Mentored Research Training Program (TL1) Request for Applications
Release Date: January 28, 2015
Application Deadline: February 23, 2015
Award Start Date: April 30, 2015

The OSU Center for Clinical and Translational Science (CCTS) is seeking applicants for the TL1 Mentored Clinical Research Training Program. The overall goal of the CCTS TL1 program is to provide trainees with the skills required to develop a career in trans-disciplinary clinical and translational research relevant to human health. For this award cycle, applications are being accepted for a one year appointment to a post-candidacy doctoral student.

The start date for the TL1 award is April 30, 2015.

The OSU CCTS TL1 training program is part of the NIH Ruth L. Kirschstein National Research Service Award (NRSA) program, the goal of which is to help ensure that a diverse pool of highly trained scientists is available in appropriate scientific disciplines to address the Nation’s biomedical, behavioral, and clinical research needs. It is funded through a grant from the National Center for Clinical and Translational Science (NCATS).

All TL1 awardees will receive:
- Stipend support awarded at the NIH allowed annual maximum;
- Tuition support;
- Up to $4,000 to defray the cost of the research program and travel to national meetings;
- Access to the CCTS professional services and staff including biostatistics, subject recruitment, and human subjects approval; and
- Access to a training curriculum in clinical and translational research methodology and specialized training seminars.

Application Process

All applicants will be required to submit the following:
- Career Development Plan (1 page)
- Proposed Research Plan (up to 3 pages)
- Letter of support from the applicant’s department chair
- Letter of support from proposed Lead Mentor
- Transcripts (undergraduate and graduate)
- Test scores (MCAT &/or GRE)
- NIH Biosketch from applicant and primary mentor

All application materials must be submitted 11:59 PM on February 23 on line at http://j.mp/1aCCtHi

If you have any additional questions about this opportunity, please contact Stuart.Hobbs@osumc.edu or 614-685-5972.
Eligibility

Eligibility criteria for TL1 applicants (established by our funding source, the National Institutes of Health) are as follows:

1. **Citizenship Status**: At the time of appointment to the training program, individuals selected to participate in the training program must be citizens or non-citizen nationals of the United States, or have been lawfully admitted to the United States for permanent residence and have in their possession an Alien Registration Receipt Card (I-151 or I-551) or other legal verification of admission for permanent residence. Non-citizen nationals are persons born in lands that are not States but are under U.S. sovereignty, jurisdiction, or administration (e.g., American Samoa). Individuals on temporary or student visas are not eligible for NRSA support.

2. **Predoctoral Trainees**: Pre-doctoral trainees must have received a baccalaureate degree by the beginning date of their NRSA trainee appointment and must be training at a post-baccalaureate level and enrolled in a program leading to a PhD in a clinical research-related doctoral degree program, or a combined doctoral level professional degree plus a clinical research-related advanced degree, such as a MD, DDS, DO, DNP, PharmD/MS or MD, DDS, DO, DNP, PharmD/PhD. Students who are officially enrolled in a qualifying health-professional doctoral program and wish to postpone their professional studies for one year to gain research experience, may be appointed to the TL1 research training grant for that period, provided that NRSA eligibility requirements are met. NRSA support is not provided for study leading to a MD, DO, DDS, DNP, PharmD or other similar professional clinical degrees, or a master’s degree that is not pursued in a combined program with a professional level doctorate. Individuals currently supported by other Federal funds are not eligible for trainee support from the TL1 program at the same time.

3. **Effort**: Trainees must be able to commit full-time effort in the program at the time of appointment.

4. **Training Support**: No individual trainee may receive more than 5 years of aggregate NRSA support at the pre-doctoral level or 3 years of support at the postdoctoral level, including any combination of support from institutional training and individual fellowship awards.
Applications and supporting materials are to be completed **by February 23, 2015 by 11:59 PM EST.**

Please read these instructions carefully before going online to apply. The application must be completed and submitted online at <http://j.mp/1aCCtHi> (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]).

Materials must be submitted online in **PDF format.** Please use Arial with font no smaller than size 11. Margins should be 1” on all sides.

Letters of support should be addressed to Dr. Lawrence Kirschner and incorporated into the one PDF application.

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

Application materials are to be completed online by February 23 at 11:59 PM. No late applications will be accepted. The start date for the award is April 30, 2015.

