Any external peer-review letters obtained for each annual review and the comprehensive review shall be considered collectively as part of the comprehensive review process.**

By January 15, an endowed chair holder must also submit to the ADRI the following documentation for review as part of the comprehensive review process:

- Previous and most recent ARR (See Appendix 2A – ARR Template; and Part II. Section 2.7)
- Updated CV
- Future research statement of endowed chair holder
- Request for reappointment if consideration desired

Other criteria deemed applicable and additional review steps may be taken at the discretion of the Endowed Chairs Appointment and Progress Review Committee. The committee members may choose to meet in person with the endowed chair holder. **Also, as part of the comprehensive review process, an endowed chair holder must present research accomplishments during research seminar(s) as arranged and scheduled at the Heritage College and Ohio University.**

### 2.9.2 Reappointment

An endowed chair holder must continue to meet endowment stipulations and performance expectations to warrant reappointment. **Upon completion of the comprehensive review, the Endowed Chairs Appointment and Progress Review Committee shall provide to the Heritage College Executive Dean a written recommendation regarding an endowed chair holder’s reappointment.** In addition, other types of available documentation may be used by the Heritage College Executive Dean and/or the ADRI to determine if an endowed chair holder’s performance and progress supports reappointment.

**The Heritage College Executive Dean makes the final decision regarding approval of an endowed chair holder’s reappointment for each subsequent term.** The endowed chair holder will be notified in writing of decision as stated in Section 2.9 herein. If reappointed, new term and expectations will be outlined.
Part III: Selection and Review Process/Procedures for Endowed Professorships

3.0 Endowed Professorship Appointment and Reappointment Process

3.1 Endowed Professorship Eligibility
To be eligible for an endowed professorship appointment, a candidate must:
- Be an existing or newly hired 1.0 FTE Group I faculty member (tenured or tenure-eligible)
- Have primary appointment/responsibilities in the Heritage College
- Hold the faculty rank of full or associate professor
- Dedicate at least 50% to 80% of 1.0 FTE to research effort
- Exhibit a documented history and provide evidence of continuous extramural research funding, especially during the three years immediately preceding the appointment
- Conduct research that is translational, aligns with interests of one or more of the Heritage College’s health institutes, and/or builds collaborations outside Heritage College affiliated institutes

3.2 Endowed Professorship Term
An endowed professorship term is for three years from the appointment date with the possibility of reappointment (i.e., term renewal). An endowed professorship appointment may be renewed for one optional term if the holder successfully fulfills and continues to meet expectations based on annual and comprehensive reviews of the endowment holder’s progress and performance. Appointments and reappointments typically commence with the start of a fiscal year or academic year. Regardless of term start date, all endowed professorships will follow the same annual report and review cycle as if their term commenced at the start of a fiscal year (i.e., July 1).

3.3 Endowed Professorship Candidate Required Documentation
Whether nominated for an endowed professorship appointment or directly appointed by the Heritage College Executive Dean, an internal candidate must submit the following documentation to the ORG by the deadline that shall be set by the ADRI. In addition to Human Resources employment requirements, an external candidate must also provide the same documentation as an internal candidate as follows:
- Cover Letter from candidate expressing interest in holding an endowed professorship
- Current Curriculum Vitae (CV)
- Startup/Endowment Fund Request Form (current form to be obtained from ORG)
- Three external Letters of Reference (LOR) supporting candidate’s endowed professorship nomination/appointment*

*The candidate shall suggest five potential referees and outline their relationship. Referees shall: a) be highly qualified research experts; b) be scholars at the same distinguished or higher rank than the one to which the candidate aspires; c) be able to objectively assess the candidate’s contribution to a field of study; d) not be close friends or colleagues of the candidate; and e) not be employed by Ohio University. However, the Heritage College Executive Dean shall make the final choice of referees to write an LOR. This will be done in consultation with the ADRI, the candidate’s department chair, and the institute director (if applicable).

External LOR shall address:
- Referee’s relationship to the candidate
- Assessment of candidate’s scholarly work and impact on field/area of study
- Ability of candidate to obtain external funding for research
- How candidate’s research focus and methodological expertise will help to advance the Heritage College’s research mission
3.4 **Endowed Professorship Selection**

An endowed professorship candidate shall meet established selection criteria as follows:

- Recognized as a role model by peers for research in discipline and/or field of study
- Successful grant applications and awards in recent years
- Invited presentations at national symposiums, conferences, summits, etc.
- Senior author of several recent quality publications in high-impact² scientific journals
- Leadership positions held in professional and national organizations
- Recipient of awards in recognition of research and significant meritorious service
- Research alignment with the research strategy for the Heritage College
- Translational research goals and objectives support the development of a research program of national distinction at the Heritage College
- Research is within funding intent of the OHF as defined in the respective executed MOA

The Heritage College Executive Dean has the discretion to select an endowed professorship (in accordance with the respective executed MOA) and shall confer with the OHF regarding the finalist candidate(s) prior to the Executive Dean’s final selection and announcement of endowment recipient(s).

The Executive Dean may seek the recommendation of the ADRI and/or an ad hoc selection committee (i.e., Endowed Professorships Selection and Progress Review Committee) when selecting an endowed professorship recipient. The ADRI may recommend or ask department chairs to suggest candidate(s) for nomination as appropriate. In the case of nomination(s), the Endowed Professorships Selection and Progress Review Committee may be constituted by the Heritage College Executive Dean to review nomination(s) and provide a recommendation regarding final candidate(s) for consideration (See Part III: Section 3.5).

It may be necessary and/or desirable to recruit new research faculty through endowments. If a national search is conducted, the Heritage College Executive Dean and the ADRI shall appoint a search committee in collaboration with the respective department chair.

At minimum, the endowed professorship candidate(s) will be expected to meet with selected Heritage College and Ohio University research leaders. The candidate(s) may be asked by the ADRI to give a research presentation as part of the selection process.

3.5 **Ad Hoc Endowed Professorships Selection and Progress Review Committee**

3.5.1 **Composition**

The Heritage College Executive Dean, in conjunction with the ADRI, shall appoint an ad hoc committee to be known as the “Endowed Professorships Selection and Progress Review Committee”. The ADRI shall serve as committee chair. Efforts will be made to engage those researchers who have an understanding of collaborative and translational research as well as the Heritage College’s research mission and strategic initiatives. Committee members shall be asked to serve based on leadership position and availability.

This committee membership includes:

- Heritage College ADRI (Chair)
- One Heritage College institute director
- One non-Heritage College but Ohio University associate dean for research
- One tenured faculty designee holding the academic rank of full professor
- One Heritage College department chair or academic campus dean

² High-impact is defined as an impact factor of 10 or more or a journal that is in the top 10% of journals in the field
Committee members shall have no term limits. Inaugural members are expected to serve for a minimum of two years. New committee members will be appointed to replace those individuals who resign from committee service or Ohio University employment. Efforts will be made to appoint replacements that will adhere to the original recommended committee membership noted above and take into consideration any future organizational and title changes.

