



**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

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# CTSC KL2 CAREER DEVELOPMENT AWARD

## Request for Applications

**DUE BY 5PM ON THURSDAY, JANUARY 31, 2019**

**Funding Period: Up to 2 years**

**Up to \$80,000 per year salary**

**Plus up to \$8,000 per year for research related expenses**

**Year 1 Funding Dates: July 1, 2019 – June 30, 2020**

**[CLICK TO INITIATE APPLICATION](#)**

**[View Eligibility Requirements](#)**

**[View Application Instructions](#)**

The goal of the CTSC KL2 Career Development Award is to increase the pool of qualified clinical and translational (C/T) researchers trained to address the challenges of today's complex clinical care environment by providing rigorous training and mentoring to conduct translational team research across disciplines and institutions.

KL2 projects must have a translational or clinical research focus; *basic research proposals will not be funded*. Pre-clinical studies should have *near-term potential to translate into patient-oriented research*. Research priority areas include precision medicine, drug discovery, targeted therapeutics, biomarker or device development and novel technologies; health needs of LGBTI and underserved populations and/or health outcomes in the community; pediatric and women's health studies; life course studies of disease; and studies incorporating biostatistical methodologies and design.

KL2 Scholars pursue research training at 75% time and effort (50% for surgeons). Appointments are normally made for 12 months (no less than 9 months). Scholars receive:

- Salary support at the NIH approved level
- Funding for supplies and research support
- Funding for travel to present at national conferences and symposia
- Access to support services that facilitate conducting C/T research
- Multi-level mentoring support
- Clinical and translational research support
- Professional skills and career development training

***INVESTIGATORS FROM ALL DISCIPLINES –PRE-CLINICAL, CLINICAL AND TRANSLATIONAL—ARE WELCOME TO APPLY.  
INDIVIDUALS FROM UNDERREPRESENTED GROUPS, DISADVANTAGED BACKGROUNDS AND/OR WITH DISABILITIES ARE STRONGLY  
ENCOURAGED TO APPLY.***

Questions? See [CTSC FAQs](#), or email [CTSC-education@med.cornell.edu](mailto:CTSC-education@med.cornell.edu)

## EDUCATIONAL AND PROGRAM REQUIREMENTS

<i>Professional Degrees</i>	<i>PhDs</i>
KL2 awardees that hold a professional degree (MD, DOs, DMD, DNP, DVM, or DPT) are required to enroll in either the <a href="#">Advanced Certificate</a> (if funded for 1 year) or the <a href="#">Master's in C/T Investigation program</a> (if funded for 2 years).	KL2 Awardees that are enrolled in, or currently hold doctoral-level research degrees (PhD) are required to complete a total of 9 credits during their appointment. Alternatively, K scholars are encouraged to enroll in the Advanced Certificate and/or Master's Degree in C/T Investigation.

**Upon completion of the KL2 program, the following are required:**

- A clinical & translational grant proposal submitted to a federal (e.g. K award, RO1, or R21; or other NIH funding mechanism) or other funding agency requiring peer-review with the trainee named as Principal Investigator.
- A scientific article, with first authorship, submitted to a high-quality scientific journal
- Abstract submission and poster presentation of the KL2 supported research project at the annual [Translational Science National Conference](#)
- Presentation of the KL2 supported research project at a local, national or international scientific conference
- Presentation of the KL2 supported research project at a Research-in-Progress networking lunch
- Completion, within the last four years, of human subjects protection training such as the Responsible Conduct of Research training course

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## CTSC KL2 CAREER DEVELOPMENT AWARD

### ELIGIBILITY REQUIREMENTS

#### **Program Eligibility - All Candidates**

Must be **US Citizens, Non-Citizen Nationals, or Permanent Residents** (Proof of residency status required)

Must have the ability to devote full-time **75% effort** (50% for surgeons) to the KL2 program

Must have a **primary appointment** with a **Weill Cornell CTSC partner institution**

No candidate may apply or hold concurrently a CTSC Seed Funding Award

No KL2 Scholar may be named PI on more than one active CTSC application

If awarded, no other Federal funding support is allowed

Individuals who were or currently are a Principal Investigator on an NIH grant (e.g., R Grants, DP2, K Grants, etc.) are not eligible

Must have received a **PhD, MD, DDS, DVM, DO, DNSc, DNR, DNP** or comparable doctoral-level degree

Junior faculty, Senior Fellows, and Residents and fellows in the Internal Medicine research pathway



