REQUEST FOR CTSC K30 TRAINING APPLICATIONS
APPLICATIONS DUE: MONDAY, FEBRUARY 14, 2011

K30 GRADUATE PROGRAM IN CLINICAL & TRANSLATIONAL INVESTIGATION

Purpose: To educate and train highly motivated individuals to become successful, independent clinical and translational (C/T) investigators through a strong foundation in knowledge and skills in C/T investigation.

The Graduate Program in Clinical & Translational Investigation offers two tracks for enrollment: (1) an Advanced Certificate in Clinical & Translational Investigation in one year, and (2) a Master of Science Degree in Clinical & Translational Investigation in two years.

Advanced Certificate in Clinical & Translational Investigation
The Advanced Certificate track (1 year) is comprised of a wide array of core curriculum classes in clinical research with a structured series of lectures, interactive seminars and workshops.

Master's Degree in Clinical & Translational Investigation
The Master's Degree Program track (2 years) provides the core curriculum and clinical research experience through a mentored clinical research project conducted in conjunction with the resources of the Clinical and Translational Research Center (CTSC). Supplementary to the core curriculum, trainees pursue specific clinical research interests through electives. During the first year, the trainees meet with his/her mentors to fine tune their research proposal. In the second year of the program, trainees will utilize the skills acquired from the previous year's core curriculum coursework to conduct their research project, which requires a 75% (50% for surgeons) time and effort commitment.

For further information about the K30 Graduate Training Program, please visit our website at: http://www.med.cornell.edu/ctsc/training_and_education/masters_degree_in_clinical.html.

Eligibility:
• Medical students and Medical Doctors (MDs), MD/PhDs, senior residents, fellows
• Post-doctoral PhDs seeking a career in clinical and translational research
• Dentists with Doctor of Dental Surgery (DDS), Doctor of Dental Medicine (DMD) degrees
• Faculty members from any of the partnering WCMC 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

Review Criteria
Upon submission in ePAR, your application undergoes review based on several criteria.

TO START YOUR APPLICATION PROCESS
GO TO "Notification of Intent to Submit an Application"

Questions? See FAQs at: http://www.med.cornell.edu/ctsc/training_and_education/frequently_asked_questions.html
Or Email: ctsc_k30@med.cornell.edu
This will register your intent to submit an application. Shortly after submitting this form, you will be notified by email with information on how to proceed with your application using the Web-based electronic Protocol Authoring and Review (ePAR) system. When completing your application in ePAR, please refer to the checklist below.

## Checklist for Application Submission

### A. Required Sections in ePAR – Complete all fields.

1. **Trainee Application Form** - Click on your current citizenship status to proceed.
   - a. Personnel and demographic information.
   - b. Click on [add] and fill in required information *(be sure to repeat this process for each individual entry under each heading):*
     - Mentors - Include all of the institutional information for your mentors
     - **Click yes or no** if you have been required to leave any college, graduate or professional school or ever been denied readmission because of deficiencies in either scholarship or conduct. If yes, please include an explanation in the requested area.

2. **Biosketches:** Upload a PDF of the [New NIH Biosketch Format](http://www.nlm.nih.gov/research/healthinformatics/nih-biosketch.html) for the applicant and mentors.

3. **Supporting Documents – Required Attachments** Upload as individual PDF files in the order indicated below.

#### 1. Research Proposal/Clinical Research Experience:
   - For the Advanced Certificate Track: Please provide a concise description (no longer than 1 page) of any research experience (clinical or other) and translational research goals (if applicable).
   - For the Master’s Degree Track: Please provide a 1-page research proposal in NEJM style abstract format.

#### 2. Career Statement – Please discuss your short and long-term goals and how this training opportunity would impact your career development. Should be no longer than 1 page.

#### 3. The **Letter from the Department Chair/Division Chief** should be submitted on departmental letterhead stating a guarantee of 75% protected time (50% for surgeons who require more time to develop and maintain their skills).

#### 4. Two Letters of Recommendation:
   - **For the Advanced Certificate Track:** Two letters of recommendation from professors or other professionals in a position to judge the applicants’ preparation and fitness for graduate work in the proposed program of study.
   - **For the Master’s Degree Track:** Letters of recommendation from at least 2 proposed mentors.
     - At least 2 mentors required (one Clinical and one Basic Science or Public Health) and a lead/primary mentor must be designated.
     - At least 2 mentors, including the lead mentor, must be from a WCMC CTSC partner institution.
     - At least 2 mentors must be from different disciplines and different institutions. NIH definition of different disciplines has priority (areas outside biology, e.g., computer science, imaging, chemistry, mathematics, informatics, engineering, behavioral science, and health science/ outcome research).
     - All mentors must have active or recent peer-reviewed (federal or foundation) funding. (Be sure to repeat this page research proposal in NEJM style abstract format.)

5. **Proof of Immigration Status:**
   - Please submit a notary’s signed statement certifying legal verification for the following immigration status (including copies of the documents):
     - **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).

6. **Transcripts and Test Scores** – Official documentation of test scores and college and graduate school transcripts must be submitted by applicants seeking the Master’s Degree.

7. **Non-Refundable Application Processing Fee:** Please make check payable to Weill Cornell CTSC in the amount of $200.

The applicant will be notified via email by May 2011 whether his/her application is approved. At that time, if accepted, the applicant must complete additional required regulatory and compliance documents within 30 days (for a full list of Post-Award Documents [click here](http://www.med.cornell.edu/ctsc/training_and_education/frequently_asked_questions.html)).

Questions? See FAQs at: [http://www.med.cornell.edu/ctsc/training_and_education/frequently_asked_questions.html](http://www.med.cornell.edu/ctsc/training_and_education/frequently_asked_questions.html)

Or Email: [ctsc_k30@med.cornell.edu](mailto:ctsc_k30@med.cornell.edu)