



**Weill Cornell
Medicine**

**Clinical & Translational
Science Center**

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 THURSDAY, JANUARY 31, 2019

Courses Begin in September 2019

[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.

APPLICANTS FROM ALL DISCIPLINES ARE WELCOME TO APPLY.

INDIVIDUALS FROM UNDERREPRESENTED GROUPS, DISADVANTAGED BACKGROUNDS AND/OR WITH DISABILITIES ARE STRONGLY ENCOURAGED TO APPLY.

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 Thursday, January 31, 2019. Applicants will be notified by June 2019 whether his/her proposal is approved. At that time, if accepted, the applicant must complete additional required regulatory and compliance documents within 30 days.

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 (Proof of legal status required) Must have primary appointment or be employed at a Weill Cornell CTSC partner institution Only one re-submission for each application is allowed 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 PhDs 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	
1. To access your application please login to WebCAMP . 2. Click on "Protocol Authoring and Review". 3. Under the "Abbreviated Title" column click on "CTEP: Advanced Certificate-only 2018" to access your application. 4. Links to required sections listed below (Trainee Application Form, Biosketch and Supporting Documents) are in the upper left hand side of the application.	
A. Trainee Application Form	Completed
1. Click on your current legal status to proceed.	<input type="checkbox"/>
2. Personal and demographic information: A valid employer issued/institutional email is required.	<input type="checkbox"/>
B. Biosketch	
1. Upload a PDF file for the applicant; note the new NIH Biosketch format is required.	<input type="checkbox"/>
C. 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.	<input type="checkbox"/>
2. Career Statement (1 page or less) – Discuss your short and long-term goals and how the Advanced Certificate Program would impact your career and professional development. Please include your First Name, Last Name in upper left hand corner	<input type="checkbox"/>
3. Letters - Must be addressed to "Dear CTSC Selection Committee", on departmental letterhead, signed, and emailed from the department directly to ctsc-education@med.cornell.edu :	<input type="checkbox"/>
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.	<input type="checkbox"/>
4. Proof of Legal Status: Provide verification of legal status (scanned copies acceptable):	<input type="checkbox"/>
• US Citizen: U.S. Passport, Birth Certificate, Certificate of Citizenship, or Naturalization Certificate	
• Non-Citizen National: a notary's signed statement certifying that you have legal verification of such status	

<ul style="list-style-type: none"> • Lawfully Admitted Permanent Resident: a notary’s signed statement certifying that you have legal verification of such status and scanned copy of Permanent Resident Card (USCIS Form I-551) 	
<p>5. Transcripts – Upload digital copies of transcripts with application submission. Upon acceptance, official documents will be required in hardcopy.</p>	<input type="checkbox"/>
<p>6. Non-Refundable Application Processing Fee (\$150): Payable by WCMC departmental account or personal check made payable to Weill Cornell CTSC. Checks should be mailed or hand delivered to: Weill Cornell CTSC, 407 East 61st Street, 2nd Floor, New York, NY 10065 Attn: Harley Lynch</p>	<input type="checkbox"/>
<p>D. Submitting Your Advanced Certificate Application</p>	
<ol style="list-style-type: none"> 1. Return to the “Application Status Page” (link in the upper left hand side of the page) and click on the blue “Submit Application” button. 2. If you do not see the “Submit Application” button and feel that your application is complete, please click on the “Run Detailed Completeness Check” link to find out what is still missing, complete the missing items and repeat “step 1”. 	

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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

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