## CTSC KL2 CAREER DEVELOPMENT AWARD

### APPLICATION INSTRUCTIONS

*Applications must comply with submission requirements*

*Documents or information that are missing or incomplete will disqualify application for review*

Application Instructions and Checklist	
<ol style="list-style-type: none"> <li>To access your application please login to <a href="#">WebCAMP</a>.</li> <li>Click on "Protocol Authoring and Review".</li> <li>Under the "Abbreviated Title" column click on "Your KL2 Research Project Title" to access your application.</li> <li>Links to required application sections (Trainee Application Form, Biosketch and Supporting Documents) are in the upper left hand side of the application page.</li> </ol>	
A. Trainee Application Form	Completed
<ol style="list-style-type: none"> <li>Click on your current citizenship status to proceed.               <ol style="list-style-type: none"> <li><b>Personal and demographic information</b> - A valid employer issued/institutional email is required.</li> <li><b>If you are not selected</b> for the KL2 Award and <b>wish to be considered for any of both the CTSC Education Programs please select</b> from the list of programs proposed (please note, a letter of support from your department chair/division chief is required).</li> <li><b>Project Summary</b> – Succinctly describe (250 word or less) your proposed project written in plain language so even a non-scientist can understand the importance of the project. Include the project’s broad, long-term objectives, specific aims, research design, methods, significance, and innovation.</li> <li><b>Multidisciplinary Integration</b> – Succinctly describe (250 words or less) how a multidisciplinary approach is integrated into this proposal. A multidisciplinary approach is one that brings experts from biomedical or physical sciences with non-biological disciplines including biostatistics.</li> <li><b>Mentors</b> - Click on <b>[add]</b> and fill in required information. All mentors must have <b>active or recent</b> peer-reviewed (federal or foundation) <b>funding</b>. Mentors cannot be listed on more than 2 active CTSC applications or current awards (including CTSC Seed Awards). Two mentors are required, but no more than 3 mentors can be named on an application. A Primary Mentor must be designated and each mentors’ role must be listed. Of the two proposed mentors:               <ul style="list-style-type: none"> <li>One must be designated to serve as a <b>Clinical research mentor</b> and one a <b>Basic Science or Public Health mentor</b></li> <li>At least 2 mentors, <i>including the designated primary mentor</i>, must be from different Weill Cornell <b>CTSC partner institutions</b> and from <b>different disciplines</b>. NIH definition of different disciplines will have priority (areas <u>outside</u> biology, e.g., computer science, imaging, chemistry, mathematics, informatics, engineering, behavioral science, health services/ outcomes research, and biostatistics). A mentor’s institution will be determined by their primary appointment.</li> </ul> </li> </ol> </li> </ol>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<b>B. Biosketches</b>	<b>Completed</b>
1. Upload individual PDF files for the applicant and mentors; note the <a href="#">new NIH Biosketch format</a> is required for all key personnel.	<input type="checkbox"/>
<b>C. Supporting Documents – Please Upload Attachments as individual PDF files.</b>	<b>Completed</b>
1. <b>Research Proposal:</b> Projects must have a translational or clinical research focus. Pre-clinical studies should have near-term potential to translate into patient-oriented research. Clinical Trials (phases I or II) are permitted. Emphasis is placed on drug discovery, targeted therapeutics, biomarker or device development and novel technologies; projects focusing on health needs of LGBTI and underserved populations and/or directly impacting health outcomes in the community; pediatric and women’s health studies; life course studies of disease; and studies incorporating biostatistical methodologies and design. Limited to <b>5 single-spaced</b> pages (at least ½ inch margins, no smaller than 11pt Arial font) to include: <ul style="list-style-type: none"> <li>• Hypothesis and specific aims</li> <li>• Scientific background for the study, citing appropriate references of work in the area by the investigator(s) and others</li> <li>• Significance of the research (relating specific aims to future studies to be generated) and importance of funding to feasibility of the project</li> <li>• Research Plan (research team to be involved, experimental design, methods, statistics, timeline, innovation, human subjects and animal issues, if applicable)</li> <li>• References and supporting tables, figures, 2-3 additional pages</li> <li>• First Name, Last Name in the upper left hand corner</li> </ul>	<input type="checkbox"/>
2. <b>Career Statement</b> (1 page or less) – Discuss your short and long-term goals and how this award would impact your career and professional development. Please include your First Name, Last Name in the upper left hand corner.	<input type="checkbox"/>
3. <b>Letters</b> - Must be addressed to “KL2 Admissions Committee”, on departmental letterhead, signed, and emailed directly from the department to <a href="mailto:ctsc-education@med.cornell.edu">ctsc-education@med.cornell.edu</a> : <ul style="list-style-type: none"> <li>a. <b>Department Chair/Division Chief Letter:</b> Must indicate that the applicant will be guaranteed at least 75% protected time and effort, and the department understands that the sources of support for the 75% KL2 effort include the CTSC KL2 grant for amounts up to \$80,000 per year (plus fringe benefits), and the department of the KL2 scholar is responsible for any remaining salary gap, as well as the remaining 25% of the scholar's salary.</li> <li>b. <b>Mentors Letters:</b> Required from all mentors and the designated primary mentor’s letter must include a <a href="#">mentoring plan</a> (click link for instructions).</li> </ul>	<input type="checkbox"/>
4. <b>Proof of Legal Status:</b> Provide verification for legal status (scanned copies acceptable): <ul style="list-style-type: none"> <li>• <b>US Citizen:</b> U.S. Passport, Birth Certificate, Certificate of Citizenship, or Naturalization Certificate</li> <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> Permanent Resident Card (USCIS Form I-551)</li> </ul>	<input type="checkbox"/>
5. <b>Transcripts and Test Scores</b> – Upload digital copies of test scores and transcripts with the application submission. Upon award acceptance, official documents will be required in hardcopy. Test scores include: MCAT, GRE and TOEFL. Transcripts from Undergraduate, graduate and/or medical school.	<input type="checkbox"/>
<b>D. Submitting Your KL2 Application</b>	
1. Return to the “ <b>Application Status Page</b> ” (link in the upper left hand side of the page) and click on the blue “ <b>Submit Application</b> ” button.	
2. If you do not see the “ <b>Submit Application</b> ”, please click on the “ <b>Run Detailed Completeness Check</b> ” link to find out what is still missing, complete the missing items and repeat “step 1”.	

