South Carolina
Clinical & Translational
Research Institute

Application Instructions & FAQs

SCTR TL1 (T32) Pre-doctoral Clinical & Translational Research Training Program

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

KEY DATES

Release Date: **March 2, 2020**
Application Deadline: **May 31, 2020 @ 11:59 pm**
Notification: **July 2020**
Appointment Term: **September 1, 2020 – August 31, 2021**

SELECTION CRITERIA

How are TL1 trainees selected?
TL1 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 TL1 Program Directors, and members of the TL1 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 TL1 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 given.

APPLICATION INSTRUCTIONS

How do I apply for the TL1 program?
The application process has two steps:
1) Obtain a Study ID for the proposed research in SPARCRequest (https://sparc.musc.edu), and
2) Submit the application and all required materials in InfoReady. **No application materials should be uploaded in the SPARCRequest system.**

Before submitting the application, the candidate must get a Study ID from SPARC:
➡ If your study is already in SPARC, you will need to add the TL1 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.

Step-by-step instructions for this process are available on the TL1 program webpage:
https://research.musc.edu/resources/sctr/funding-opportunities/training-program

To apply for this opportunity please visit the application on InfoReady:
https://musc.infoready4.com/#competitionDetail/1808819 or the link posted on the TL1 program webpage.

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

I am a current TL1 trainee. Can I apply for a second year in the program?
Yes. Current trainees are eligible to compete for a second year of support as long as their anticipated graduation date is after May 31, 2021. They must also submit a current TL1 progress report as part of the application.

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:** one-half inch (0.5") on all sides

Applicants are required to submit the following materials when applying to the TL1 program:

Documents	Page Limit
1) Applicant NIH-formatted biosketch http://grants.nih.gov/grants/forms/biosketch-blank-fellowship-format.docx	5 pages
2) Applicant CV This should include: • Personal email & home address • Undergraduate and graduate academic degree(s), including institution(s), major(s), degree(s), and year(s) awarded • Current MUSC academic degree program(s), month/year of program entry, courses taken, GPA, and anticipated graduation date • Date/score of PhD qualifying exam, or expected month/year if you have not already taken it • Comprehensive list of publications to date in APA format • Previous federal funding (e.g. NIH, NRSA, CDC)	No limit
3) Primary Mentor's NIH-formatted biosketch	5 pages
4) Primary Mentor's Training Table	No limit
5) Summary of Undergraduate/Graduate Research Experience	No limit
6) Career Development Plan Describe how you will gain skills, knowledge, and experience in clinical and translational science through the TL1 program. You should take into consideration and refer to the TL1 program requirements that are found on page 3 of the TL1 FAQs document. Also include a discussion of particular areas/skills in which you need further development and how they could be addressed by the TL1 program.	1 page

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As appropriate to your background and experience, describe what you expect to learn from the mentored research experience and required TL1 activities such as coursework and professional development opportunities. Also discuss how you anticipate the TL1 enhancing your training versus completing your program without the award.	
7) Research Plan Include for the proposed project: • **Title** • **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. • **Specific Aims**: The individual experimental issues that are to be addressed. • **Methods**: A detailed description of the experimental system to be examined, the materials available, the procedures to be employed, the expertise available in the sponsor 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 in both terms of experimental design and time frame for completion. • **Bibliography** (does not count toward page limit)	3 pages

8) Letters of Support
 	
Required:
1. **Primary Mentor**
   o Describe applicant's research focus
   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
   o Describe additional resources/experiences the mentor might contribute to enhance the applicant's training and research agenda during the TL1 appointment.
2. **Department or Division Chair**
   o Should speak to the applicant's academic and research potential.
   o Discuss any resources the department/division will contribute to support their research and career development goals.
   o Attest that the applicant will not hold any additional employment positions or funding awards during the TL1 appointment.
 	
Optional: **Secondary or co-mentors** (same as primary mentor above)
 	
All letters should be addressed to Perry Halushka, MD, PhD (TL1 Principal Investigator) and Carol Feghali-Bostwick, PhD (TL1 Associate Principal Investigator). Do not send via email, hand delivery, or interoffice mail.
	1 page/each

9) Essay of Interest **First-year applicants only**. Describe your interest in the TL1 program and how it relates to your career goals. OR	1 page (Essay of Interest)
Progress Report To be submitted by **current TL1 trainees applying for a second year of funding only**: - Update on completed TL1 requirements to date. - Update on project progress to date. - Publications, abstracts, and presentations that have been submitted and/or accepted as part of the TL1-funded project. - Any planned publications, abstracts, and presentations and the expected date of submission. - Describe the need for a second year of funding and the timeline for completing the current project. - Describe how the first year on the TL1 influenced your career goals relating to team science and clinical and translational research. - Identify a national meeting or conference for attending and presenting your research project.	3 pages (Progress Report)
10) TL1 Requirement Agreement Form Found on page 5 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 TL1 awardees and mentors outlined in the TL1 FAQs document and NOA.	1 page

Who do I contact for more information?
Kristen Briggman, TL1 Program Coordinator
burgstei@musc.edu
843.792.8446

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TL1 REQUIREMENT AGREEMENT FORM

ALL PARTIES agree to cite the TL1 grant both during and after the TL1 appointment for 1) any publications, posters, and presentations that result from the trainees TL1-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 Numbers TL1 TR001451 & UL1 TR001450. 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 TL1 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.

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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) TL1 application/reapplication
  2) Individual Development Plan
  3) Progress reports
  4) Manuscripts
  5) Presentations
  6) Abstracts/posters
- Attending the TL1 semi-annual progress meetings with program leadership.
- Providing career development advice and assisting trainee in applying for post-TL1 funding.
- Providing data for the required NIH annual report (requested in Fall).
- 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.*

I/We read the potential trainee's TL1 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 TL1 program are met, and attend the annual SCTR Mentorship Training Symposium with my/our mentee.

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Primary Mentor   Date

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Co-Mentor(s), if applicable   Date