3.5.2 Purpose/Responsibilities

The purpose of the Endowed Professorships Selection and Progress Review Committee is to be advisory to the Heritage College Executive Dean regarding:

- Endowed professorship selection and appointment recommendation (as needed and if requested by the Heritage College Executive Dean and/or the ADRI to review CV and required documentation of each candidate)
- Annual and comprehensive reviews of endowed professorship holders (See Part III: Section 3.8 and 3.9 respectively)
- Written assessment of performance expectations accomplished by endowed professorship holders
- Written recommendation to the Heritage College Executive Dean regarding the reappointment of an endowed professorship holder (See Part III: Section 3.9.2)
- Suggestions to improve endowed professorship selection, appointment, review, and evaluation process
- Management of endowed professorship issues

All committee deliberations shall remain confidential. Written annual and comprehensive review assessments/recommendations may be shared with respective endowment holder and others (e.g., department chair, institute director, etc.) by the ADRI and the Heritage College Executive Dean as deemed appropriate. To support and facilitate functions of the Endowed Professorships Selection and Progress Review Committee, the ADRI (i.e., committee chair) shall provide to committee members:

- Copy of endowed professorship executed MOA
- Outline of ad hoc committee responsibilities
- Selection and appointment process for available endowed professorships
- Annual and comprehensive review process for endowed professorship holders
- Supporting documentation of each endowed professorship candidate (as needed)

3.6 Endowed Professorship Performance Expectations

Performance expectations have been established for each endowed professorship in accordance with the respective executed MOA. An individual’s performance expectations are to be specified in an offer letter at the time of appointment and reappointment.

Performance expectations include, but are not limited to, those items listed in the OHF Research Endowments Overview Chart (Appendix 1). Listed items/details are intended to be informative and used as guidelines to formulate individualized performance expectations that shall be approved by the Heritage College Executive Dean in consultation with the ADRI. Performance expectations serve as parameters for the Endowed Professorships Selection and Progress Review Committee to complete annual and comprehensive reviews of an endowed professorship holder.

3.7 Annual Research Report

By January 15, all endowed professorship holders shall submit an Annual Research Report (ARR) to the ADRI with copies to the Heritage College Executive Dean, respective department chair, institute director (if applicable), and Executive Director of Strategic Initiatives (for inclusion as part of the OHF Annual Report). The ADRI shall provide this report to the Endowed Professorships Selection and Progress Review Committee.
Review Committee to be considered during the annual review and comprehensive review process for each endowed professorship. **Submission of an ARR documenting endowment performance and progress is required for continued appointment and reappointment.**

For ARR requested information and report format, refer to: Appendix 2A – Annual Research Report Template for Endowed Chair or Professorship

### 3.8 Endowed Professorship Annual Review
By February 28 annually, the Endowed Professorships Selection and Progress Review Committee shall:

a. Complete an annual review of an endowed professorship holder’s performance and progress based on specified performance expectations (See Appendix 1 – Overview Chart; Part III: Section 3.6; and endowment holder’s offer letter).

b. Determine if an endowed professorship holder is making adequate progress for continuance of current term and for reappointment.

c. Provide a written assessment of an endowed professorship holder’s performance and progress for the most recent completed year of the current endowment term.

The ADRI, as committee chair, shall share annual review results (i.e., written assessment) with the Heritage College Executive Dean and obtain approval prior to notifying the endowed chair holder in writing of annual review summary and if adequate progress is being made for continuance of current term. The ADRI shall generate letter for signature.

The Endowed Professorships Selection and Progress Review Committee may request additional perspective during an endowed professorship holder’s annual review. To prepare for possible external review, the endowed professorship holder shall provide the ADRI with the names of unbiased external reviewers who are able to provide a written objective assessment of endowment holder’s scholarly work and meet established criteria to be an external reviewer (See Appendix 2A - ARR Template). **A list of potential external reviewers and their contact information is to be submitted in conjunction with the ARR (See Part III. Section 3.7).**

Any external written assessments (i.e., peer-review letters) obtained as part of the annual reviews shall also be considered during the comprehensive review process.

### 3.9 Endowed Professorship Comprehensive Review and Reappointment
By February 28 of the third year of a three-year term, the Endowed Professorships Selection and Progress Review Committee shall:

a. Complete a comprehensive review of an endowed professorship holder’s performance and progress for the current term based on specified performance expectations (See Appendix 1 – Overview Chart; Part III: Section 3.6; and endowment holder’s offer letter).

b. Determine if an endowed professorship holder is to be recommended for reappointment if eligible for a subsequent term.

c. Provide a written assessment of an endowed professorship holder’s performance and progress for all completed years of the respective endowment term.

The ADRI, as committee chair, shall share comprehensive review results (i.e., written assessment) with the Heritage College Executive Dean and obtain approval prior to notification of the endowed professorship holder in writing of comprehensive review summary and recommendation regarding reappointment to one additional term. The ADRI shall generate letter for signature.
3.9.1 Comprehensive Review

The comprehensive review process shall include an objective evaluation of an endowed professorship holder’s scholarly work by unbiased external (i.e., not employed by Ohio University) experts who are familiar with the individual’s research but are neither collaborators nor coauthors. To this end, a total of three external peer-review letters are required for the comprehensive review.

During year three of the appointment term, the ADRI or designee shall request an external peer-review letter from three individuals named on previously submitted lists (for the annual reviews) by the endowed professorship holder or other individuals chosen by the ADRI. These letters shall be requested within ten business days after receipt of an endowed professorship holder’s ARR (January 15 deadline) and in advance of when the Endowed Professorships Selection and Progress Review Committee is required to complete the comprehensive review (February 28 deadline). Any external peer-review letters obtained for each annual review and the comprehensive review shall be considered collectively as part of the comprehensive review process.

By January 15, an endowed professorship holder must also submit to the ADRI the following documentation for review as part of the comprehensive review process:

- Previous and most recent ARR (See Appendix 2A – ARR Template; and Part III. Section 3.7)
- Updated CV
- Future research statement of endowed professorship holder
- Request for reappointment if consideration desired

Other criteria deemed applicable and additional review steps may be taken at the discretion of the Endowed Professorships Selection and Progress Review Committee. The committee members may choose to meet in person with an endowed professorship holder. Also, as part of the comprehensive review process, each endowed professorship holder must present research accomplishments during research seminar(s) as arranged and scheduled at the Heritage College and Ohio University.

