



**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](http://www.med.cornell.edu/ctsc)

# CTSC ADVANCED CERTIFICATE IN CLINICAL & TRANSLATIONAL INVESTIGATION

## Request for Applications

**DUE BY 5PM ON WEDNESDAY, JANUARY 29, 2020**

*Courses Begin in September 2020*

**[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 Wednesday, January 29, 2020.** Applicants will be notified by June 2020 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](mailto: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*

| <b>Program Eligibility - All Candidates</b>   |
|---|
| <p>Must be a <b>US Citizen, Non-Citizen National, or Permanent Resident</b> (Proof of legal status required)</p> <p>Must have <b>primary appointment</b> or be <b>employed</b> at a <b>Weill Cornell CTSC partner institution</b></p> <p>Only one re-submission for each application is allowed</p> <p>Medical students and Medical Doctors (<b>MDs</b>), <b>MD/PhDs</b>, senior residents, fellows</p> <p>Veterinarians (<b>DVM</b>), Osteopaths (<b>DO</b>), Dentists (<b>DDS, DMD</b>), or Physical Therapists (<b>DPT</b>)</p> <p>Pre- and Post-doctoral <b>PhDs</b> seeking a career in clinical and translational research</p> <p>Faculty members from any of the <b>partnering Weill Cornell CTSC institutions</b></p> <p><b>PhD</b> candidates in Nursing School, those with Bachelor of Science in Nursing (<b>BSN</b>), Master of Science in Nursing (<b>MSN</b>), and Doctorate of Science in Nursing (<b>DNS</b>) degrees</p> <p>Certified Physicians' Assistants and Clinical Research Project Coordinators/Aides with a bachelor's degree</p> |

| <b>Application Instructions and Checklist</b>  |
|--|
| <p>To access your application login to <a href="#">WebCAMP</a>. Click on <b>Protocol Authoring and Review</b>. Under the <b>Abbreviated Title</b> column click on <b>CTEP: Advanced Certificate-only 2020</b> 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.</p> |

| <b>A. Trainee Application Form</b>  | <b>Completed</b>         |
|---|--------------------------|
| 1. <b>Click on</b> your current legal status to proceed.  | <input type="checkbox"/> |
| 2. <b>Personal and demographic information:</b> A valid employer issued/institutional email is required.  | <input type="checkbox"/> |
| 3. <b>Is this a re-submission?</b> 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.     | <input type="checkbox"/> |
| <b>B. Biosketch</b>   |                          |
| 1. Upload a PDF file for the applicant; note the <a href="#">new NIH Biosketch format</a> is required.  | <input type="checkbox"/> |
| <b>C. Supporting Documents – Please Upload Attachments as individual PDF files.</b>   |                          |
| 1. <b>Clinical Research Experience:</b> Provide a concise description of your research experience (clinical or otherwise), and translational research goals, if applicable.   | <input type="checkbox"/> |
| 2. <b>Career Statement</b> (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.  | <input type="checkbox"/> |
| 3. <b>Letters</b> - Must be addressed to the CTSC Selection Committee, on departmental letterhead, signed. Please send via email from the department to <a href="mailto:ctsc-education@med.cornell.edu">ctsc-education@med.cornell.edu</a> with candidate's name in the subject header. | <input type="checkbox"/> |
| a) <b>Department Chair/Division Chief Letter:</b> Must state approval for candidate to participate in the Advanced Certificate program to attend courses.   | <input type="checkbox"/> |
| b) <b>Letters of Recommendation:</b> 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. <b>Proof of Legal Status:</b> Provide verification of legal status (scanned copies acceptable):  | <input type="checkbox"/> |
| • <b>US Citizen:</b> U.S. Passport, Birth Certificate, Certificate of Citizenship, or Naturalization Certificate  | <input type="checkbox"/> |

|  |                          |
|--|--------------------------|
| <ul style="list-style-type: none"> <li>• <b>Non-Citizen National:</b> a notary’s signed statement certifying that you have legal verification of such status</li> <li>• <b>Lawfully Admitted Permanent Resident:</b> 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)</li> </ul>    |                          |
| <p>5. <b>Transcripts and Test Scores</b> – Upload digital copies of transcripts and applicable exam scores with application submission. Upon acceptance, official documents will be requested. TOEFL exam scores are required in cases where English is not the applicants native language.</p>  | <input type="checkbox"/> |
| <p>6. <b>Non-Refundable Application Processing Fee (\$150):</b> 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 61<sup>st</sup> Street, 2<sup>nd</sup> Floor, New York, NY 10065 Attn: Angela Kim</p>  | <input type="checkbox"/> |
| <p><b>D. How to Submit Your Advanced Certificate Application</b></p>   |                          |
| <ol style="list-style-type: none"> <li>1. Return to the <b>Application Status Page</b> (link in the upper left hand side of the page), click on the blue <b>Submit Application</b> button.</li> <li>2. If you do not see the <b>Submit Application</b>, please click the <b>Run Detailed Completeness Check</b> link to display items missing, incomplete, and repeat step 1.</li> </ol> |                          |

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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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