The OSU CCTS KL2 Program supports the career development of investigators who have made a commitment to conduct either patient-oriented or translational research. The KL2 Award is available for a period of three years (contingent on satisfactory progress), with two years of CCTS funding and a third from the scholar’s home college. The start date for the KL2 award is May 1, 2014.

Preference will be given to junior faculty members with fewer than three years since their appointment, but junior faculty with three or more years since their appointment and research scientists with a research track record are eligible to apply.

KL2 Application Instructions

Applications and supporting materials are to be completed by February 3, 2014 by 11:59 p.m. EST.

Please read these instructions carefully before going online to apply. The application must be completed and submitted online at: [http://j.mp/17EELYA](http://j.mp/17EELYA). (The application process is designed so that you can save your information and return to it [you will be given a code, so be prepared to save that information]).

Supporting materials must be submitted online in PDF format.

For the Project Description, please use Arial size 11 font. Margins should be 1” on all sides. Applications that do not follow this format will not be considered.

Letters of support should be addressed to Dr. Karla Zadnik and emailed in PDF format to ccts-education@osumc.edu by February 3, 2014 by 11:59 p.m.

Please make sure you have completed all sections of the entire application. Incomplete applications will not be accepted.

No late applications or letters will be accepted.

Please direct all questions to the Program Manager, Stuart Hobbs at 614-685-5972 or stuart.hobbs@osumc.edu

The Application consists of several parts. You can use the following as a checklist to help you gather, enter, and complete the application.

- Personal Information
  (Includes Employee ID Number, OSU name #, and ERA Commons username)
- Campus Address
- Current University Employment Information
- Race, ethnicity, and additional such reporting information
- Eligibility checklist (see page 3 of this packet for more information)
Project Description – 12 page maximum (to be uploaded to the Application; see these instructions for complete details)

- Title
- Abstract
- Applicant history
- Proposed Career Development Plan

- Research Plan
  - Specific Aims
  - Significance
  - Innovation
  - Approach
  - Preliminary studies
  - References (not included in page count)

- NIH Formatted Biosketches (to be uploaded to the Application)
  - Applicant
  - Lead Mentor
  - All other members of your Mentorship Team

- Signature pages (to be uploaded to the Application)
  - Applicant
  - Department Chair
  - College Dean
  - Lead mentor

- Three letters of support (to be submitted via email to ccts-education@osumc.edu) from your:
  - Lead mentor
  - Another member of your mentorship team
  - Department Chair guaranteeing 75% (50% for surgeons) protected research time for the duration of the award

Additional Information

- A Study Section will make recommendations to the CCTS Executive Committee for funding up to 3 KL2 scholars.
- The awarded scholars will be notified in approximately late March, 2014. The position will commence May 1, 2014.
- All applicants will receive reviewer comments on their applications.
- Scholars are expected to attend the National Association for Clinical and Translational Science Annual Meeting in Washington, D.C., in the second year of their award (~April 8-10, 2015).
- Brief progress reports will be required at six-month intervals.
Eligibility Requirements

Before you apply, please note the following information.

Eligibility criteria for KL2 applicants (established by our funding source, the National Institutes of Health) are as follows:

1. Candidates must have a research or health-professional doctoral degree or its equivalent—(e.g., PhD, DDS, DVM, OD, MD, DO, or PharmD).

2. Candidates must be U.S. citizens or non-citizen nationals, or an individual lawfully admitted for permanent residence who possesses a permanent resident card (a Green Card), or some other verification of legal admission as a permanent resident prior to appointment.

3. You are NOT eligible to participate as KL2 scholar if you are a former or current principal investigators on any NIH research project grant (this does not include NIH Small Grants (R03) or Exploratory/Developmental (R21) grants or their equivalents) or equivalent non-PHS peer reviewed research grants that are over $100,000 direct costs per year, or project leaders on sub-projects of program project (P01) or center grants (P50). A prior T32 or F32 appointment is acceptable.

4. Applicants for KL2 appointments may not simultaneously submit or have pending an application for any other PHS mentored career development award (e.g., K07, K08, K22, K23) that duplicates any of the provisions of the KL2 program.

5. KL2 Scholars must commit 75% of professional effort (50% for surgeons) to the program.

6. The CCTS will give preference for this award to junior faculty members with fewer than three years since their appointment, but junior faculty with three or more years since their appointment and research scientists with a research track record are eligible to apply.

7. The CCTS requires that the commitment form for the third year of funding must be signed by your college dean.

If you have any questions about eligibility, call Stuart Hobbs at 614-685-5972 or via e-mail at stuart.hobbs@osumc.edu.
Project Description

This section cannot exceed 12 type-written, single-spaced pages. Please use Arial size 11 font. Margins should be 1” on all sides.

The Career Development and Research Plans should cover a three-year period. The KL2 Award is available for a period of three years (contingent on satisfactory progress), with two years of CCTS funding and a third from the scholar’s home college.

Title: Of your proposed research project.

Abstract: Briefly describe your proposed research project in 250 words or less.

The Applicant: Use this section to provide any additional information not described in the Biographical Sketch Format Page, such as research and/or clinical training experience. Describe your past scientific history, indicating how the award fits into past and future research career development. If there are consistent themes or issues that have guided previous work, these should be made clear; if your work has changed direction, the reasons for the change should be indicated. It is important to justify the award and how it will enable you to develop or expand your research career. You may include a timeline, including plans to apply for subsequent grant support. (Note that a key theme of the third year of the KL2 is developing a proposal for further grant support, such as an ROI).