3.9.2 Reappointment

An endowed professorship holder must continue to meet endowment stipulations and performance expectations to warrant reappointment. Upon completion of the comprehensive review, the Endowed Professorships Selection and Progress Review Committee shall provide to the Heritage College Executive Dean a written recommendation regarding an endowed professorship holder’s reappointment. In addition, other types of available documentation may be used by the Heritage College Executive Dean and/or the ADRI to determine if an endowed professorship holder’s performance and progress supports reappointment.

The Heritage College Executive Dean makes the final decision regarding approval of an endowed professorship holder’s reappointment for one additional term. The endowed professorship holder will be notified in writing of decision as stated in Section 3.9 herein. If reappointed, new term and expectations will be outlined.
Part IV: Selection and Review Process/Procedures for Endowed Fellowships

4.0 Endowed Fellowship Award and Extension Process

4.1 Endowed Fellowship Eligibility
Two types of endowed fellowship awards – Heritage Faculty Endowed Fellowship and Heritage Career Development Faculty Endowed Fellowship – are available to support promising translational research.

4.1.1 Heritage Faculty Endowed Fellowship Eligibility
To be eligible for a Heritage Faculty Endowed Fellowship, an applicant must:
• Be an existing 1.0 FTE Group I faculty member holding any faculty rank (tenured or tenure track)
• Have primary faculty appointment/responsibilities in the Heritage College
• Dedicate at least 50% to 80% of 1.0 FTE to research effort
• Previously submitted a National Institutes of Health (NIH) R Series proposal or comparable federal funding proposal (e.g., Department of Defense – DOD; Health Resources Services Administration – HRSA; etc.)
• Conduct research that is translational, aligns with interests of one or more of the Heritage College’s health institutes, and/or builds collaborations outside Heritage College-affiliated institutes

4.1.2 Heritage Career Development Faculty Endowed Fellowship Eligibility
To be eligible for a Heritage Career Development Faculty Endowed Fellowship, an applicant must:
• Be an existing 0.9 or 1.0 FTE Group I or Clinical Track faculty member holding any faculty rank (tenured, tenure track, or non-tenured)
• Have primary faculty appointment/responsibilities in the Heritage College
• Dedicate at least 50% to 80% of either 0.9 FTE or 1.0 FTE to research effort
• Provide a written mentoring plan with a committed senior faculty member that notes a career objective to become an independent scholar and position oneself to gain external funding
• Conduct research that is translational, aligns with interests of one or more of the Heritage College’s health institutes, and/or builds collaborations outside Heritage College-affiliated institutes

4.2 Endowed Fellowship Term
Both the Heritage Faculty Endowed Fellowship and Heritage Career Development Faculty Endowed Fellowship term is for two years from the award date without the possibility of renewal. Either award typically commences with the start of a fiscal year (i.e., July 1) for one term only. With the Heritage College Executive Dean’s approval, the term may be extended (i.e., award extension) for no more than one year if deemed necessary by the ADRI. The award extension is contingent on the endowed fellowship holder successfully fulfilling and continuing to meet expectations based on the annual reviews (See Part IV: Section 4.8). After one extension, additional award extensions shall neither be permitted nor approved.

4.3 Endowed Fellowship Application/Documentation
The ADRI shall call for applications (i.e., proposals) in spring of each year, dependent on available funding. The deadline for endowed fellowship applications shall be set by the ADRI.

Eligible Heritage College faculty (See Part IV. Section 4.1) interested in applying for either a Heritage Faculty Endowed Fellowship award or a Heritage Career Development Faculty Endowed Fellowship award must prepare and submit an application in accordance with the established Endowed Fellowship Application Guidelines.
For application format and specifications, refer to:
Appendix 3 – Endowed Fellowship Application Guidelines

When applying for a Heritage Career Development Faculty Endowed Fellowship award, the applicant must also prepare and submit a Career Development Plan (i.e., mentoring plan). The applicant’s Career Development Plan must adhere to the established Career Development Plan Guidelines.

For career development plan format and specifications, refer to:
Appendix 4 – Career Development Plan Guidelines

When applying for either a Heritage Faculty Endowed Fellowship or a Heritage Career Development Faculty Endowed Fellowship, the applicant is to suggest three to five potential external reviewers and outline their relationship. The external reviewers shall:
- be highly qualified research experts;
- be able to objectively assess applicant’s research experience and ability;
- be able to assess translational research goals/objectives;
- not be close friends or colleagues of the applicant; and
- not be employed by Ohio University. However, the ADRI shall make the final choice of external reviewers to review application materials. This will be done in consultation with the Heritage College Research and Scholarly Awards Committee (RSAC).

4.4 Endowed Fellowship Selection
An endowed fellowship applicant shall meet established selection criteria as follows:
- Recognized as a potential researcher and leader by peers for research in discipline or field of study
- Invited presentations at professional symposiums, conferences, summits, etc.
- Contributing author on recent articles submitted for publication in high-impact journals
- Translational research goals and objectives support the development of a research program of national distinction at the Heritage College
- Research is within funding intent of the OHF as defined in the respective executed MOA

The ADRI has the discretion to select an endowed fellowship recipient (in accordance with the respective executed MOA) with approval by the Heritage College Executive Dean. The ADRI shall provide advanced notice to OHF of those approved prior to finalizing selection and announcement of award recipient(s).

The ADRI, in consultation with the Heritage College Research and Scholarly Awards Committee (RSAC), shall select a minimum of two external reviewers from those suggested by applicant(s) or other individuals chosen by the ADRI to review endowed fellowship application(s) and, if applicable, career development plan(s).

External reviewers shall address:
- Reviewer’s relationship to the applicant
- Assessment of applicant’s potential to conduct research and scholarly work
- How applicant’s research focus will help to advance the Heritage College’s research mission
- Potential of applicant to obtain external funding for research

After review of application materials, the external reviewers shall provide input to RSAC (whose members serve as internal reviewers) regarding applicant(s) to consider for an endowed fellowship. The RSAC shall recommend to the ADRI the endowed fellowship applicant(s) qualified and befitting to be an award recipient. When making endowed fellowship selection(s), the ADRI will take into consideration RSAC recommendation(s) and advisement.

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3 High-impact is defined as an impact factor of 10 or more or a journal that is in the top 10% of journals in the field
4.5 **Research and Scholarly Awards Committee (Endowed Fellowship Role)**

4.5.1 **Composition**

The RSAC, a Heritage College standing committee, shall assist with the selection and assessment of endowed fellowship recipients' performance and progress. The established RSAC consists of elected and appointed representatives who foster and cultivate a dynamic and interactive intramural research environment by supporting biomedical, basic, translational, clinical, and social science pilot and feasibility studies taking into consideration the Heritage College’s collaborative and strategic research initiatives.