**Please direct all questions to the Program Manager, Stuart Hobbs at 614-685-5972 or stuart.hobbs@osumc.edu**
TL1 Application Checklist

Please use this form as a checklist when preparing your application. The application must be completed online, with additional materials uploaded in PDF format the application.

The following information will be provided in the on-line form:

- □ Personal Information
  (Includes Employee ID Number, OSU name#)
  □ Campus Address
  □ Current University Employment Information
  □ Gender, ethnicity, and additional such reporting information
  □ Eligibility checklist (see page 3 of this packet for more information)

The following information must be provided in a single PDF document uploaded at http://j.mp/1aCCtHi

- □ Cover Page
  □ Name
  □ PhD Program
  □ Proposed Research Project Title
  □ Research Project Abstract (250 words)
  □ A career development plan (up to 1 page)
    □ Applicant's Background
    □ Career Development/Training Activities
  □ Proposed Research Plan Outline (up to 3 pages)
    □ Title
    □ Statement of the research problem
    □ Specific Aims of the Project
    □ Research Methods
    □ References (not included in the page limit)

- □ Signature page
  □ Applicant
  □ Primary Mentor
  □ Department Chair

- □ Two letters of support from:
  □ Chair of applicant's department
  □ Primary mentor

  Letters of Support should be included with the other application materials addressed to

  Dr. Lawrence Kirschner, MD
  Center for Clinical & Translational Science
  Ohio State University
  376 W. 10th Ave., Suite 205
  Columbus, OH 43210

- □ NIH Biosketches (to be uploaded to the application) (may use the old or new forms)
  □ Applicant
  □ Primary Mentor

- □ Academic Documentation: Undergraduate Transcript(s)
  □ Current Advising Report
  □ The following should be included on the Advising Report: GRE, or MCAT, or Equivalent Professional Entrance Examination scores. If they are not, submit appropriate score.
Eligibility Requirements

Before you apply, please note the following information.

Eligibility criteria for TL1 applicants (established by our funding source, the National Institutes of Health) are as follows:

1. **Citizenship Status**: At the time of appointment to the training program, individuals selected to participate in the training program must be citizens or non-citizen nationals of the United States, or have been lawfully admitted to the United States for permanent residence and have in their possession an Alien Registration Receipt Card (I-151 or I-551) or other legal verification of admission for permanent residence. Non-citizen nationals are persons born in lands that are not States but are under U.S. sovereignty, jurisdiction, or administration (e.g., American Samoa). Individuals on temporary or student visas are not eligible for NRSA support.

2. **Predoctoral Trainees**: Pre-doctoral trainees must have received a baccalaureate degree by the beginning date of their NRSA trainee appointment and must be training at a post-baccalaureate level and enrolled in a program leading to a PhD in a clinical research-related doctoral degree program, or a combined doctoral level professional degree plus a clinical research-related advanced degree, such as a MD, DDS, DO, DNP, PharmD/MS or MD, DDS, DO, DNP, PharmD/PhD. Students who are officially enrolled in a qualifying health-professional doctoral program and wish to postpone their professional studies for one year to gain research experience, may be appointed to the TL1 research training grant for that period, provided that NRSA eligibility requirements are met. NRSA support is not provided for study leading to a MD, DO, DDS, DNP, PharmD or other similar professional clinical degrees, or a master's degree that is not pursued in a combined program with a professional level doctorate. Individuals currently supported by other Federal funds are not eligible for trainee support from the TL1 program at the same time.

3. **Postdoctoral Trainees**: Postdoctoral trainees must have received, as of the beginning date of the NRSA appointment, a PhD, MD, DDS, or comparable doctoral degree from an accredited domestic or foreign institution. Eligible doctoral degrees include, but are not limited to, the following: DMD, DC, DO, DVM, OD, DPM, ScD, EngD, AuD, DPT, DPH, DNSc, PharmD, ND (Doctor of Naturopathy), DSW, PsyD as well as a doctoral degree in nursing research or practice. Documentation by an authorized official of the degree-granting institution certifying all degree requirements have been met prior to the beginning date of the training appointment is acceptable.

4. **Effort**: Trainees must be able to commit full-time effort in the program at the time of appointment.

5. **Training Support**: No individual trainee may receive more than 5 years of aggregate NRSA support at the pre-doctoral level or 3 years of support at the postdoctoral level, including any combination of support from institutional training and individual fellowship awards

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

Note: These requirements should be reflected in your Career Development plan, as appropriate.