Proposed Career Development Plan: The Career Development Plan should cover a three-year period. Year three plans should reflect applying for an R award or an NIH K award (that would start BEFORE the completion of the KL2 award). Stress the new, enhanced research skills and knowledge you will acquire as a result of the proposed award. Include and describe structured activities, such as coursework or technique workshops that are part of your career development plan. **It is important that you consider and discuss what you will do differently if you receive this award compared to your training without the award.** This portion of the application needs to include didactic courses that will be incorporated into the career development and mentored research experience. Your career development plan also must include a description of how you will meet the NIH requirements for instruction in the responsible conduct of research (see [http://grants1.nih.gov/grants/guide/notice-files/NOT-OD-10-019.html](http://grants1.nih.gov/grants/guide/notice-files/NOT-OD-10-019.html) for more information).

Research Plan: The three year research plan should include:

- **Specific Aims** of the project.
- **Significance** of the problem and how the proposed project will improve scientific knowledge and/or change the field of study.
- **Innovation** – explain how the proposed project challenges current practice or creates a novel approach to the problem.
- **Approach** – Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project, noting in particular how it is clinical and/or translational. Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims. Note: no clinical trials beyond the end of Phase IIA can be funded.
- **Preliminary Findings** that help demonstrate feasibility.
- **References** will not be included in the 12-page limit.
Scientific Mentorship Team

Your Scientific Mentorship Team must consist of at least three members. Your team must include among its membership a Lead Mentor and two other mentors (additional mentors are optional).

Lead mentor

It is expected that the applicant will identify a faculty member mentor in his or her area of clinical or translational research. Under guidance from your mentor, you will prepare a proposal that describes the clinical research project to be undertaken. Your mentor (or each co-mentor) is responsible for:

- Guiding and encouraging the design and execution of an original, high quality, clinical research project;
- Supervising the preparation of a final report; and
- Providing career development and counseling

The lead mentor will be expected to attend CCTS sponsored events including a mentor training program in 2014 and an on boarding session.

At least TWO Additional members of the mentorship team

The Mentorship Team provides additional expertise in the scientific area of research chosen for the project, complementary to the interests of the lead mentor. It is highly desirable that the other members of your Mentorship Team be drawn from another discipline so that they can provide transdisciplinary input into your project. Your mentorship team members may also include a University faculty member who is not a regular member of the graduate faculty (e.g., an adjunct professor), a University staff member, or a qualified individual outside the University who can provide expertise in your discipline.

NIH Biosketches

You must upload (as PDFs) NIH formatted biosketches of yourself, your lead mentor, and everyone else on your Mentor Team.

Biosketch Instructions can be found here: [http://www.grants.nih.gov/grants/funding/2590/biosketchsample.pdf](http://www.grants.nih.gov/grants/funding/2590/biosketchsample.pdf)

A blank Biosketch form can be found here: [http://grants.nih.gov/grants/funding/phs398/biosketch.pdf](http://grants.nih.gov/grants/funding/phs398/biosketch.pdf)

Letters of Support

Three letters of support are required, one each from: (1) your Lead Mentor, (2) one additional member of your mentorship team, and (3) your department chair, affirming protected research time.

The letters should be emailed to [ccts-education@osumc.edu](mailto:ccts-education@osumc.edu) by 11:59 p.m. on February 3, 2014, and addressed to: Karla Zadnik, OD, PhD

Associate Dean, College of Optometry
The Ohio State University
338 West Tenth Avenue
Columbus, OH 43210-1280
As the Lead Mentor, I take responsibility in:

- providing career development and counseling;
- guiding and encouraging the design and execution of an original, high quality, clinical research project;
- supervising the preparation of a final report; and
- collaborating with the mentorship team to support the KL2 Scholar.

I understand that myself or another member of the mentorship team will be required to attend CCTS sponsored events including a mentor training and on boarding session.

________________________________________________
Signature of Lead Mentor

___________________________
Date

Printed Name: _______________________________
This individual is qualified for this program and will receive immediate priority for clinic coverage (if applicable), all requirements for protected time and all financial needs according to the RFA.

As Department Chair, I agree to grant this individual the required 75% (50% for surgeons) protected time and agree that the department will cost share the amount of salary and benefits not covered by this award beginning May 1, 2014. I understand that this is a three year award (contingent on satisfactory progress).

________________________________________________
Signature of Department Chair

___________________________
Date

Department: __________________________

___________________________
This individual is qualified for this program and will receive immediate priority for clinic coverage (if applicable), all requirements for protected time, and all financial needs according to the RFA.

As Dean of the College, I agree to grant this individual the required 75% (50% for surgeons) protected time and agree that the college will cover the individual’s salary, benefits, and research support from May 1, 2016 to April 30, 2017, if the individual is awarded a KL2 grant.

__________________________________________________________  ___________________
Signature of College Dean Date

College: __________________________________________________________________________
I certify that the statements herein are true and complete to the best of my knowledge and that I will comply with all applicable CCTS terms and conditions governing my potential appointment. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

__________________________________________  _____________________________
Applicant’s signature                      Date