CTSC ADVANCED CERTIFICATE IN CLINICAL & TRANSLATIONAL INVESTIGATION

DUE BY 5PM ON WEDNESDAY, JANUARY 31, 2018
Courses Begin August 2018

View Eligibility Requirements and Application Instructions
CLICK TO INITIATE APPLICATION

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.

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 31, 2018. Applicants will be notified by June 2018 whether his/her proposal is approved. At that time, if accepted, the applicant must complete additional required regulatory and compliance documents within 30 days.

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.

Questions? See CTEP FAQs, or email CTSC-Education@med.cornell.edu
# ADVANCED CERTIFICATE IN CLINICAL & TRANSLATIONAL INVESTIGATION

**ELIGIBILITY AND APPLICATION INSTRUCTIONS**

Applications must comply with eligibility and submission requirements

Missing or incomplete documents or information will disqualify your application for review

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## Program Eligibility - All Candidates

| 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 |
| Medical students and Medical Doctors (MDs), MD/PhDs, senior residents, fellows |
| Veterinarians (DVM), Osteopaths (DO), Dentists (DDS, DMD), or Physical Therapists (DPT) |
| 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, 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 |

Only one re-submission for each application is allowed

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## Application Instructions and Checklist

1. To access your application please login to [WebCAMP](http://www.med.cornell.edu/ctsc).
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.

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### A. Trainee Application Form

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1. Click on your current legal status to proceed.
2. Personal and demographic information: A valid employer issued/institutional email is required.

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### B. Biosketch

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1. Upload a PDF file for the applicant; note the [new NIH Biosketch format](http://www.med.cornell.edu/ctsc) is required.

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### C. Supporting Documents – Please Upload Attachments as individual PDF files.

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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 your short and long-term goals and how the Advanced Certificate Program would impact your career and professional development.
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](mailto:ctsc-education@med.cornell.edu):
   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. **Proof of Legal Status:** Provide verification of legal status (scanned copies acceptable):
   - **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
   - **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)

5. **Transcripts and Test Scores** – Upload digital copies of test scores and transcripts with application submission. Upon acceptance, official documents will be required in hardcopy. Test scores include: MCAT, GRE and TOEFL. Transcripts from undergraduate, graduate and/or medical school.

6. **Non-Refundable Application Processing Fee ($75):** Payable by departmental account or personal check payable to Weill Cornell CTSC must accompany all applications.

D. **Submitting Your Advanced Certificate Application**

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”.

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

Each application is carefully reviewed by at least two independent evaluators taken 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 Certificate 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