South Carolina
Clinical & Translational
Research Institute

MUSC
Medical University
of South Carolina

# Application Instructions & FAQs

SCTR T32 Pre-doctoral Training Program in Translational Research

Please read these instructions carefully before beginning your application. The entire application package must be successfully submitted by the application deadline to be considered for funding. **Incomplete and/or late applications will not be accepted for any reason.**

## KEY DATES

| | |
|---|---|
| Release Date: | **February 2025** |
| Letter of Intent: | **March 14, 2025** *(optional, but strongly recommended)* |
| Application Deadline: | **April 25, 2025 @ 11:59 pm** |
| Notification by: | **June 13, 2025** |
| Appointment Term: | **July 1, 2025 – June 30, 2027** *(2 years) *Contingent on receipt of the T32 NOA** |

## SELECTION CRITERIA

**How are T32 trainees selected?**
T32 trainees will be selected based on a competitive application process in which the applicant's qualifications and potential to pursue a successful translational research career will be reviewed.

**How are the applications scored?**
Scientists who are familiar with the area of study, the T32 Program Directors, and members of the T32 steering committee will review each application. Reviewers provide a score using the NIH 9-point scale and a written critique. All applicants will receive the reviewers' comments for their applications.

The T32 Executive Committee will review the applications with the highest priority scores to select the trainees. If necessary, applicants with competitive applications may be interviewed before a final decision is made.

## APPLICATION INSTRUCTIONS

**How do I apply for the T32 program?**
The application process has two steps:

1) **Obtain a Study ID for the proposed research in SPARCRequest** (https://sparc.musc.edu)
   ➡ If your study is already in SPARC, you will need to add the T32 funding opportunity to your existing study.
   ➡ If your study is NOT already in SPARC, you will need to create a study to get a Study ID for your proposed research.
      o Note: In Step 2, please select "Pending Funding" under Proposal Funding Status and select "Federal" under Funding Source.
   ➡ **Detailed information about the steps to obtain a Study ID can be found on the T32 webpage under "How to Apply"**

   For additional assistance with the SPARCRequest system, please contact the SCTR SUCCESS Center at success@musc.edu.

2) **Submit the application and all required materials in InfoReady**:
   *https://musc.infoready4.com/#competitionDetail/1964813*

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## APPLICATION DOCUMENTS & REQUIREMENTS

➡ **Format:** All documents must be submitted as PDF files
➡ **Font:** Arial; 11-point or larger. Smaller text in figures, graphs, diagrams and charts is acceptable, as long as it is legible when the page is viewed at 100%. Ensure that the final PDF documents comply with font size requirements.
➡ **Margins:** minimum of one-half inch (0.5") on all sides

Applicants are required to submit the following materials when applying to the T32 program:

| Documents | Page Limit |
|---|---|
| Letter of Intent (optional, but strongly recommended)<br><br>A letter of intent includes the project title, your mentor's name and department, a 2-3 sentence narrative and a list of your dissertation committee members is highly encouraged to be sent to the program coordinator, burgstei@musc.edu by **March 14, 2025**. Submitting a letter of intent will allow the Steering Committee enough time to identify the appropriate experts to review the applications. | No limit |
| Applicant NIH-Formatted Biosketch<br><br>https://grants.nih.gov/grants/forms/biosketch.htm | 5 pages |
| Applicant CV<br><br>This should include:<br>➡ Personal email & home address<br>➡ Undergraduate and graduate academic degree(s), including institution(s), major(s), degree(s), and year(s) awarded<br>➡ Current MUSC academic degree program(s), month/year of program entry, courses taken, GPA, and anticipated graduation date<br>➡ Date/score of PhD qualifying exam, or expected month/year of completion<br>➡ Comprehensive list of publications to date in APA format<br>➡ Previous federal funding (e.g. NIH, NRSA, CDC)<br>➡ ORCID ID | No limit |
| Primary Mentor's NIH-formatted biosketch | 5 pages |
| Primary Mentor's Training Table | No limit |
| Summary of Undergraduate/Graduate Research Experience | No limit |
| Career Development Plan<br><br>Describe how you will gain skills, knowledge, and experience in clinical and translational science through the T32 program. You should take into consideration and refer to the T32 program requirements that are found on pages 3 and 4 of the T32 Program FAQs document. Also include a discussion of particular areas/skills in which you need further development and how they could be addressed by the T32 program. As appropriate to your background and experience, describe what you expect to learn from the mentored research experience and required T32 activities such as coursework and professional development opportunities. Also discuss how you anticipate the T32 enhancing your training versus completing your program without the award. | 1 page |

