AACAP Marilyn B. Benoit, MD, Child Maltreatment Mentorship Award Application

PURPOSE OF THE AWARD

The purpose of this award is to provide either a child and adolescent psychiatry resident, child and adolescent psychiatry fellow, or early career psychiatrist within 7 years of graduating a fellowship program the following:

- A mentored opportunity to learn about key issues in the areas of child welfare, foster care and/or child maltreatment prevention/intervention.
- Foster collaboration between the participant and a Mentor who demonstrates experience in the field of child welfare, foster care and/or child maltreatment prevention/intervention.
- Raise awareness about issues pertaining to the field of child welfare, foster care and/or child maltreatment prevention/intervention.

INSTRUCTIONS FOR APPLICATION SUBMISSION

Please submit the following required items to:
Clinical Practice Program Manager
AACAP’s Department of Clinical Practice
clinical@aacap.org
by 11:59 pm EST on April 16, 2018.

Note: All letters submitted electronically must contain valid signatures.

Instructions for Application Submission

- Completed award application.
- Personal statement including interest in the child welfare, foster care and/or child maltreatment prevention/intervention, of no more than two pages (single spaced, no less than 12 pt. font and 1” margins).
- A proposal of no more than three pages (single spaced, no less than 12 pt. font and 1” margins) outlining the intended project as well as identifying the mentor with whom the applicant intends to work. The proposal should include:
  - Project aims
  - Project timeline with tentative dates of all activities for the proposed project
- The applicant’s current curriculum vitae or biosketch.
- The Mentor’s current curriculum vitae or biosketch.
- A letter of support from a supervisor or residency training director of no more than two pages (single spaced, no less than 12 pt. font and 1” margins). If you do not have a supervisor or director, please provide a letter of support from a professional reference.
• A letter of support from the proposed Mentor, of no more than two pages (single spaced, no less than 12 pt. font and 1” margins), including a brief description on how he/she will play a key role in shaping and assisting the candidate in fulfilling the needs of this award.

AWARD REQUIREMENTS

• Applicants must be a current AACAP member or have a pending membership application submitted. Funds received by this award cannot be used to cover membership costs.
• Applicants must be either a child and adolescent psychiatry resident, child and adolescent psychiatry fellow, or early career psychiatrist within 7 years of graduating a fellowship program.
• Applicants must have a Mentor who has had experience in key issues in the areas of child welfare, foster care and/or child maltreatment prevention/intervention. It is preferred that the Mentor’s work include children and adolescents. The Mentor does not need to be a child and adolescent psychiatrist by training.
• Signed Letter of Agreement (LOA) between AACAP and the recipient clearly outlining expectations.
• Submission of an article outlining experience for AACP News in which the mentor will serve as the secondary author to the article. This requirement must be completed within one month of the close of the award.
• Inclusion of an appropriate acknowledgement statement with all presentations and publications resulting from the award. An example of an appropriate acknowledgement statement is “This publication/presentation was made possible through an award sponsored by the American Academy of Child and Adolescent Psychiatry Marilyn B. Benoit, MD, Child Maltreatment Mentorship Award, supported by AACAP.”
• Preliminary report further detailing project, the work to be accomplished, project timeline, and how the child and adolescent psychiatrist mentor will be involved to be completed before start of project.
• Final report further detailing the work that was accomplished, outcomes of the project, and personal/professional growth from project to be completed and submitted no more than 30 days post project completion.
• The award recipient must write thank you letters to Dr. Marilyn B. Benoit and Lisa Yang. A copy of each letter will be sent to the AACAP staff liaison.
• Participants agree to participate in all annual surveys as part of the program evaluation process
• Applications must be submitted via e-mail to the Clinical Practice Manager in AACAP’s Clinical Practice Department (clinical@aacap.org) by 11:59 pm EST on April 16, 2018.

AWARD DISBURSMENT

• Awardee(s) will receive up to $8,000 (based on number of awardees selected) in two disbursements:
  o First disbursement(s) of 50% will be sent to applicant(s) upon:
    ▪ Receipt of signed Letter of Agreement between AACAP and the recipient clearly outlining expectations
    ▪ Receipt of completed W9 Tax Form
    ▪ Preliminary report
  o Second disbursement(s) of 50% will be sent to applicant(s) upon the completion of:
    ▪ Receipt of Final Report
    ▪ Receipt of thank-you letters
    ▪ Submission of an article outlining experience for AACP News. The mentor will serve as the secondary author to the article. This requirement must be completed within one month of the close of the award.
### PERSONAL INFORMATION

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- Are you a Member of AACAP: □ Yes. □ No. If no, do you have an application pending? □ Yes □ No

- Please list your resident year:
- Type of residency program:
- Name of your institution:
- Your title (if applicable):
- Address:

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- Do you consider yourself to be: □ Hispanic or Latino □ Not Hispanic or Latino

- What race do you consider yourself to be? Select one or more of the following:
  - □ American Indian or Alaska Native
  - □ Native Hawaiian or Other Pacific Islander
  - □ Asian
  - □ White
  - □ Black or African American
  - □ Prefer not to answer

### PRIMARY MENTOR INFORMATION

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### PROJECT INFORMATION

- Project Title:
- Please indicate how you learned about this program:
REVIEW PROCESS

Applications will undergo review by AACAP members with experience in child welfare, foster care and/or child maltreatment prevention/intervention and related topics.

