**Duke Psychiatry Residency Equity, Diversity & Inclusion Seed Grant**

**Request for Proposal**

*Please review the detailed Request for Proposals as you develop your project plan.*

**Project Title.**

**Principal Investigator.** *Please include name (must be a Duke psychiatry resident)*

**Collaborator(s).** *Please include name(s), role(s) and institutional affiliation(s).*

**Faculty mentor.** *Please include name and email address (must be a Duke employee).*

**Proposal Narrative.** *Brief abstract. 100-word limit*

**Project Description and Rationale.** *200-word limit*

**Targeted Participants, Activities, and Desired Outcomes.** *250-word limit*

**Timeline with start and end dates and projection of progress and benchmarks.** *200-word limit*

**Enablers, Challenges and/or Barriers.** *150-word limit*

**Sustainability Plan, including potential for scaling into broader initiatives.** *100-word limit*

**HIPPA compliance and IRB review (if applicable).** Please indicate if the project is HIPPA compliant and if it has been or will be submitted for IRB approval or exemption status. *100-word limit.*

**Submission of (1) optional figure or table (attachment).**

**Letter of Support (attachment).**

The Principal Investigator (PI) and/or Co-Directors must provide (1) letter of support from their designated faculty mentor who will advise and oversee the project. The letter should confirm that the faculty mentor is willing and able to assume responsibility as the primary advisor to the proposed project.

**References.** A maximum of six references may be included in the proposal using the New England Journal of Medicine (NEJM) reference format.

**Budget with Justification:** A description of resources, services and associated costs needed for project implementation. Support will be limited to resources and services needed for project implementation.

Selected proposals will be awarded up to $2,000. Multiple projects will be funded. Funds may not be used to support faculty/staff effort, temporary staff, or monetary distributions to support secondary or related projects.

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| **Resource Area** | **Description** | **Estimated Cost** |
| Resource 1 |  |  $0.00 |
| Resource 2 |  |  $0.00 |
| Resource 3 |  |  $0.00 |
| Add additional rows as needed |  |  $0.00 |
| **Total Costs for Proposed Project** |  |
|  |  |  |

**Funds may be spent on the following:**

* Items for your project (both technology and non-technology).
	+ Note: some items are required to be returned to Duke Psychiatry and/or COE office at the conclusion of the study/funding period.
* Statistical support
* Software
* App development
* File storage (e.g., external hard drive, cloud storage)
* Video production
* Web survey tools
* Transcription services
* Website programmer
* Research incentives that are not monetary (e.g. participants may be entered into a drawing or raffle to receive a prize item or gift card)

**Funds may not be used for the following:**

* Salaries to support Duke personnel or supplement a trainee’s income
* Conference registration, travel fees, or materials (e.g. poster printing, handouts, etc.)
* Fees associated with scholarly publishing
* Gift cards (i.e., as research incentives)

Please direct any questions about grant proposals or submission processes to Tyson Pankey (tyson.pankey@duke.edu).