| Research Plan | 3 pages |
| --- | --- |
| Include for the proposed project: <br> ➡ **Title** <br> ➡ **Statement**: An introductory section that places the problem in context to the field of study. A number of key references should be cited to provide scholarly background. From this section, the readers should understand why it is of interest to examine the proposed problem. <br> ➡ **Specific Aims**: The individual experimental issues that are to be addressed. <br> ➡ **Methods**: A detailed description of the experimental system to be examined, the materials available, the procedures to be employed, the expertise available in the mentor lab, and the rationale for the project design. From this section, the reader should understand how the data gathered will help solve the identified problem. The reviewers should also be able to assess the feasibility of the proposal both in terms of experimental design and time frame for completion. <br> ➡ **Bibliography** (does not count toward page limit) | |
| Letters of Support | 1 page/each |
| Required: <br> 1. **Primary Mentor** <br>     o Describe applicant's research focus <br>     o Describe the goals and how the mentor will foster an environment conducive to a successful clinical and/or translational career path for the applicant <br>     o Describe additional resources/experiences the mentor might contribute to enhance the applicant's training and research agenda during the T32 appointment. <br> 2. **Department or Division Chair** <br>     o Should speak to the applicant's academic and research potential. <br>     o Discuss any resources the department/division will contribute to support their research and career development goals. <br>     o Attest that the applicant will not hold any additional employment positions or funding awards during the T32 appointment. <br><br> Optional: **Secondary or co-mentors** (same as primary mentor above) <br><br> All letters should be addressed to Carol Feghali-Bostwick, PhD (T32 Principal Investigator). *Do not send via email, hand delivery, or interoffice mail.* | |
| Essay of Interest | 1 page |
| Describe your interest in the T32 program and how it relates to your career goals. | |
| T32 Requirement Agreement Form | 1 page |
| Found on page 4 of this document. This form should be signed by the applicant, mentor, and any co-mentors involved in the project. The signatures indicate agreement to all terms and responsibilities for T32 awardees and mentors outlined in the T32 FAQs document and NOA. | |

**Who do I contact for more information?**
Kristen Briggman, T32 Program Coordinator
burgstei@musc.edu 843.792.8446

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# T32 REQUIREMENT AGREEMENT FORM

ALL PARTIES agree to cite the T32 grant both during and after the T32 appointment for 1) any publications, posters, and presentations that result from the trainees T32-funded research project, and 2) any work the trainee completes in their mentor's lab/department. Recommended citation language:

> "This publication [or project] was supported, in part, by the National Center for Advancing Translational Sciences of the National Institutes of Health under Grant Number (TBD). The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health."

## APPLICANT SIGNATURE

I certify that the statements in my T32 application are true and complete to the best of my knowledge and that I will comply with all applicable terms and conditions governing my potential appointment. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

_____
Applicant Signature                                                                                                                          Date

## MENTOR SIGNATURE(s)

As Mentor(s), I am responsible for:
- Guiding and encouraging the design and execution of an original, high quality dissertation research project.
- Providing guidance on the following documents, including but not limited to:

    1) T32 application/reapplication
    2) Individual Development Plan
    3) Progress reports
    4) Manuscripts
    5) Presentations
    6) Abstracts/posters

- Attending the T32 semi-annual progress meetings with program leadership.
- Providing career development advice and assisting trainee in applying for post-T32 funding.
- Providing data for the required NIH annual report.
- Including the trainee as an author on all relevant publications, posters, and presentations.
- Reading, reviewing, and complying with the AAMC *Compact between Biomedical Graduate Students and Their Research Advisors.*
- Completing mentor training sessions.

I/We read the potential trainee's T32 application package and provided constructive feedback, both for the career/training components and the research plan. To the maximum extent possible, I/We will meet regularly with the trainee (at least bi-weekly), ensure that all the requirements of the T32 program are met, and attend the annual SCTR Mentorship Training Symposium with my/our mentee.

_____
Primary Mentor                                                                                                                              Date

_____
Co-Mentor(s), if applicable                                                                                                              Date