- **Post-candidacy trainees** must enroll for a minimum of three credit hours.
- All pre-doctoral trainees who are not enrolled in an approved Clinical and Translational academic programs (such as MPH in Clinical Translational Science, the Biomedical Sciences Graduate Program with a clinical or translational emphasis, Graduate Interdisciplinary Specialization in Biomedical Clinical and Translational Science [GISBCTS], or the MS in Medical Science) will be required to enroll in the GISBCTS.
- Trainees will take PUBHEPI 6412 - Basic Principles in Clinical and Translational Science and PUBHEPI 6413: Conducting & Communicating Research in Clinical & Translational Science.
- All courses taken through the graduate school, with the exception of courses taken under the audit option, count toward that minimum. Failure to meet any of these conditions may result in the immediate cancellation of the Graduate School Tuition and Fee Award. Students are responsible for the payment of any "special" fees such as the COTA fee, recreation fee, student activity fee, learning technology fee, etc.
- TL1 Trainees must remain in good academic standing, which requires a minimum quarterly cumulative grade point average of 3.00 while making reasonable progress toward the graduate degree.
- Trainees are expected to attend the Translational Science Conference sponsored by the Association for Clinical and Translational Science, which will be held in Washington, D.C., in April, 2016.

Career Development Plan

This section cannot exceed one type-written, single-spaced page. Please use Arial, no smaller than size 11 font. Margins should be 1” on all sides.

**Applicant’s Background:** Use this section to provide any additional information not described in the NIH “Biographical Sketch,” such as research and/or clinical training experience.

**Career Development/Training Activities during the Award Period:** The governing body of the CCTS has defined Core Competencies in clinical and translational science that are listed below. Draw from the list those areas in which you need development and describe how you will gain skills, knowledge, and experience in Clinical and Translational Science through the TL1 program. Stress the new, enhanced research skills and knowledge you will acquire as a result of the proposed award. As appropriate to your background and experience, include and describe what you expect to learn from the mentored research experience as well as structured activities, such as course work or technique workshops. It is important that you consider and discuss what you would do differently if you receive this award compared to your training without the award.
Core Competencies for Clinical and Translational Investigator Training

The task of CTSA education programs is to prepare the next generation of investigators to conduct clinical and translational research that will address the health care challenges faced in the United States. Creating a recognizable discipline centered on clinical and translational science will help build this workforce. To help establish the discipline, the CTSA Education and Career Development Key Function Committee has drafted national standards for core competencies in clinical and translational science.

The thematic competencies identify common, basic elements that should shape the training experiences of junior investigators by defining skills, attitudes and behaviors that can be shared across multidisciplinary teams of clinician-scientists. The overall goal is to create a competency-based education for training clinician-scientists that will define the discipline of clinical and translational science.

Research Methods

- Identify major clinical/public health problems and relevant translational research questions
- Identify, interpret, and critique literature and assess the state of knowledge regarding a problem
- Know how to design a study protocol for clinical and translational research
- Understand study methods, design and implementation
- Use appropriate laboratory, clinical, and population research methods
- Understand the principles of the conduct of responsible research

Analysis, Statistics, and Informatics

- Be able to use appropriate statistical methods and conduct relevant analysis
- Be competent in appropriate bioinformatics

Community & Communications

- Understand the principles of community engagement in clinical and translational research
- Navigate competently among divers populations and cultures
- Be able to communicate scientific findings to your peers and to disseminate scientific knowledge to those outside your field, including other scientists, university administrators, policy makers, and the public

Leadership & Training

- Participate in cross-disciplinary training and mentoring
- Demonstrate leadership and professionalism
- Engage in translational teamwork

(More information: https://www.ctsacentral.org/documents/CTSA%20Core%20Competencies,%202011.pdf)
Research Plan Outline (3 page maximum): The research plan should include:

- **Title** of the proposed project.
- **Statement of the research problem.** This should be an introductory section that places the problem in context in the field. A number of key references should be cited to provide scholarly background. From this section, the readers should be able to determine why it is of interest to examine the proposed problem.
- **Specific Aims of the Project.** An outline that lists the individual experimental issues that are to be addressed.
- A brief description of the **Methods** to be employed. A (somewhat) detailed description of the experimental system to be examined, the materials available, the procedures to be employed, expertise available in the sponsor lab, and the rationale for the design of the project. From this section, the reader should be able to determine how the data to be gathered will help solve the problem identified. The reviewers should also be able to assess feasibility of the proposal both in terms of experimental design and time frame for completion.
- **References** are not included in the three-page limit.

