Clinical & Translational Science Center

A Weill Cornell Medical College Multi-Institutional Consortium with:

Weill Cornell Graduate School of Medical Sciences / New York Presbyterian Hospital / Cornell University, Ithaca / Cornell University Cooperative Extension, New York City / Memorial Sloan-Kettering Cancer Center / Hospital for Special Surgery / Hunter College of the City University of New York / Hunter-Bellevue School of Nursing / Hunter School of Urban Public Health / Hunter Center for Translational and Basic Research / Animal Medical Center and Cornell College of Veterinary Medicine

1300 York Ave, Box 149, New York, NY 10065 • Tel: 646-962-8302 • Fax: 646-962-0534 • www.med.cornell.edu/ctsc

CTSC ADVANCED CERTIFICATE IN CLINICAL & TRANSLATIONAL INVESTIGATION
Request for Applications

DUE BY 5PM ON WEDNESDAY, MARCH 20, 2024
Courses Begin in September 2024

CLICK TO INITIATE APPLICATION
View Eligibility Requirements and Application Instructions

The CTSC Advanced Certificate in Clinical & Translational Investigation is comprised of a core curriculum in clinical and translational research structured as lectures, interactive seminars, and workshops that can be completed within a one year period.

What is Translational Science? Translational Science is the field of investigations that focus on turning observations in the laboratory, clinic, and community into interventions that improve the health of individuals and the public—from prevention to diagnostics and therapeutics as well as medical procedures and behavioral changes. Read more about the stages of translational science here.

The mission of the Weill Cornell Medicine Clinical Translational Science Center (WCM CTSC) is to rapidly advance translational science discovery with the ultimate goal of getting more treatments to all patients more quickly. To achieve this mission, the CTSC Education Program (CTEP) aims to educate and train a diverse and empowered group of clinical and translational scientists who are prepared to advance translational science discovery to practice, thereby improving health and enhancing the quality of life by reducing disability and death from disease. The WCM CTSC is committed to ensuring that the translational science workforce is broadly representative across racial, ethnic, sex, gender, age, socioeconomic, geographic and disability status (See NIH's Interest in Diversity Statement). We seek students who represent and embody the wide range of lived experiences and backgrounds of the US population.

The goal of the Clinical & Translational Education Program (CTEP) is to educate and train highly motivated individuals to become successful, members of the clinical and translational (C/T) research workforce with a strong foundation in knowledge and practical skills to conduct clinical and translational team research across disciplines and institutions.

REVIEW CRITERIA
Upon submission to the online application module ePAR, your application will undergo review based on several Application Review Criteria.

APPLICATION PROCESS & TIMELINE
Applications are due by 5pm on Wednesday, March 20, 2024. Applicants will be notified by **June 2024** whether his/her application is approved. At that time, if accepted, the applicant must complete additional required enrollment documents.

Questions? See CTEP FAQs, or email CTSC-Education@med.cornell.edu

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ELIGIBILITY AND APPLICATION INSTRUCTIONS
Applications must comply with eligibility and submission requirements
Missing or incomplete documents or information will disqualify your application for review

Program Eligibility - All Candidates	
Must be a **US Citizen, Non-Citizen National**, or **Permanent Resident** (residency status must be met at time of application; proof of residency status required in order to be appointed)	
Must have **primary appointment** or be **employed** at a **Weill Cornell CTSC partner institution**	
Only 2 resubmissions are allowed by an individual applicant	
Medical students and Medical Doctors (**MDs**), **MD/PhDs**, senior residents, fellows	
Veterinarians (**DVM**), Osteopaths (**DO**), Dentists (**DDS, DMD**), or Physical Therapists (**DPT**)	
Pre- and Post-doctoral **PhD**s seeking a career in clinical and translational research	
Faculty members from any of the **partnering Weill Cornell CTSC institutions**	
PhD candidates in Nursing School, those with Bachelor of Science in Nursing (**BSN**), Master of Science in Nursing (**MSN**), and Doctorate of Science in Nursing (**DNS**) degrees	
Certified Physicians' Assistants and Clinical Research Project Coordinators/Aides with a bachelor's degree	

Application Instructions and Checklist	
To access your application login to WebCAMP. Click on **Protocol Authoring and Review**. Under the **Abbreviated Titl**e column click on **Your Advanced Certificate Title** to access your application. Links to required application sections (Trainee Application Form, Biosketch and Supporting Documents) are in the upper left hand side of the application page.	

Trainee Application Form	Completed
• A valid **employer issued/institutional email** is required to initiate an application.	☐
• **Is this a re-submission?** Answer 'yes' if the current application is a re-submission of a prior application that was not selected for funding/admissions. Resubmissions must outline/highlight changes from previous submission. No more than 2 resubmissions are allowed.	☐
• **Click on** your current **Residency Status**. Residency status must be met at time of application; proof of residency status required in order to be appointed.	
• Has there been any **disadvantage** in your life or training that you have had to overcome?	

Biosketch	
Upload an MS Word file for the applicant; note the current NIH Biosketch format is required.	☐

Supporting Documents – Please Upload Attachments as individual PDF files.	
1. **Clinical Research Experience:** Provide a concise description of your research experience (clinical or otherwise), and translational research goals, if applicable.	☐
2. **Career Statement** (1 page or less): Discuss short and long-term goals, how this award would impact your career & professional development. Include your First Name, Last Name in the upper left hand corner.	☐
3. **Letters:** address to the Advanced Certificate Admissions Committee, on departmental letterhead, sign, and send from the department to ctsc-education@med.cornell.edu with candidate's name in the subject header.	☐
a) **Department Chair/Division Chief Letter:** Must state approval for candidate to participate in the Advanced Certificate program to attend courses.	

b) Letters of Recommendation: 2 letters of recommendation from professors or other professionals in a position to judge the applicant's preparation & fitness for training in the proposed program of study.	☐
4. Transcripts and Test Scores: Upload digital copies of transcripts and applicable exam scores with application submission. Upload MCAT scores if applicable. GREs are optional. Upon acceptance, official documents will be requested.	☐
	☐
5. Non-Refundable Application Processing Fee ($175): A non-refundable Application Processing Fee of $175 payable by a departmental account or by PayPal must accompany all applications. Please contact ctsc-education@med.cornell.edu to set up a departmental transfer. For PayPal, please use the link below to pay the application fee: https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=963CRYNF9QTVA. Once you have successfully completed the payment, please upload a photo of the receipt to your WebCAMP application as proof of payment. *Medical/Graduate students, please email ctsc-education@med.cornell.edu **before** proceeding to make payment.*	

A. How to Submit Your Advanced Certificate Application	
1. Return to the **Application Status Page** (link in the upper left-hand side of the page), click on the blue **Submit Application** button.	
2. If you do not see the **Submit Application**, please click the **Run Detailed Completeness Check** link to display items missing, or incomplete.	

Questions? See CTEP FAQs, or email CTSC-Education@med.cornell.edu

ADVANCED CERTIFICATE IN CLINICAL & TRANSLATIONAL INVESTIGATION
Application Review Criteria

Each application is carefully reviewed by at least two independent evaluators taking into consideration the following criteria:

✓ **Candidate's quality** - career statement, research experience, potential for future funding and publication, publication/presentation background, and quality of research experience

✓ **Departmental Commitment** – Letter from division/department head ensuring protected time and approval for the candidate to attend classes.

✓ **Letters of recommendation** must come from professors or other professionals in a position to judge the applicant's preparation and fitness for graduate work in the proposed program of study

Questions? See CTEP FAQs, or email CTSC-Education@med.cornell.edu