Access information regarding RSAC membership and function online at: https://www.ohio.edu/medicine/about/offices/deans-office/standing-committees/research-and-scholarly-affairs-committee.cfm

4.5.2 **Purpose/Responsibilities**

The purpose of the RSAC relative to endowed fellowships is to be advisory to the ADRI and the Heritage College Executive Dean regarding:

- Endowed fellowship selection and award recommendation
- Annual reviews of endowed fellowship holders (See Part IV: Section 4.8)
- Written assessment of performance expectations accomplished by endowed fellowship holders
- Written recommendation to the ADRI regarding award extension for an endowed fellowship holder (See Part IV: Section 4.9)
- Suggestions to improve endowed fellowship selection, award, review, and evaluation process
- Management of endowed fellowship issues

Members of RSAC are expected to self-disclose any possible conflict(s) of interest. However, any committee member may bring to the attention of the RSAC chair a possible conflict of interest involving another RSAC member. The decision to recuse oneself or an RSAC member from participating in pertinent fellowship award discussion(s) and recommendation(s) shall be made by the RSAC chair. With input from RSAC membership, the RSAC chair will decide if alternate reviewers are needed to replace recused member(s) for fellowship award deliberations. Use of alternate(s) requires support from the majority of committee voting membership.

All committee deliberations relative to endowed fellowship awards shall remain confidential. Written annual review assessments/recommendations may be shared with respective endowment holder and others (e.g., department chair, institute director, etc.) by the ADRI and the Heritage College Executive Dean as deemed appropriate. To support and facilitate committee functions, the ADRI shall provide to RSAC members:

- Copy of each endowed fellowship executed MOA
- Outline of responsibilities for RSAC related to endowed fellowships
- Selection and award process for available fellowship endowments
- Review and evaluation process for endowed fellowship holders
- Application (includes NIH-formatted biosketch) and other supporting documentation from each applicant

4.6 **Endowed Fellowship Performance Expectations**

Performance expectations have been established for each endowed fellowship in accordance with the respective executed MOA. **Individualized performance expectations are to be specified in an offer letter at the time of award.**

Performance expectations include, but are not limited to, those items listed in the OHF Research Endowments Overview Chart (Appendix 1). Listed items/details are intended to be informative and used as guidelines to formulate individualized performance expectations that shall be approved by the Heritage College Executive Dean in consultation with the ADRI. Performance
expectations serve as parameters for the RSAC to complete annual reviews of an endowed fellowship holder. Heritage Faculty Endowed Fellowship performance expectations vary from the Heritage Career Development Faculty Endowed Fellowship performance expectations.

4.7 Annual Research Report
By January 15, all endowed fellowship holders shall submit an Annual Research Report (ARR) to the ADRI with copies to the Heritage College Executive Dean, respective department chair, institute director (if applicable), and Executive Director of Strategic Initiatives (for inclusion as part of the OHF Annual Report). The ADRI shall provide this report to the RSAC to be considered during the annual review process for each endowed fellowship. Submission of an ARR documenting endowment performance and progress is required for continued award and consideration of an award extension.

For ARR requested information and report format, refer to:
Appendix 2B – Annual Research Report Template for Endowed Fellowship

4.8 Endowed Fellowship Annual Review
By February 28 of each year of a two-year term, the RSAC shall:
   a. Complete an annual review of an endowed fellowship holder’s performance and progress based on specified performance expectations (See Appendix 1 – Overview Chart; Part IV: Section 4.6; and endowment holder’s offer letter).
   b. Determine if endowed fellowship holder is to be recommended for continuance of current term (year 1 annual review) or an award extension (year 2 annual review).
   c. Provide to the ADRI a written assessment of an endowed fellowship holder’s performance and progress for the most recently completed year of the current endowment term.

The ADRI shall share annual review results (i.e., written assessment) with the Heritage College Executive Dean and obtain approval prior to notifying the endowed fellowship holder in writing of annual review summary and recommendation regarding continuance of current term or award extension. The ADRI shall generate letter for signature.

The RSAC may consult with individuals at the Heritage College, Ohio University, or other institutions who can provide useful input about the endowed fellowship holder’s scholarly work, performance, and progress. The ADRI may request that an endowed fellowship holder, at endowment term’s end, present research accomplishments during research seminar(s) as arranged and scheduled at the Heritage College and Ohio University.

4.9 Endowed Fellowship Award Extension
An endowed fellowship holder must continue to meet endowment stipulations and performance expectations to warrant an award extension. The ADRI shall take into consideration annual reviews completed by RSAC to determine if an endowed fellowship holder’s performance and progress supports an award extension. In addition, other types of available documentation may be used by the ADRI to determine if an endowed fellowship holder should be considered for an award extension.

