**CTSC KL2 CAREER DEVELOPMENT AWARD**

**ELIGIBILITY REQUIREMENTS AND APPLICATION INSTRUCTIONS**

*Applications must comply with eligibility and submission requirements*

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

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### Program Eligibility - All Candidates

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

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, K Grants, DP2, etc.) are not eligible

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

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### Application Instructions and Checklist

1. To access your application please login to WebCAMP.
2. Click on “Protocol Authoring and Review”.
3. Under the column “Abbreviated Title” click “Your KL2 Research Project Title”.
4. Links to required application sections (Trainee Application Form, Biosketch and Supporting Documents) are in the upper left hand side of the application page.

### A. Trainee Application Form

- **Personal and demographic information** - A valid employer issued/institutional email is required.
- **If you are not selected** for the KL2 Award and wish to be considered for any of both the CTSC Education Programs please select from the list of programs proposed (please note, a letter of support from your department chair/division chief is required).
- **Project Summary** – 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 broad, long-term objectives, specific aims, research design, methods, significance, and innovation.
- **Multidisciplinary Integration** – Describe (250 words or less) the multidisciplinary approach of this proposal. A multidisciplinary approach is one that brings experts from traditionally basic biological or physical sciences with non-biological disciplines including biostatistics.

Mentors - Click on [add] and fill in required information. A Primary Mentor must be designated and each mentor’s role must be listed. Two mentors are required, but no more than 3 mentors can be named on an application. A mentor’s institution will be determined by their primary
appointment. Mentors cannot be listed on more than 2 active CTSC applications or current awards (including CTSC Seed Awards). Of the two proposed mentors:

- All mentors must have **active** or **recent** peer-reviewed (federal or foundation) **funding**.
- One must be designated to serve as a **Clinical mentor** and one a **Basic Science or Public Health mentor**.
- At least 2 mentors, **including the designated primary mentor**, must be from different Weill Cornell **CTSC partner institutions** and from **different disciplines**. NIH definition of different disciplines include areas **outside** biology, e.g., computer science, imaging, chemistry, mathematics, informatics, engineering, behavioral science, health services/outcomes research, and biostatistics.

### B. Biosketches

1. Upload individual PDF files for the applicant and mentors; note the **new NIH Biosketch format** is required for all key personnel.

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

1. **Research Proposal**: 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, biomarkers, 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 5 **single-spaced** pages (at least ½ inch margins, no smaller than 11pt Arial font) to include:
   - Hypothesis and specific aims
   - Scientific background for the study, citing appropriate references of work in the area by the investigator(s) and others
   - Significance of the research (relating specific aims to future studies to be generated) and importance of funding to feasibility of the project
   - Research Plan (research team to be involved, experimental design, methods, statistics, timeline, innovation, human subjects and animal issues, if applicable)
   - References and supporting tables, figures, 2-3 additional pages

2. **Career Statement** (1 page or less) – Discuss your short and long-term goals and how this award would impact your career and professional development.

3. **Letters** - Must be addressed to “KL2 Admissions Committee”, on departmental letterhead, signed, and emailed directly from the department to **ctsc-education@med.cornell.edu**:
   - **Department Chair/Division Chief Letter**: 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.
   - **Mentors Letters**: Required from all mentors and the designated primary mentor’s letter must include a **mentoring plan** (click link for instructions).

4. **Proof of Legal Status**: Provide verification for 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**: Permanent Resident Card (USCIS Form I-551)
5. **Transcripts and Test Scores** – 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.

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 KL2 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”.

### 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.** Candidates will be notified by May 2018 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

- 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. The CTSC grant period ends 6/30/18 and funding beyond that date is dependent upon NIH CTSC Grant funding.
- 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](mailto:), or email [CTSC-education@med.cornell.edu](mailto:).