## 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.** Candidates will be notified by May 2019 of their applications final disposition. At that time, if selected for funding, the applicant will complete additional required regulatory and compliance documents within 30 days. Funding is contingent on submission of this information and failure to do so will result in disqualification. Upon submission of this additional information, the CTSC will prepare an award agreement. Once the award agreement is signed by the appropriate institutional business official(s), WCMC Grants and Contracts will review and sign the agreement and notify the CTSC that funding can be released.

## BUDGET NOTES

- A budget is not due at the time of application
- KL2 Scholars cannot receive salary support from any other federal grant
- Items not allowed: 1) Capital or depreciable equipment over \$2500; and 2) Computer hardware (laptops, desktops, etc)
- Only supplies of consumable nature that are directly related to the project are allowed
- Funding requests for travel and/or other supplies must be directly related to the project and clearly outlined in the budget justification
- Each year of funding is contingent on satisfactory participation in the CTSC KL2 activities, progress toward the scholar's individual career goals, and continued support from the Scholar's mentors and department.
- This is an institutional career development award granted to the CTSC at Weill Cornell Medicine, and it is non-transferable; scholars who leave the CTSC Consortium will not be able to continue receiving KL2 funding from the Weill Cornell CTSC.

### ***For a fast start on spending your award funds:***

No expenditures related to human subjects or animals will be permitted until the CTSC is provided with a copy of the official IRB/IACUC letter of approval. Investigators are **strongly encouraged to submit IRB and/or IACUC protocols early** in order to avoid significant delays in project initiation. Applicants must also be current on institutional compliance regulations.

Questions? See [CTEP FAQs](#), or email [CTSC-education@med.cornell.edu](mailto:CTSC-education@med.cornell.edu)



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### **MENTORING PLAN INSTRUCTIONS:**

*(Each mentor's letter not to exceed 3 pages)*

Please provide a detailed mentoring plan for the Candidate that describes the approaches to be used such as frequency of one-on-one and group meeting; oral scientific presentations; instruction on how to critically evaluate the literature and experimental design; training in scientific writing (e.g., grant proposal preparation, manuscripts, and abstracts); designing experiments, etc. Plans to enhance the candidate's research capabilities should include:

1. Specific skills to be acquired during the mentoring experience
2. Milestones that will be reached during the mentoring experience (e.g., acquisition of preliminary data, new research skills, presentation of research findings at local/national meetings, and publications)
3. Describe how the Candidate will be supported and guaranteed protected time, including how they will ensure that the project will be done in a timely manner
4. Opportunities to interact with research team; The role of other investigators who will contribute to the research mentoring should be described in the application
5. The mentoring plan must include guidance in the ethical conduct of research (including training in animal and human subjects' protection, if applicable)
6. A plan to acquire presentation and publication skills, and participation in poster or oral presentations in at least one scientific meeting during the award period
7. A plan on how opportunities will be provided for the Candidate to participate in writing and publishing scientific papers
8. Describe any planned outside laboratory experiences or collaborations for the Candidate
9. How this experience will help the candidate move toward achieving her/his stated career goals
10. Mentors and candidate must provide a projected time line delineating specific research milestones and other activities that will be undertaken in an attempt to secure independent research funding (i.e., anticipated publications, training in grantsmanship, timeframe for grant submissions and type of independent research support the candidate seeks)
11. Mentors should provide evidence of mentoring experience and success. Please provide a list containing: (1) Current Trainees, (2) Past Trainees ( $\leq 10$  years). For each of the individuals listed, please provide their current positions and name of institution, outcomes of the prior trainees. Describe how these prior mentoring experiences influenced the development/mentorship plan proposed for the current candidate

[Reference NHLBI mentoring guidelines](#)





## **CTSC KL2 CAREER DEVELOPMENT AWARD**

### **APPLICATION REVIEW CRITERIA**

Similar to the NIH process, each proposal is carefully reviewed by at least two independent evaluators for scientific merit based on translational focus and significance. The following criteria are taken into consideration:

- ✓ **Overall Impact Score** - Reviewers should provide their assessment of the likelihood that the proposed career development and research plan will enhance the candidate's potential for a productive, independent scientific research career in a health-related field, taking into consideration the criteria below in determining the overall impact score.
- ✓ **Candidate:** Does the candidate have the potential to develop as an independent and productive researcher? Are the candidate's prior training and research experience appropriate for this award? Is the candidate's academic, clinical (if relevant), and research record of high quality? Is there evidence of the candidate's commitment to meeting the program objectives to become an independent investigator in research? Do the letters of reference address the above review criteria, and do they provide evidence that the candidate has a high potential for becoming an independent investigator?
- ✓ **Career Dev Plan/Career Goals & Objectives** - What is the likelihood that the plan will contribute substantially to the scientific development of the candidate and lead to scientific independence? Are the candidate's prior training and research experience appropriate for this award?
- ✓ **Research Proposal** - Is there a strong scientific premise for the project? Are the proposed research question, design, and methodology of significant scientific and technical merit? Has the candidate presented strategies to ensure a robust and unbiased approach, as appropriate for the work proposed? Is the research plan of high quality, and does it have potential for advancing the field of study? Is the scientific and technical merit of the proposed research plan of significance? Will the proposed research lead to an independent line of research for the candidate?
- ✓ **Mentors and Mentoring Plan** - At least 2 mentors are required. Primary and Secondary mentors must be from CTSC partner institutions. Additional mentors may be from any institution. Are the qualifications of the mentor(s) in the area of the proposed research appropriate? Does the mentor(s) adequately address the candidate's potential and his/her strengths and areas needing improvement? Is there adequate description of the mentor's proposed role in providing guidance and advice to the candidate? Is there evidence of the mentors' previous experience? Is there evidence of the mentors' current research productivity and peer-reviewed support? Is there evidence of the mentors' active/pending research funding? Do the letters from mentors document their willingness to participate in the award program? Is the proposed Mentoring plan likely to contribute substantially to the scientific and professional development of the candidate, and facilitate his/her successful transition to independence? (see [Instructions for Mentoring Plan](#))



- ✓ **Environment & Departmental Commitment:** Is there a strong statement of commitment by the department to the levels of effort required to devote directly to the research and career development activities described in the application? Is the departmental commitment to the career development of the candidate appropriately strong? Is the environment for scientific and professional development of the candidate of high quality? Is there assurance that the department intends the candidate to be an integral part of its research program as an independent investigator?

**The following areas receive additional priorities for their special relevance to the CTSC mission:**

- **Translational and Clinical Research Focus** – Projects aimed at improving research methods and/or incubating novel technologies to accelerate multidisciplinary clinical and translational research.
- **Pre-clinical studies** should have near-term potential to translate into patient-oriented research, clinical trials (phases I or II) are permitted.
- **Emphasis is placed on:**
  - Drug discovery, targeted therapeutics, biomarker or device development and novel technologies.
  - **Comparative effectiveness and health disparities research** - Projects focusing on health needs of LGBTI and underserved populations and/or directly impacting health outcomes in the community.
  - **Pediatric and Women’s Health Studies**
  - **Life course studies of disease**
  - Studies incorporating **Biostatistical Methodology and Design**

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