

THE TRUST FUND OF THE ALUMNAE/I ASSOCIATION of WMC/MCP

MARY DEWITT PETTIT, M.D., FELLOWSHIP

Guidelines (updated February 2011)

Funded jointly by The Trust Fund of the Alumnae/i Association of WMC/MCP (“The Trust Fund”) and the estate of Mary DeWitt Pettit, M.D., this \$10,000 Fellowship supports research or other special projects of junior female faculty members at the Drexel University College of Medicine. The fellowship is intended to provide the recipient with the opportunity to acquire additional credentials necessary to advance in academic rank. Applicants are encouraged to address an area of particular interest to the mission of The Trust Fund, for example, but not limited to: general women’s health or OB/GYN; mother and child/children or family issues; medical education.

Specific guidelines are as follows:

1. The fellowship is awarded annually at the discretion of the Board of The Trust Fund.
2. The fellowship is available to female faculty members of the Drexel University College of Medicine for research to be conducted at Drexel University. The recipient does not have to be an alumna of the College of Medicine. The fellowship recipient must be a faculty member until the completion of the project. If a fellowship recipient leaves the institution prior to the completion of the fellowship, she must immediately notify The Trust Fund in writing, and any monies remaining in the fellowship grant account at the time of her departure will revert to The Trust Fund.
3. Reapplication is permitted (including by a previous recipient, but not during the time she is engaged in Pettit-funded research). Preference will be given to those who have not previously received funding.
4. This award supports direct costs only. Travel and salary (for the applicant) will not be supported by the Fellowship. The purchase of computer equipment, unless it is integral to the research, will not be funded.
5. The amount of the fellowship is \$10,000, paid in two installments: \$5000 when the award is announced, and \$5000 upon receipt of a six-month status report.
6. Notification of any material change in the focus of the funded project must be submitted in writing to the Trust Fund Board which reserves the right to withhold the second payment (and request repayment of the first installment) if the amended project is not deemed acceptable. Written notification of the Trust Fund Board’s decision will be provided to the applicant.
7. The research project should be completed within a period of two years beginning at the time the award is granted. If additional time is necessary to complete the fellowship, the recipient must notify the Trust Fund Board in writing and obtain written approval from The Trust Fund Board for the extension.
8. At the completion of the project, a full written report, including a financial statement, must be submitted to the Trust Fund Board.
9. Financial reports from the grants office will be sent directly to the junior faculty member’s department. Reports are generated on a monthly basis by the finance department.
10. The Trust Fund Board reserves the right to promote the Mary DeWitt Pettit Fellowship by highlighting the identity and work of current and past recipients in publications, notices, solicitations, brochures, presentations, on The Trust Fund web site, or by any other such means as The Trust Fund may choose to employ.
11. Recipients are requested to advise The Trust Fund Board of pending publications or presentations deriving from the supported research. All publications resulting from said research must credit the Mary DeWitt Pettit Fellowship.
12. All correspondence for The Trust Fund Board should be sent to: President, The Trust Fund of the Alumnae/i Association of WMC/MCP, 1657 The Fairway #164, Jenkintown, PA 19046; or to admin@wmc-mcp-trustfund.org.