

Dean's Emergency Response Fund Request for Applications

Applications will be accepted on a rolling basis.

Submission: All proposals should be submitted directly to ORSD (hconrad@hsph.harvard.edu) by the applicant's Department Chair.

Contact regarding questions: Heather Conrad at hconrad@hsph.harvard.edu

OVERVIEW AND GOALS OF THE AWARD

The goal of the Dean's Emergency Response Fund is to ensure that the Harvard Chan School can rapidly and reliably detect, respond to and – whenever possible – prevent adverse outcomes in public health emergencies. These types of research opportunities are impossible to predict and require available, flexible funds that can be deployed with little notice. The fund will support research in the context of an actual public health emergency, such as a natural disaster or an infectious disease outbreak, or to understand a policy change where there is a limited window to gather baseline and outcome data. An aim is for research findings to contribute in real time to the emergency response and/or to allow for data to be collected at a particular time/place in an unforeseen public health crisis or impending an important policy/legislative decision.

AWARD AMOUNT AND DURATION

Funding may be requested in any amount up to \$75,000 (direct cost), which will be provided by the School and applicant's department. The School will contribute two thirds of the awarded amount while the department will be required to contribute the remaining third. Cost-sharing can be divided between departments and the maximum School contribution for any award is \$50,000. Please see examples below:

Award Amount	School's Contribution	Departmental Contribution
\$75,000	\$50,000	\$25,000
\$60,000	\$40,000	\$20,000
\$45,000	\$30,000	\$15,000

This is a one-time disbursement of funds with no opportunity for renewal. Applications should be stewarded closely by Department Chairs and interested faculty should contact their Department Chairs to discuss the proposed project.

ELIGIBILITY

Primary Harvard Chan School faculty whose research operation is based at the Harvard Chan School are eligible to apply. Co-investigators or team members may include individuals with any academic appointment. It is strongly encouraged that proposals are submitted in collaboration with another department at the Harvard Chan School.

SUBMISSION PROCESS

Applicants are expected to work in close collaboration with their department prior to proposal submission and all proposals should be submitted directly to ORSD (hconrad@hsph.harvard.edu) by the applicant's Department Chair.

PROPOSAL CONTENTS AND PAGE LIMITS

Please submit the following materials in a single PDF document:

1. Face Page (download [here](#))
2. Proposal (2 pages Max responding to review criteria outlined below)
3. Current [NIH Biosketch](#)
4. Budget Request: Budget estimates should be submitted on [NIH PHS 398 detailed budget form](#) with major divisions of funds (personnel, equipment, etc.). The full amount of the award must be used for direct costs.
5. Budget Justification

Additional Application Guidelines:

- **Preliminary data:** Because the goal of the program is to foster rapid innovation in response to real-world

problems, preliminary data will not be required as part of the application process.

- **Subcontracts:** External collaboration is permitted in cases where there is a clear scientific rationale for why the work needs to be done externally. A letter describing the subcontractor's commitment to the work outlined in the proposal and the scope of their contribution should be submitted at the time of application. All other paperwork needed to set up the subcontract can be submitted if and when the project is funded.
- **Indirect costs:** Indirect costs should not be included. The full award should be used to support direct project costs.

REVIEW PROCESS

Proposals will be reviewed by a committee of Department Chairs selected on an ad-hoc basis with the goal of streamlining the review process to allow for rapid turnaround in response. Reviewers will evaluate applications based on the following review criteria:

- Urgency of public health crisis or situation that the project is responding to
- Scientific basis of proposed work and need for high quality research to address public health evidence gaps
- Feasibility of conducting research in the specific emergency context within a reasonable timeframe
- Ability of the Investigator/Team to complete the proposed project
- Anticipated impact (deliverables and short- and long-term outcomes) of the proposed project

REPORTING

Following the completion of the project, each awardee will be expected to work closely with ORSD to summarize the outcomes of their work and identify potential avenues to further the visibility and impact of the project.

ADDITIONAL TERMS OF THE AWARD

- Should the PI leave the Harvard Chan School, the remainder of the award will be forfeited (i.e., may not be transferred to another institution).