The ADRI makes the final decision regarding approval of a fellowship holder’s one-time award extension. The endowed fellowship holder will be notified in writing of decision as stated in Section 4.8 herein. If award extended, any modified conditions and expectations will be outlined.
<table>
<thead>
<tr>
<th>Endowment Name</th>
<th>Endowment Type</th>
<th>Purpose</th>
<th>Endowment Commitment</th>
<th>Source</th>
<th>Eligibility</th>
<th>OU/Endowment Classification</th>
<th>Dedicated Research Effort</th>
<th>Term</th>
<th>Status (Endowed Chair)</th>
<th>Terms</th>
<th>Funding Intent</th>
<th>Deliverables (i.e., Performance Expectations)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Osteopathic Heritage Foundation (Loe J. Kaposh, Ph.D.) Endowed Chair in the Heritage College of Osteopathic Medicine</td>
<td>Endowed Chair</td>
<td>To support new or existing Heritage College faculty of national and international distinction conducting basic research in the area of diabetes in the Heritage College, and it is within the funding intent of the Osteopathic Heritage Foundation, as defined in the executed Memorandum of Agreement.</td>
<td>3.0 M</td>
<td>$2.5M OHF; $5M OHF</td>
<td>New or existing Heritage College faculty of national and international distinction whose research is focused on diabetes. The Executive Dean has the discretion to select the endowed chair. The Executive Dean may engage an ad hoc selection committee and/or the Associate Dean for Research and Innovation in the process to provide recommendations for consideration. The Executive Dean will confer with the Osteopathic Heritage Foundation regarding the finalist candidates prior to the Executive Dean's final selection.</td>
<td>At least 0.8 FTE Group 1 Professor, tenured with primary appointment in the Heritage College</td>
<td>4 year term, with option for renewal dependent on performance and successfully meeting expectations. An ad hoc review committee (determined by the Executive Dean and the Associate Dean of Research) will conduct an annual review and provide a written assessment of progress. In addition, a comprehensive review by February 28 of the third year will be conducted to determine reappointment to another term.</td>
<td>Average of 5 articles to high impact journals as senior author annually over the appointment term. (A total of 20 published articles over the four year term)</td>
<td>At least $500K direct costs received annually. Preferably grants that have indirect costs at a full federally negotiated rate.</td>
<td>Provide evidence of representing the Heritage College at national and international venues (e.g., keynote presentations; national/level research awards or honors; service on advisory committees, NIH study sections, policy-making bodies, federal agencies, etc.); requires representation at 6 separate and distinct venues annually. (A total of 24 representations over the four year term)</td>
<td>serve as PI on at least 2 external awards at the level of NIH R01 or higher</td>
<td>Provide evidence of elevating team members that includes mentoring (e.g., those with K-award or other career development awards, junior faculty, medical students, graduate students), inclusion on grants, facilitating programmatic growth, recruiting new faculty, etc.</td>
</tr>
<tr>
<td>Osteopathic Heritage Foundation (Jenning O. D. O'Connor, M.D.) Endowed Chair in the Heritage College of Osteopathic Medicine</td>
<td>Endowed Chair</td>
<td>To support new or existing translational research faculty of national and international distinction and research will align with interests of one or more of the health-institutes. Top priority will be given to faculty whose research opens the interests of more than one Ohio University Heritage College of Osteopathic Medicine (Heritage College) health related institute, is translational, and/or builds new collaborations with faculty outside of Heritage College-affiliated institutes, and is within the funding intent of the Osteopathic Heritage Foundation, as defined in the executed Memorandum of Agreement.</td>
<td>1.0 FTE Group I Professor</td>
<td>$2.5M OHF</td>
<td>New or existing Heritage College faculty of national and international distinction whose research is translational and is aligned with the health-related institutes and initiatives at the Heritage College. The Executive Dean has the discretion to select the endowed chair. The Executive Dean may engage an ad hoc selection committee and/or the Associate Dean for Research and Innovation in the process to provide recommendations for consideration. The Executive Dean will confer with the Osteopathic Heritage Foundation regarding the finalist candidates prior to the Executive Dean's final selection.</td>
<td>At least 0.8 FTE Group 1 Professor, tenured with primary appointment in the Heritage College</td>
<td>4 year term, with option for renewal dependent on performance and successfully meeting expectations. An ad hoc review committee (determined by the Executive Dean and the Associate Dean of Research) will conduct an annual review and provide a written assessment of progress. In addition, a comprehensive review by February 28 of the third year will be conducted to determine reappointment to another term.</td>
<td>Average of 2 articles to high impact journals as senior author annually over the appointment term. (A total of 16 published articles over the four year term)</td>
<td>At least $400K direct costs received annually. Preferably grants that have indirect costs at a full federally negotiated rate.</td>
<td>Provide evidence of representing the Heritage College at national and international venues (e.g., keynote presentations; national/level research awards or honors; service on advisory committees, NIH study sections, policy-making bodies, federal agencies, etc.); requires representation at 6 separate and distinct venues annually. (A total of 24 representations over the four year term)</td>
<td>serve as PI on at least 2 external awards at the level of NIH R01 or higher</td>
<td>Provide evidence of elevating team members that includes mentoring (e.g., those with K-award or other career development awards, junior faculty, medical students, graduate students), inclusion on grants, facilitating programmatic growth, recruiting new faculty, etc.</td>
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<tr>
<td>Osteopathic Heritage Foundation (Dave C. Wooster, Ph.D.) Endowed Chair in the Heritage College of Osteopathic Medicine</td>
<td>Endowed Chair</td>
<td>To support new or existing translational research faculty of national and international distinction and research will align with interests of one or more of the health-institutes. Top priority will be given to faculty whose research opens the interests of more than one Ohio University Heritage College of Osteopathic Medicine (Heritage College) health related institute, is translational, and/or builds new collaborations with faculty outside of Heritage College-affiliated institutes, and is within the funding intent of the Osteopathic Heritage Foundation, as defined in the executed Memorandum of Agreement.</td>
<td>1.0 FTE Group I Professor</td>
<td>$2.5M OHF</td>
<td>New or existing Heritage College faculty of national and international distinction whose research is translational and is aligned with the health-related institutes and initiatives at the Heritage College. The Executive Dean has the discretion to select the endowed chair. The Executive Dean may engage an ad hoc selection committee and/or the Associate Dean for Research and Innovation in the process to provide recommendations for consideration. The Executive Dean will confer with the Osteopathic Heritage Foundation regarding the finalist candidates prior to the Executive Dean's final selection.</td>
<td>At least 0.8 FTE Group 1 Professor, tenured with primary appointment in the Heritage College</td>
<td>4 year term, with option for renewal dependent on performance and successfully meeting expectations. An ad hoc review committee (determined by the Executive Dean and the Associate Dean of Research) will conduct an annual review and provide a written assessment of progress. In addition, a comprehensive review by February 28 of the third year will be conducted to determine reappointment to another term.</td>
<td>Average of 2 articles to high impact journals as senior author annually over the appointment term. (A total of 16 published articles over the four year term)</td>
<td>At least $400K direct costs received annually. Preferably grants that have indirect costs at a full federally negotiated rate.</td>
<td>Provide evidence of representing the Heritage College at national and international venues (e.g., keynote presentations; national/level research awards or honors; service on advisory committees, NIH study sections, policy-making bodies, federal agencies, etc.); requires representation at 6 separate and distinct venues annually. (A total of 24 representations over the four year term)</td>
<td>serve as PI on at least 2 external awards at the level of NIH R01 or higher</td>
<td>Provide evidence of elevating team members that includes mentoring (e.g., those with K-award or other career development awards, junior faculty, medical students, graduate students), inclusion on grants, facilitating programmatic growth, recruiting new faculty, etc.</td>
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<td>Endowment Name</td>
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<td>Osteopathic Heritage Foundation Ralph S. Licklider, D.O.</td>
<td>Research Endowment</td>
<td>Top priority will be given to faculty whose research spans the interests of more than one Ohio University Osteopathic College of Osteopathic Medicine (Heritage College) health related institutes, is translational, and/or builds new collaborations with faculty outside of Heritage College-affiliated institutes, and is within the funding intent of the Osteopathic Heritage Foundation, as defined in the executed Memorandum of Agreement.</td>
<td>1.0 FTE Group I tenure or tenure eligible faculty with primary appointment in the Heritage College</td>
<td>OHF OHF, OHF HCOM</td>
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| Heritage Endowed Professorship(s)           | (To support) faculty whose research will align with interests of one or more of the health-institutes, is translational and/or builds collaborations outside Heritage College-affiliated institutes, and is within the funding intent of the Osteopathic Heritage Foundation, as defined in the executed Memorandum of Agreement. To advance collaborative research and training. | New or existing Heritage College faculty with continuous extramural research funding history. The Executive Dean has the discretion to select one or more faculty. The Executive Dean may seek the recommendation of an ad hoc selection committee and/or the ADRI. The Executive Dean will confer with the Osteopathic Heritage Foundation regarding the finalists prior to the Executive Dean's final selection. | 1.0 FTE Group I tenure or tenure eligible faculty with primary appointment in the Heritage College | OHF OHF, OHF HCOM |