- **Administrative Review** – Applications will be reviewed for submission of all application materials. Incomplete applications will not be forwarded for further review. Please ensure you meet the eligibility requirements and have submitted all requested application materials before finalizing your application.

- **Selection & Review** – Applications will undergo a review process by senior AACAP members with relevant expertise. Applications will be scored by a panel comprised of the co-chairs of both the Child Maltreatment and Violence Committee and the Adoption and Foster Care Committee as well as Dr. Marilyn B. Benoit. The Selection Committee will prepare written reviews and score all applications using the following criteria:
  - Significance: Degree to which proposal addresses an important issue relating to child welfare, foster care and/or child maltreatment prevention/intervention.
  - Approach: Degree to which the proposal is adequately developed, well integrated, well-reasoned, and appropriate to the aims of the project.
  - Innovation: Originality and innovativeness of proposal.
  - Applicant: Degree of which the applicant is well suited to carry out the proposal.
  - Environment: Degree to which the scientific environment in which the work will be done and the Mentor with whom the work will be done contribute to the probability of success.
  - Mentor: Alignment of Mentor qualifications with proposal’s intent and goals.
  - Feasibility: Potential for a successful and feasible Mentor experience in the allotted time.

INSTITUTIONAL SUPPORT

The Applicant assumes responsibility for conducting the project and the Mentor for supervising the work and advanced education of the Applicant and associates. The application must show that adequate and appropriately equipped space will be available during the funding period. If a project proposes secondary data analysis or when appropriate, projects must be eligible for and obtain IRB exemption.

TERMS OF THE AWARD

*Duration:* Applications will be accepted for no more than 16 weeks of training.

*Extension of Award Period:* In unusual circumstances, arrangements can be made for an extension of an award. Such a request must be made by the Awardee at least 21 days before the expiration date of the award. This request must be made in writing, specifying reasons for requesting the extension, and state a new expiration date. Project extensions of greater than three months will not be considered.

*Change of Status of Designated Mentor or Awardee:* If the Awardee changes affiliations or ceases work in the field for which the award was made, the award will terminate and the remaining funds will not be disbursed unless the Awardee and his or her new institution demonstrate the ability to successfully complete the planned project and the plan for this is approved. If the named Mentor changes affiliations or ceases work in the field for which the award was made, the award will terminate and the remaining funds will not be disbursed unless another appropriate Mentor or plan to ensure appropriate Mentoring is identified and approved.
Location of Work: Awards are for projects in the United States at an accredited medical school, medical center, or institution affiliated with a university teaching program. The Awardee, with the direction of the Mentor, will make all arrangements for conduct of the proposed projects.

Liability of AACAP: AACAP assumes no financial liability if patient care responsibilities of any kind are undertaken by the Awardee or Mentor. The Mentor, the Awardee, and their respective institution(s) acknowledge that AACAP is not legally liable for the conduct of the Awardee or the Mentor and associate Mentors.

Patent Policy: The mentor, the awardee, and their respective institution(s) acknowledge that if a patentable invention or discovery is conceived, or conceived and reduced to practice by the Award during the term of the award year, AACAP must be apprised of the invention and the institution’s plans for protecting such invention under existing institutional patent policy. AACAP will defer to institutional policies where they are in compliance with those of the federal government. AACAP reserves the right where the institution has no patent policy, or policies not in compliance with those of the federal government, to claim rights and interests in the invention or discovery consistent with FAR Clause 52.227-11, Patent Rights- Ownership by the Contractor.

AACAP reserves the right to cancel the award if terms and conditions are not met. AACAP maintains the right to waive informalities.

☐ By submitting this document to AACAP, I indicate that I have read and agreed to the AACAP Marilyn B. Benoit, MD, Child Maltreatment Mentorship Award requirements.

APPLICATIONS DUE BY 11:59 PM EST
APRIL 16, 2018

Materials should be sent to:
Clinical Practice Program Manager
AACAP’s Clinical Practice Department
(clinical@aacap.org)

All awards are contingent upon the receipt of adequate funding support. AACAP has the right to waive informalities.