Scientific Mentorship Team

**Primary Mentor.** It is expected that the applicant will identify a mentor in their area of clinical or translational research who is likely to be a member of the faculty in the applicant’s unit. Under guidance from the mentor, the applicant will further develop their 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.
- Providing career development and counseling.

Your mentor should meet with you regularly at least monthly and attend occasional meetings/trainings for TL1 trainees and mentors organized by the CCTS.

**There is a place in the application to list the name, email, title, and department of the Primary Mentor, and the Primary Mentor will need to sign the signature page.**

**Additional members of the mentorship team (at least 2 additional):** If selected for the TL1 award, you will be required to assemble a scientific mentorship team. The CCTS leadership team will assist you and your mentor in identifying members at least two additional mentors for your team.

The mentorship team provides additional expertise in the scientific area of research chosen for the project. It is usually complementary to the interests of the primary mentor. It is highly desirable that the mentorship team be from the Basic Sciences/Laboratory or a faculty researcher in another discipline that can provide translational 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.
Supporting Materials

NIH Biosketches. The biosketches of the Applicant and the Primary Mentor should be uploaded to the application. Use the “Personal Statement” section to describe why your experience and qualifications make you particularly well-suited for your role (either as TL1 trainee or mentor) in the program. Within this section you may, if it is relevant to your situation, briefly describe factors such as family care responsibilities, illness, disability, and active duty military service that may have affected your scientific advancement or productivity.

You can find a “Biographical Sketch Sample,” with instructions, and a blank formatted “Biographical Sketch” form here: http://grants.nih.gov/grants/funding/424/index.htm#format

Biosketches may be the old or the new format. (Note, the above references the new format)

Other Supporting Documents. The application should include your Undergraduate Transcript(s), and your Advising Report. Typically, the advising report includes your professional entrance examination scores (GRE or MCAT, or equivalent as relevant to your situation). If it does not for some reason, please include documentation of your relevant score.

Accessing Your Advising Report. Log on to BuckeyeLink. Go to your “Student Center” section. Under “Academics” you will see the link “Generate Advising Report.” Click on this link and a current Advising Report will be generated that you can save it as a PDF.

Additional information

- A Study Section will make recommendations to the CCTS Executive Committee for funding up to 1 TL1 trainee.
- The awarded scholars will be notified in approximately mid-March, 2015. The position will commence April 30, 2015.
- All applicants will receive reviewer comments on their applications.
- Trainees are expected to attend the Translational Science Conference sponsored by the Association for Clinical and Translational Science, which will be held in Washington, D.C. ~April 2016.
- Brief progress reports will be required at six-month intervals.
- Appointed TL1 Trainees are not allowed to simultaneously hold another appointment or position. Students must be appointed as a full-time fellow in the PeopleSoft system and must maintain that appointment during the entire award period. The student may not be required to perform any service for the fellowship stipend beyond that normally required for coursework and/or research activities, and may not hold any other type of employment or appointment.
- Graduate Fellows and trainees receive stipends related to their academic programs. They do not render services for pay, and therefore are not considered employees and are not eligible to pay into the state retirement system, OPERS, nor will they accrue vacation, or service credits for the length of the award period. Monthly stipends for fellowships may be subject to federal, state and local taxes. Depending on a fellow’s residency status, their taxes may or may not be withheld from their stipend. Questions regarding taxes on fellowships should be directed to the Office of the Controller, Payroll Services Tax Information, 614-292-2311, or <controller.osu.edu/pay/pay-home.shtm>
These signatures must be acquired in the order presented below:

**Signature: Applicant**

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 ___________________________

**Signature: Primary Mentor**

As Primary Mentor, I take responsibility in:

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

I will meet regularly with the trainee and attend occasional meetings/trainings for TL1 trainees and mentors organized by the CCTS.

Signature of Primary Mentor ___________________________ Date ___________________________

**Signature: Department Chair**

This individual is qualified for this program. The Department Chair has read and agrees to the guidelines of the TL1 Program.

Signature of Department Chair ___________________________ Date ___________________________