| Heritage Faculty Endowed fellowships        | (To support faculty whose research will align with interests of one or more of the health-institutes, is translational and/or builds collaborations outside Heritage College-affiliated institutes, and is within the funding intent of the Osteopathic Heritage Foundation, as defined in the executed Memorandum of Agreement. To advance collaborative research and training. | Heritage College faculty. Awards can provide supplemental funding for conducting promising translational research. The ADRI will accept applications from faculty who have submitted NIH R series or comparable federal funding (DOD; HRSA, etc.) proposal, received good comments, and intend to reapply. An internal reviewer and external reviewer(s) will be selected to provide recommendation to the ADRI. Selection approval by Executive Dean, with advanced notice (of those approved) to the Osteopathic Heritage Foundation. | 1.0 FTE Group I tenure or tenure eligible faculty with primary appointment in the Heritage College | OHF OHF, OHF HCOM |

| Heritage Career Development Faculty Endowed fellowships | (To support faculty whose research will align with interests of one or more of the health-institutes, is translational and/or builds collaborations outside Heritage College-affiliated institutes, and is within the funding intent of the Osteopathic Heritage Foundation, as defined in the executed Memorandum of Agreement. To advance collaborative research and training. | Heritage College faculty. Awards provide resources including mentorship and/or training to enable faculty to become independent scholars and position them to gain external funding. The ADRI will accept applications from Heritage College faculty that includes a mentoring plan with a committed faculty. An internal reviewer and external reviewer(s) will be selected to provide recommendation to the ADRI. Selection approval by Executive Dean, with advanced notice (of those approved) to the Osteopathic Heritage Foundation. | 1.0 or 3 FTE Group I tenure or tenure eligible faculty with primary appointment in the Heritage College | OHF OHF, OHF HCOM |

**Endowment Specifics**

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<tr>
<th>Funding</th>
<th>Eligibility</th>
<th>OU Employment Classification</th>
<th>Dedicated Research Effort</th>
<th>Term</th>
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<td>Eligibility</td>
<td>OU Employment Classification</td>
<td>Dedicated Research Effort</td>
<td>Term</td>
</tr>
</tbody>
</table>

**Appointment Criteria and Research Scope**

- At least 1 submission for 1 external award at the level of NIH R series or comparable federal funding (DOD, HRSA, etc.)
- At least 1 submission for 1 external award at the level of NIH R series or comparable federal funding (DOD, HRSA, etc.)
- At least $200K direct costs received annually. Preferably grants that have indirect costs at a full federally negotiated rate.
- 1.0 FTE Group I tenure or tenure eligible faculty with primary appointment in the Heritage College
- At least 1 original peer-reviewed research article annually in high-impact journal as senior author or first author (A total of 2 publications over the two-year term)
- At least 1 original peer-reviewed research article annually at national and/or international conferences as senior author (A total of 2 publications over the two-year term)
- At least 1 submission for 1 external award at the level of NIH R series or comparable federal funding (DOD, HRSA, etc.)
- At least 1 submission for 1 external award at the level of NIH R series or comparable federal funding (DOD, HRSA, etc.)
- Serve as PI on at least 1 external award at the level of NIH R series or comparable federal funding (DOD, HRSA, etc.)
- Provide evidence of mentoring (e.g., those with K-award or other career development awards, junior faculty, medical students, graduate students), inclusion on grants, facilitating programmatic growth, recruiting new faculty, etc.

**Deliverables (i.e., Performance Expectations)**

See as described for each category - Heritage Endowed Professorships, Heritage Faculty Endowed Fellowships, Heritage Career Development Faculty Endowed Fellowships

**Endowment Resources**

| Total Endowment Resources | $17 Millus |

**Endowment Specifics**

- Grant funding at Ohio University is credited to individuals as follows: [1] percent of responsibility is listed on the proposal transmittal form for each investigator, as determined by the submitters of the proposal; and [2] when a grant is funded, the amount credited to each investigator is the total amount received times the individual’s percent of responsibility.
- Deliverables listed are guidelines and may be adjusted as approved by the Heritage College Executive Dean and/or ADRI. Specific individualized deliverables are to be determined when awarded. Osteopathic Heritage Foundation as funder should be acknowledged in publications and presentations.
Osteopathic Heritage Foundation (OHF) Research Endowment
Annual Research Report (ARR) Template
Endowed Chair or Professorship Holder

Endowment Holder Name: [Full Name and Credentials]

Endowment Holder Title: [Title Bestowed in Endowment Offer Letter]

Reporting Period: [Fiscal Year or Other Reporting Cycle Start and End Dates]

Purpose: As part of the annual review process, the OHF Research Endowment ARR is to be submitted annually by endowment holders to document their research performance and progress. Also, the ARR is intended for submission to the OHF as part of the OHF Annual Report prepared by the Heritage College’s Office of Strategic Planning. Submission of an ARR documenting endowment performance and progress is required for continued appointment and reappointment.

Report Deadline: January 15 [Specify Year]

Copies To: Heritage College Executive Dean, Department Chair, Institute Director (if applicable), and Executive Director of Strategic Initiatives

Provide:

1. Brief Narrative (2-3 pages) that includes the following.
   a. Summary and overall status of research activities
      • Annual totals and multi-year trends for Performance Expectations during the reporting period (for your specific expectations, see offer letter attached), publications, grants submitted/awarded, external representation, and any other key accomplishment (provide details in your updated CV)
      • Anticipated publication and grant submissions nearing completion
      • Significant challenges
      • Future vision and goals for advancing your research
   b. Description of the value of this endowment for your research & scholarly endeavors
   c. Description of how your research endeavors are building alliances and promoting collaboration with constituents external to the Heritage College and Ohio University
   d. Summary of evidence for mentoring (e.g., those with K-award or other career development awards, junior faculty, medical students, graduate students) and/or elevating team members during the reporting period
   e. Summary of your scholarly impact by providing H-index and i10 indexes (both overall career and the past five years)
2. **Updated CV** that documents status of Performance Expectations during the reporting period (For your specific expectations, see offer letter attached). Please highlight in yellow those activities completed during the reporting period. Also, ensure the following details are provided on the CV for publications and grants as well as any relevant information related to external representation.

   a. Publications Submitted or Published since Previous ARR
      - Full citation (e.g., authors, title, journal, year, volume, pages)
      - PubMed ID number (PMCID, if available, and if not, PMID)
      - Current Journal Impact Factor

   b. Grants Submitted, Awarded, or Funded Since Previous ARR
      - Granting agency (e.g., NIH, HRSA, DOD, etc.)
      - Total budget request and/or award (show indirect and direct cost totals)
      - Role/Responsibility on grant
      - Personal percent of responsibility (as stated on OU Transmittal Form)
      - Status of review/approval process (e.g., awarded, not funded, pending, etc.)

   c. External Representation – Representation on behalf of the Heritage College at national and international venues (e.g., keynote presentations; national level research awards or honors; service on advisory committees, NIH study section, policy-making bodies, federal agencies, etc.)

