

Early-Career Salary Support Request for Application

Purpose

The purpose of this program is to increase support to eligible Wake Forest University School of Medicine early-career faculty and provide an extended period of time for these individuals to reach the 65% extramurally funded research effort expectation. The academic enterprise institutional salary cap of \$250,000 applies to the Early-Career Salary Support program.

Eligibility

Faculty interested in applying for Early-Career Salary Support must meet the following criteria:

- Research-intensive (50% or greater research effort) Early-Career Faculty
- On Tenure-Track, Clinician Scholar Track, or Education Scholar Track
- Completed the start-up phase defined in their offer letters. (please note that “start-up phase” refers to a measure of time. This holds no relation to whether or not funding remains in a faculty member’s start-up account).

Note: This program does not apply to faculty still within their start-up phase or Research Scholar (Contingent) faculty.

Categories

There are two categories with different extramural funding expectations:

1. Faculty at the rank of assistant professor for 7 years or less and have not received a K-Award are eligible for a reduced extramural funding expectation. Faculty members in this category are expected to support 50% of their research effort with extramural funds.
2. Faculty within 2 years after completion of a Career Development Award (e.g. K08, K23, KL2, etc.) are eligible for a reduced extramural funding expectation. Faculty members in this category are expected to support 25% of their research effort with extramural funds.

Key Dates/Timing

Application Deadline	Salary Bridge Start Date
April 1	July 1
July 1	October 1
October 1	January 1
January 1	April 1

Application Procedure

Initial Review

The faculty member’s department chair should provide the first level of review for Early-Career Salary Support requests. Then, if appropriate, the Chair will submit the Early-Career Salary Support Application on behalf of the faculty member following the instructions below.

Early-Career Salary Support Application Materials Due on required date above by 11:59 pm.

Department chairs can submit the Early-Career Salary Support Application on behalf of the faculty member through the [Early Career Salary Support Application](#). Application instructions are summarized below.

Online Application

- Faculty name, department, rank, faculty track (data enter)
- Upload the following documents individually:
 - Completed [Chair Application Form](#) addressing the following requirements:
 - Please provide background on the salary bridge funding candidate (funding history, publication record, quality, submission record, etc.).
 - Please describe plans for extramural grant submissions in this fiscal year (what is the plan to meet extramural funding expectations?)

- Please describe the applicant's mentoring committee. Who are the members? Who is the primary mentor? How often are the meetings? What is the usual agenda?
- What avenues of collaboration have been pursued, both inside and outside of the institution?
- Please share any additional information or extenuating circumstances, if applicable
- Updated CV
- Copy of the faculty member's offer letter
- Effort Calculation Table (update green cells, as needed):
 - Category 1: [Early-Career Faculty with 50% Expectation Spreadsheet](#)
 - Category 2: [Early-Career Faculty with 25% Expectation Spreadsheet](#) (coming off K)

Review Process

The research Vice Deans will review applications and make the decision about whether or not to fund an application. The Department Chair will attend this meeting to participate in the discussion and decision.

Funded Early-Career Salary Support Maintenance/Review

All extant early-career salary support recipients will be reviewed semi-annually to determine whether or not continued funding is justified. There will be no re-application necessary for faculty with early-career salary support needs extending across the two-year approval period; however, additional information on progress may be requested during bridge periods.

Additional Information

Additional information may be found in the current [Faculty Research Compensation Guidance Document](#).

Contacts

Questions about your early-career salary support request or the application process should be directed to Meredith Hankins at mahankin@wakehealth.edu.