

# University of Rochester Clinical and Translational Science Institute Mentored Career Development Program (KL2) in Clinical and Translational Research

## Request for Applications

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### Important Dates

- Friday, October 2, 2009, 5 p.m. Eastern Time: Submit letter of intent.
- Friday, November 6, 2009, 5 p.m. Eastern Time: Submit application packet.
- Friday March 5, 2010: Notification of recipient(s).
- July 1, 2010: Start of the award.

## Program Description

The Mentored Career Development Program (KL2 Scholars Program) in Clinical/Translational Research is a two-year program funded by the Clinical and Translational Science Award (CTSA) from the National Institutes of Health. The KL2 Scholars Program is designed to support the career development of those who wish to pursue research careers in multidisciplinary clinical and translational science. The goal of the program is to foster the discipline of clinical and translational research and, by increasing clinical research capacity, to expedite multidisciplinary clinical and translational science at the University of Rochester Medical Center to fulfill the promise of the Strategic Plan (<http://www.urmc.rochester.edu/strategic-plan/plan-at-a-glance/index.cfm>) and the NIH Roadmap (<http://nihroadmap.nih.gov/>).

The KL2 Scholars Program provides a personalized program designed to meet the needs of future research leaders. To accomplish this goal, trainees will complete didactic coursework and participate in Skill-Building Workshops and a weekly seminar series. Advanced degree options are encouraged and include Master of Science in Clinical Investigation (MS-CI), Master of Science in Translational Research (MS-TR), Masters in Public Health (MPH), or a Doctoral degree in a health-related discipline (including Translational Biomedical Research). In addition, trainees will be expected to develop and implement a research experience supervised by a primary mentor and mentorial team. The research project should be designed as a pilot project to set the stage for an individual K-award application, or otherwise establishing a foundation for a subsequent individual R-award application.

See also:

- University of Rochester Clinical and Translational Science Institute (CTSI) (<http://www.urmc.rochester.edu/ctsi/>)
- CTSI Education, Training, and Career Development (<http://www.urmc.rochester.edu/ctsi/education/>)
- Rochester Clinical and Translational Science Curriculum (<http://www.urmc.rochester.edu/ctsi/education/curriculum.cfm>)

## Support Provided

While you are enrolled in the KL2 Scholars Program, you will receive:

- A stipend or salary to help support the proportional effort required to participate in the program. The funds available will support 75% of the trainee's full-time effort or 50% for certain procedure-based specialties up to a cap of approximately \$70,000 per year contingent on available funds. Therefore, the sponsoring department may be required to supplement support according to institutional guidelines. Salary supplementation may be from extramural sources, except that no federal funds may be used for

- this purpose. These funds will be audited by the Office of Research and Cost Standards (ORACS) yearly.
- Typically \$25,000 of non-salary support per year, which can be used for research, tuition, travel expenses, educational materials in support of the scholar's career development plan, or other costs related to the scholar's research project.
  - Those appointed as clinical or research fellows receive benefits as defined by the University of Rochester School of Medicine and Dentistry's Office of Graduate Medical Education (see [http://www.urmc.rochester.edu/smd/gme/Resident\\_Manual/GMEBenefits.cfm](http://www.urmc.rochester.edu/smd/gme/Resident_Manual/GMEBenefits.cfm)) Those appointed as faculty receive benefits as defined by the University of Rochester (see <https://secure1.rochester.edu/hr/benefits/index.html>).

## Other Details

KL2 scholars are strongly urged to attend the annual National Institutes of Health Clinical Research KL2 Scholars Meeting. Grant funds may be used for this purpose. Candidates selected for the KL2 Scholars Program in Clinical/Translational Research may be eligible to apply to the NIH Loan Repayment Program for clinical investigators.

## Program Contacts:

For more information about the University of Rochester KL2 Scholars Program in Clinical and Translational research, please contact:

General inquiries:

- Katherine Libby
- CTSI Secretary
- 585-758-7831
- [Katherine\\_Libby@urmc.rochester.edu](mailto:Katherine_Libby@urmc.rochester.edu)
- Thomas Fogg
- Senior Planner
- 585-758-7820
- [Thomas\\_Fogg@urmc.rochester.edu](mailto:Thomas_Fogg@urmc.rochester.edu)

Financial and budgetary inquiries:

- Kathleen Jensen
- CTSI Chief Financial Officer
- 585-275-6409
- [Kathleen\\_Jensen@urmc.rochester.edu](mailto:Kathleen_Jensen@urmc.rochester.edu)

Inquiries regarding MS-CI, MS-TR or MPH programs:

- Nancy Chin, PhD, MPH
- Associate Chair, Education, Department of Community and Preventive Medicine
- 585-275-9780
- [Nancy\\_Chin@urmc.rochester.edu](mailto:Nancy_Chin@urmc.rochester.edu)
- Website: <http://www.urmc.rochester.edu/cpm/>

Inquiries regarding PhD program in Translational Biomedical Science:

- Nina Schor, MD, PhD
- Director, PhD Program in Translational Biomedical Science
- Chair and Professor of Pediatrics
- 585-275-4707
- [Nina\\_Schor@urmc.rochester.edu](mailto:Nina_Schor@urmc.rochester.edu)
- Website: <http://www.urmc.rochester.edu/ctsi/links/PhDinTBS2.cfm>

Inquiries regarding other programmatic issues:

