Indiana Clinical and Translational Sciences Institute (CTSI)
T32 Postdoctoral Training Awards in Translational Research

APPLICATION INSTRUCTIONS

Applications must be received by 11:59 PM 12/08/2022 via the WebCAMP link that Patricia McGuire will provide for you after you submit your Letter of Intent

Please note that you will be submitting through the Indiana CTSI's grants management software WebCAMP. Please allow enough time to be familiar with the system.

The WebCAMP user's guide is also available under the funding announcement here

The application for the Indiana CTSI T32 Postdoctoral Training in Translational Research consists of four parts:

1. an application intake form

2. current NIH biographical sketches for applicant, mentor, and co-mentor

3. research plan consisting of specific aims and research strategy

4. training plan and endorsement by the primary and co-mentors

This application process is based on a truncated version of the NIH National Research Service Awards (NRSA) for Individual Postdoctoral Fellows (F32) application. As such, applicants are encouraged to apply for the F32. More information on the NRSA program is available from the National Institutes of Health.

1) Application Intake Form

Provide basic information about the applicant and mentors. Ensure eligibility requirements are met.

2) NIH Biographical Sketch

Provide a NIH biographical sketch for the Principal Investigator (PI, the T32 Fellowship applicant), the mentor and the co-mentor. For the PI (applicant), use the NIH *Fellowship Applicant Biographical Sketch* form and follow the directions below. For the Mentor/Co-Mentor, use the NIH *Biographical Sketch (Non-Fellowship)* form. More information is available here: https://grants.nih.gov/grants/forms/biosketch.htm

The NIH Biographical Sketch may not exceed five pages per person. This five-page limit includes the table at the top of the first page.

Complete the education block at the top of the format page beginning with the baccalaureate or other initial professional education, such as nursing. Include postdoctoral training, separately referencing residency and clinical fellowship training, if applicable.

Education
Complete the education block at the top of the format page beginning with the baccalaureate or other initial professional education, such as nursing. Include postdoctoral training, separately referencing residency and clinical fellowship training, if applicable. For each entry provide:

- the name and location of the institution
- the degree received (if applicable) and the month and year of entry and completion (or expected completion)
- the field of study (for residency entries the field of study should reflect the area of residency training)

Following the education block, complete Sections A, B, C, and D as described below.

A. Personal Statement

Briefly describe why you are well-suited for your role(s) in this project. The relevant factors may include: aspects of your training; your previous experimental work on this specific topic or related topics; your technical expertise; your collaborators or scientific environment; and/or your past performance in this or related fields. Note the following additional instructions:

- If there are factors affecting your past productivity that you wish to explain, such as family care responsibilities, illness, disability, or military service, you may address them in your personal statement.
- Indicate if you have published or created research products under another name.
- You may mention specific contributions to science that are not included in Section C. Do not present or expand on materials that should be described in other sections of this biosketch or the application.
- Figures, tables, and graphics are not allowed.

You may cite up to four publications or research products that highlight your experience and qualifications for this project. Research products can include audio or video products; conference proceedings such as meeting abstracts, posters or other presentations; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware.

B. Positions and Honors

List in chronological order positions held since the completion of your most recent degree, concluding with your present position. High school students and undergraduates may include any previous positions.

List any relevant academic and professional achievements and honors. In particular:
- Include scholarships, traineeships, fellowships, and development awards, as applicable.
- Clinicians should include information on clinical licensure and specialty board certification, if applicable.
- Include present membership on any Federal Government public advisory committee.

C. Contributions to Science

Briefly describe up to five of your most significant contributions to science. While all applicants may describe up to five contributions, graduate students and post doctorates are encouraged to consider highlighting two or three they consider most significant. Descriptions may include a mention of research products under development, such as manuscripts that have not yet been accepted for publication.

Each contribution should be no longer than one half page, including citations. These contributions do not have to be related to this project. For each contribution:
- Indicate the historical background that frames the scientific problem; the central finding(s); the influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology; and your specific role in the described work.
- For each "contribution to science", you may cite up to four papers accepted for publication or research products that are relevant to the contribution.
  - Research products can include audio or video products; conference proceedings such as meeting posters or other presentations; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware.

You may provide a URL to a full list of your published work. This URL must be to a Federal Government website (a .gov suffix). NIH recommends using My Bibliography. Providing a URL to a list of published work is not required, and reviewers are not required to look at the list.