3. **List of External Reviewers**
   Please list contact information for and statement of your relationship with three potential external (not employed by Ohio University) reviewers at your academic rank or higher who are appropriate to evaluate progress in your discipline and for the endowed position. These suggested reviewers should be unbiased external experts who are familiar with your research but are neither collaborators nor coauthors and able to provide a written objective assessment of your scholarly work. Note that conflicts of interest should be avoided, but if they exist, they must be declared.

   **Note:** To prepare for possible external review as part of your annual review process, the ADRI may contact suggested external reviewer(s) to provide a written objective assessment of your scholarly work (i.e., peer-review letter). **External reviewer(s) will only be contacted should the review committee request additional perspective.**

4. **Budgetary Information**
   Review and correct as needed the financial report (attached) provided by ORG that reflects all fund types that supported your research during the reporting period. Please approve and submit financial report in conjunction with completed ARR. If needed, contact ORG with questions and for assistance with financial report.
Osteopathic Heritage Foundation (OHF) Research Endowment
Annual Research Report (ARR) Template
Endowed Fellowship Holder

Endowment Holder Name: [Full Name and Credentials]

Endowment Holder Title: [Title Bestowed in Endowment Offer Letter]

Reporting Period: [Fiscal Year or Other Reporting Cycle Start and End Dates]

Purpose: As part of the annual review process, the OHF Research Endowment ARR is to be submitted annually by endowment holders to document their research performance and progress. Also, the ARR is intended for submission to the OHF as part of the OHF Annual Report prepared by the Heritage College’s Office of Strategic Planning. Submission of an ARR documenting endowment performance and progress is required for continued award and consideration of an award extension.

Report Deadline: January 15 [Specify Year]

Copies To: Heritage College Executive Dean, Department Chair, Institute Director (if applicable), and Executive Director of Strategic Initiatives

Provide:

1. Brief Narrative (2-3 pages) that includes all of the following.
   a. Summary and overall status of research activities
      • Annual totals and multi-year trends for Performance Expectations during the reporting period (for your specific expectations, see offer letter attached), publications, grants submitted/awarded, external representation, and any other key accomplishment (provide details in your updated CV)
      • Anticipated publication and grant submissions nearing completion
      • Significant challenges
      • Future vision and goals for advancing your research
   b. Description of the value of this endowment for your research and scholarly endeavors
   c. Description of how your research endeavors are building alliances and promoting collaboration with constituents external to the Heritage College and Ohio University
2. **Updated CV** that documents status of Performance Expectations during the reporting period (For your specific expectations, see offer letter attached). Please highlight in yellow those activities completed during the reporting period. Also, ensure the following details are provided on the CV for publications and grants as well as any relevant information related to external representation.

   a. Publication(s) Submitted or Published since Previous ARR
      - Full citation (e.g., authors, title, journal, year, volume, pages)
      - PubMed ID number (PMCID, if available, and if not, PMID)
      - Current Journal Impact Factor

   b. Grant(s) Submitted, Awarded, or Funded Since Previous ARR
      - Granting agency (e.g., NIH, HRSA, DOD, etc.)
      - Total budget request and/or award (show indirect and direct cost totals)
      - Role/Responsibility on grant
      - Personal percent of responsibility (as stated on OU Transmittal Form).
      - If needed, contact ORG for assistance with gathering this information.
      - Status of review/approval process (e.g., awarded, not funded, pending, etc.)

   c. External Representation – Representation on behalf of the Heritage College at national and international venues (e.g., Present, as senior author, an average of one abstract presentation annually at national or international conferences)

3. **Status of research activities** that were identified in application proposal and highlight what anticipated outcomes have been accomplished during this reporting period. Note any obstacles you have encountered this reporting period and workable solutions. Update timeline for achievement of intended results.

   Heritage Career Development Faculty Endowed Fellowship ONLY (a and b below)

   a. Career Development Plan (CDP) Training Activities
      - Explain the new or enhanced research skills and knowledge you have acquired during this reporting period as a result of the award
      - Describe any structured activities that you have completed (e.g., coursework or workshops) during this reporting period that have helped you learn new techniques or develop needed professional skills
      - Indicate any new or different skills, knowledge, or experience you still need to acquire since submitting initial Career Development Plan that may directly or indirectly help you become better known in your field of research and how you plan to ensure that this occurs
      - Identify any new resources needed to accomplish career goal(s) and objective(s)

   b. Mentorship
      - Summarize evidence of adhering to career development plan and seeking and receiving mentoring from Ohio University senior faculty
      - Describe present mentoring relationship and if it is proving to be successful

4. **Budgetary Information**
   Review and correct as needed the financial report (attached) provided by ORG that reflects all fund types that supported your research during the reporting period. Please approve and submit financial report in conjunction with completed ARR. If needed, contact ORG with questions or for assistance with financial report.
Osteopathic Heritage Foundation (OHF) Research Endowment
Endowed Fellowship Application Guidelines

1. Call for Fellowship Applications

Request for applications (i.e., proposals) shall be made annually (dependent on available endowment funding) for Heritage College Faculty Endowed Fellowship(s) and Heritage Career Development Faculty Endowed Fellowship(s). The Associate Dean for Research and Innovation (ADRI) will accept applications from existing Heritage College faculty as follows:

a. For Heritage Endowed Faculty or Career Development Faculty Fellowship - must demonstrate a plan to submit a National Institutes of Health (NIH) R series grant or comparable federal proposal (e.g., Department of Defense, Health Resources Services Administration, etc.)

b. For Heritage Career Development Faculty Endowed Fellowship – must have developed and documented a training and mentoring plan with a committed senior faculty member

2. Fellowship Application Preparation

When preparing application materials for either the Heritage College Faculty Endowed Fellowship or the Heritage Career Development Faculty Endowed Fellowship, consider the following.

- Do the goals and objectives of the proposed research project support the development of a translational research program at the Heritage College?
- What resources and support are available and is additional support needed?
- Is the available equipment and facilities adequate?
- Do I have the support of my chair to commit the required dedicated research effort (50-80% of FTE)?
- Do I have the appropriate research team to fulfill research objectives?
- Is the scale of the proposed research project appropriate for the time frame and funding of the fellowship award?
- Does the proposed research project:
  - Align with the interest of one or more of the Heritage College’s health-related institutes?
  - Support interdisciplinary endeavors and build on collaborations with external institutes affiliated with the Heritage College?
  - Support engagement and participation of other faculty, staff, and students?
  - Have the potential to expand Ohio University’s and the Heritage College’s research reputation to one of national distinction?

