

PEDIATRIC SCIENTIST DEVELOPMENT PROGRAM

Under the aegis of the Association of Medical School Pediatric Department Chairs, Inc. (AMSPDC)

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PSDP Checklist

Each PSDP Fellow is assigned an Advisor who is also on the PSDP Steering Committee. Your PSDP Advisor will use this checklist to confer with you and review certain policies and procedures that are applicable to you as a PSDP grant awardee. If you have additional questions, please feel free to ask your PSDP Advisor or Administrator.

Administrative issues

	Computers: You may use up to \$3,000 from your supply budget to purchase a computer for PSDP-related work in the laboratory. Please note that when your grant award period ends, the sponsoring institutional rules will determine whether you may take the computer with you.
	Moving costs: If you are re-locating from your residency/fellowship institution to your PSDP institution, you may use up to \$2,000 from your supply budget to defray moving expenses. Fellows who are remaining at the same institution may not use their PSDP funds for this purpose.
	Paycheck: if you are not receiving a paycheck, please let your Advisor and PSDP Administration know.
	Supply budget: your supply budget will be used for purchasing lab supplies, a computer (if needed), relocation costs (if applicable), and meetings/conferences related to your PSDP research (no clinical meetings/conferences may be paid for with PSDP funds). Meeting/conference attendance must be pre-approved by PSDP Administration.
	NICHD-supported PSDP fellows receive \$10,000 through the PSDP; the sponsoring chair will provide an additional \$10,000 for a total \$20,000 supply budget. PSDP fellows who are funded through other organizations will receive \$20,000 through the PSDP.
	PSDP funds may not be re-allocated in any way.
Time Allocation:	
	The terms and conditions of your grant state that 100% of your time is to be dedicated to your PSDP research project. Clinical duties are strictly prohibited during the PSDP fellowship period, including night or weekend call.
	Moonlighting during your PSDP fellowship period is strictly prohibited.

	Pregnancy/Maternity Leave: Maternity leave is granted in accordance with your sponsoring institution's policy. You are required to notify PSDP Administration of your planned maternity leave, including starting and ending dates, in advance. This will allow the PSDP Administration to make the appropriate arrangements with your sponsoring institution.	
	Note: your PSDP funding will continue for the duration of your maternity leave. However, you will be required to make up your leave time at the end of your PSDP fellowship period, and any additional costs incurred will be covered by your sponsoring chair/department.	
	The PSDP expects that PSDP fellows in the second year of research will have an abstract ready for publication. Further, PSDP fellows in the third year should have a manuscript ready for publication.	
Communication:		
	Has there been any change in your laboratory mentor(s)? Who works most closely with you in terms of day-to-day mentoring? How frequently are you in touch with your PSDP Advisor?	
	Have the PSDP Program Director and Administrator been notified of any changes in the PSDP Fellow's status, research plan or mentorship?	