D. Additional Information: Research Support and/or Scholastic Performance

- Applicants should use this section to provide information about their scholastic performance, following the instructions below. In situations where applicants/candidates in these categories also have research support, they should complete both parts of this section.

Research Support
List selected ongoing and completed research projects for the past three years (Federal or non-Federal support). Briefly indicate the overall goals of the projects and your responsibilities. Do not include number of person months or direct costs.

Scholastic Performance
Postdoctoral applicants: List by institution and year all undergraduate courses and graduate scientific and/or professional courses germane to the training sought under this award, with grades. In the space following the chart, explain any grading system if other than 1-100, A, B, C, D, F, or 0-4.0. Show levels required for a passing grade.

3) **Research Plan, Specific Aims and Research Strategy – Overall page limit for this section is 5 pages**
Create a heading at the top of the first page titled "Section I—Research Plan"

A. Specific Aims

This item is limited to one page.
State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.

List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.

B. Research Strategy

This item is limited to 4 pages.
Include the following within the Research Strategy: Significance/Background, Approach, and Preliminary Studies. If an applicant has multiple Specific Aims, then the applicant may address Significance, Approach and Preliminary Studies for each Specific Aim individually, or may address Significance, Approach and Preliminary Studies for all of the Specific Aims collectively. If citing published experimental details in the Research Strategy section, provide the full reference in the Bibliography and References Cited section (not included in page limit). In addition, include a discussion of how the proposed research coordinates with the training plan proposed by the mentor/co-mentor and with the applicant's career goals. Also indicate, where appropriate, what new skills and techniques the applicant will learn.

(a) Significance
• Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
• Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields.
• Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.

(b) Approach
• Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted.
• Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
• If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high risk aspects of the proposed work.

(c) Preliminary Studies
• Include information on preliminary studies, if any. Discuss the applicant's preliminary studies, data and/or experience pertinent to this application.
• When applicable, provide a succinct account of published and unpublished results, indicating progress toward their achievement.

4) **Training Plan and Endorsement by Primary and Co-Mentors/Mentor and Co-Mentor Information – This item is limited to 4 pages**
   Create a heading at the top of the first page titled "Section II—Training Plan"

Complete these items as comprehensively as possible so that a meaningful evaluation of the training environment can be made by the reviewers.

   A.   Research Support Available
In a table, list all current and pending research and research training support specifically available to the applicant for this particular training experience. Include funding source, complete identifying number, title of the research or training program, and name of the principal investigator, dates, and amount of the award. Include this information for any co-mentor as well.

   B. Mentor's/Co-Mentor's Previous Fellows/Trainees
Give the total number of predoctoral and postdoctoral individuals previously sponsored. Select up to five that are representative and, for those five, provide their present employing organizations and position titles or occupations. Include this information for any co-mentor as well.

   C. Training Plan, Environment, Research Facilities
Describe the research training plan that you have developed specifically for the Fellowship applicant. Include items such as classes, seminars, and opportunities for interaction with other groups and scientists. Describe the research environment and available research facilities and equipment. Indicate the relationship of the proposed research training to the applicant's career goals. Describe the skills and techniques that the applicant will learn. Relate these to the applicant's career goals.

   D. Number of Fellows/Trainees to be Supervised During the Fellowship
Indicate whether pre- or postdoctoral. Include this information for any co-mentor as well.

   E. Applicant's Qualifications and Potential for a Research Career
Describe how the Fellowship applicant is suited for this research training opportunity based on their academic record and research experience level, including how the research training plan, and your own expertise as the sponsor will assist in producing an independent researcher.

Please use 11-point font, ARIAL or Times New Roman preferred, and no less than ½ inch margins.

<u>**Submission deadline 11:59 PM 12/08/2022.**</u>

Upload the application to WebCAMP, including the four parts listed at the top of page 1, as separate PDF files (Part 1, 2, 3, 4) via the link that Patricia McGuire will send to you after you submit your Letter of Intent.

The application will be reviewed by the CTSI Training Selection Committee in January 2023. Decision letters will be sent by early March 2023. Awards begin April 1, 2023*.
* Subject to the renewal of the Indiana Clinical and Translational Science Award (CTSA) and the component T32 grant submitted and pending review.