3. Writing the Fellowship Application

Formatting Specifications

- Font: Times New Roman; Size 12
- Margins: 1 inch all sides
- Spacing: Double spacing for all narrative sections; Single spacing acceptable for forms, charts, tables, etc.
- Maximum Length: 20 pages exclusive of appendices
**Content Specifications**

Follow the instructions carefully when preparing your application and provide all requested information. Incomplete proposals or proposals not following the application guidelines will be returned to applicant without review. All proposals for research projects to be funded through either the Heritage College Faculty Endowed Fellowship or the Heritage Career Development Faculty Endowed Fellowship are to include the following content.

a. **Cover Page**: Complete Cover Page. Signatures of Applicant and Department Chair are required. By signing, the Department Chair acknowledges their support of the application and provides assurance that sufficient protected time to complete the research will be available.

b. **Table of Contents (1 page)**: Note organization of content specifications with respective headers and page numbers.

c. **HERITAGE FACULTY ENDOWED FELLOWSHIP ONLY**
   - **Personal Statement (1 page)**: Explain interest and ability in conducting research and how proposed research project(s) will hone laboratory skills, improve personal research skills, and enhance the Heritage College’s research environment.

d. **HERITAGE CAREER DEVELOPMENT FACULTY ENDOWED FELLOWSHIP ONLY**
   - **Career Development Plan (4 pages)**: Prepare a Career Development Plan (See Appendix 4 – CDP Guidelines).

e. **Proposed Project(s) Abstract (<1 page)**: Provide brief description in lay terms of proposed research project(s).

f. **Proposed Project(s) Summary (3-4 pages)** – Provide a detailed description of research project(s) proposed. Please include Specific Aims/Objectives, Significance, Innovation and Approach.

g. **Additional Investigator(s) of the Research Team (1-2 pages)**: List names, credentials, experience, and training of co-investigators, collaborators, mentors and other personnel.

h. **Fellowship Deliverables Expectation Plan (1 page)**: Describe current and future plans for publication, external representation, annual grant funding, external funding roles and mentorship expectations, in accordance with the endowment performance expectations (See Appendix 1 – Overview Chart).

i. **Detailed Budget and Budget Justification (1-2 pages)**: Identify research project costs and justify funding for supplies and equipment; costs should be relative to project activities.

j. **Timeline (1 page)**: Provide a realistic two-year (i.e., duration of endowed fellowship term) timeline for achievement of intended results; Identify tentative dates for all project activities; Indicate approximate starting and ending dates of proposed project based on endowment award cycle.

k. **Appendices**: NIH-formatted Biosketch, Letters of Support, Regulatory Approvals (IRB, IACUC, Biohazards, etc., if applicable).

4. **Submission Specifications**

By the application deadline (set annually by the ADRI) submit electronically as a single file in PDF format the following documentation to the attention of the ADRI in the Heritage College Office of Research and Grants (ORG):

- Endowed Fellowship Application (for both the Heritage Faculty Endowed Fellowship and Heritage Career Development Faculty Endowed Fellowship); Adhere to Content Specifications (Section 3 herein).
- Career Development Plan (for ONLY the Heritage Career Development Faculty Endowed Fellowship); Adhere to CDP Guidelines (Appendix 4)
- List of three to five potential external (not employed by Ohio University) reviewers, including their contact information and statement of your relationship, who are highly qualified research experts able to objectively assess research experience, research ability, and translational research goals/objectives; Suggested external reviewers should not be close friends or colleagues (See OHF Research Endowments Document; Part IV: Section 4.3). Note that conflicts of interest should be avoided, but if they exist, they must be declared.
Osteopathic Heritage Foundation (OHF) Research Endowment
Career Development Plan Guidelines

1. Purpose

The Career Development Plan (CDP) is intended to serve several purposes. It is important to ensure that a Heritage Career Development Faculty Fellowship Endowment applicant will be provided the training and support they need to achieve their research and professional goals. The CDP allows endowment applicants to describe their career path in terms of specific research interests, goals, and objectives. In addition, at its conclusion, the CDP should enable the individual to be an “expert” in their chosen research area. The CDP must include a discussion of networking opportunities, which provide the endowment applicant with insight and opinions from researchers outside of their immediate environment and will help them to become “known” within the research community. The CDP will be reviewed as part of the Heritage Career Development Faculty Fellowship Endowment application process.

2. Components (maximum 4 pages – single spaced)

a. Research Background

- Describe your past scientific/research history, indicating how the award fits into past and future research career development.
- If there are consistent themes or issues that have guided previous work, these should be made clear. Alternatively, if your work has changed direction, indicate the reasons for the change.

b. Career Goals and Objectives

- Describe your short-term and long-term career goals.
- Justify the need for the award by describing how the career development award will enable you to develop and/or expand your research career.

c. Plan for Career Development/Training Activities During Award Period

- Describe the new or enhanced research skills and knowledge you will acquire as a result of the proposed award.
- Describe any structured activities that are part of the plan, such as coursework or workshops that will help you learn new techniques or develop needed professional skills. If coursework is included, provide course numbers (if available) and descriptive titles and why the courses are essential to your career plan.
- Identify additional skills, knowledge or experience you will need to acquire that may directly or indirectly help you become better known in your field of research, and how you plan to ensure that this occurs.
d. **Mentoring Team and Mentoring Plan**

The *Heritage Career Development Faculty Fellowship Endowment* award requires, at a minimum, a primary mentor who will assist in the coordination of the applicant’s research, provide counsel and direction, and offer award oversight. The primary mentor should be an active investigator in the area of the proposed research. It is strongly encouraged that additional mentors (i.e., secondary) be named to the mentoring team. The primary and secondary mentor(s) should have, most importantly, prior history of successfully mentoring early career investigators to independence, track records of high quality investigation, and academic accomplishment. They should be invested in the career progress of the early career scientist.

The mentors’ primary function is to work with the applicant to develop the application and training plan, make necessary arrangements with the institution to conduct the proposed research work, enforce the appropriate timelines for accomplishment of the research work, and guide the awardee toward a productive career in awardee’s chosen field of study.

- Identify your primary mentor and secondary mentor(s) of your mentoring team.
- Provide letter of support from your primary mentor and each secondary mentor of your mentoring team (if applicable) that indicates personal understanding of the mentoring role and their commitment to you as an early career investigator.
- Briefly describe primary mentor’s contributions and each secondary mentor’s contributions (if applicable) to your career development.
- Describe how and when progress assessments and checkpoints (e.g., memos, phone calls, meetings, etc.) will occur with your primary mentor and each secondary mentor (if applicable) of your mentoring team.