- Robert Holloway, MD, MPH
- Director, KL2 Scholar Program
- Professor of Neurology and Community and Preventive Medicine
- 585-275-1018
- [Robert\\_Holloway@urmc.rochester.edu](mailto:Robert_Holloway@urmc.rochester.edu)
- Website: <http://www.urmc.rochester.edu/ctsi/education/k12.cfm>

## **Admissions**

### **Eligibility**

To be eligible to apply to the KL2 Scholars Program, you must define and participate in a clinical or translational research project. For the purpose of this program, clinical research is defined as all aspects and kinds of clinical research including, epidemiologic and natural history studies, patient-oriented research, clinical trials and outcomes research. In addition, for the purpose of this program, translational research includes three areas of translation. One is the process of applying discoveries generated during research in the laboratory, and in preclinical studies, to the development of trials and studies in humans. The second and third areas of translation concern either research aimed at developing an evidence-base to improve clinical practice (e.g., clinical trials, diagnostic test assessments) or at enhancing the adoption of best practices in the community. The Selection Committee determines whether or not the research experience proposed for your program meets the definitions of clinical or translational research.

### **Valuing Diversity**

The University of Rochester welcomes and encourages women, members of under-represented minority groups, and individuals with disabilities to apply.

### **Qualifications**

Other qualifications for the KL2 Scholars Program include:

- A doctoral-level degree in a health discipline that can be applied to clinical or translational research. These degrees include, but are not limited to MD, DO, DMD, DDS, DPH, PharmD, as well as PhDs in a clinically relevant field, such as biostatistics, epidemiology, behavioral science, and nursing.
- US citizen or permanent resident. Individuals on temporary or student visas are not eligible.
- Must be a fellow or junior faculty committed to an academic career in clinical and translational research. Preference will be given to applicants early in their training/career.
- Applicants may not simultaneously submit or have pending an application for any other PHS mentored career development award (e.g., K07, K08,

K22 or K23) that duplicates any of the provisions of the KL2 program. A KL2 scholar, once appointed, may apply for support from a PHS mentored career development award (<http://grants.nih.gov/grants/guide/notice-files/NOT-RM-08-017.html>).

- Commitment to a two year program. During this time, at least 75 percent of the KL2 Scholar's full-time professional effort must be devoted to the program. The remainder of time may be devoted to developing other clinical or academic pursuits that are consistent with the objectives of developing a career as an independent clinical or translational researcher. Certain clinical specialties may have less than 75 percent effort -- but no less than 50 percent effort -- if sufficiently justified (e.g. surgical specialties requiring 50 percent direct patient care time to keep up surgical skills).
- Identification of a faculty member at the University of Rochester with extensive clinical or translational research experience who is willing to serve as your primary mentor.
- No prior receipt as Principal Investigator of R01, R21, Center or Mentored Career Development (K) grants, or project leader on sub-projects of program projects (P01) or center grants (P50) (or equivalent non-PHS peer reviewed research grant over \$100,000 per year in direct costs). Scholars may have had support on a NRSA grant (F or T) or NIH small grant (R03).

## Application Process

### Positions

One to two positions are available annually and have a start date of July 1.

### Timeline

- Submit **letter of intent** by **5 p.m. Eastern Time on Friday, October 2, 2009.**
- Submit **application packet** by **5 p.m. Eastern Time on Friday, November 6, 2009.**

### How to Apply

#### **Step 1: Identify a mentor**

One of the most important steps in applying to the KL2 Scholars Program is to identify a primary mentor at the University of Rochester. You and your primary mentor will then determine appropriate co-mentor(s) in other disciplines that will bring valuable expertise to your research proposal and career. The proposed mentors will assist you with developing your career development plans and research experience. Identifying a primary mentor and one or more co-mentors can be accomplished by utilizing knowledge of existing research programs. **Or** you may contact the KL2 program office for assistance in identifying potential mentors.

Also see:

- Research Departments and Centers at the University of Rochester (<http://www.urmc.rochester.edu/smd/research/>)
- URMC Research Resource Inventory (<http://www.urmc.rochester.edu/ctsi/research/inventory.cfm>)

#### **Step 2: Submit letter of intent to apply by Friday, October 2, 2009**

Prospective applicants are asked to submit a letter of intent. The letter is due by 5 p.m. Eastern Time on Friday, October 2, 2009. The information in the letter of intent allows us to better plan the review process and assist potential applicants as necessary.

The letter of intent should be addressed to Dr. Robert Holloway, Director, KL2 Scholars Program, and must include:

- A brief paragraph describing what you hope to achieve and the research that you will propose while participating in the KL2 Scholars Program
- The name and specialty of your primary mentor

- Your curriculum vitae

Please send or email your letter of intent and CV to:

- Katherine Libby
- CTSI Secretary
- 585-758-7831
- 120 Corporate Woods, Suite 350
- Intramural mail: Box 278990
- Katherine\_Libby@urmc.rochester.edu

4. **Step 3: Complete the required documentation.** To apply, you will need to submit the following application materials.

1. A short cover letter addressed to Dr. Robert Holloway, Director, KL2 Scholars Program, requesting consideration for the Mentored Career Development Program in Clinical/Translational Research, the proposed mentor and co-mentors (mentorship committee), the applicant's career development goals and objectives, and how the KL2 Scholars Program will further your goals and objectives. Resubmissions should include how the applicant addressed the comments from the prior year's reviews.
2. Copy of applicant's current curriculum vitae following the NIH Biosketch format (sample and form available online at <http://grants1.nih.gov/grants/funding/phs398/phs398.html>).
3. NIH-format biosketches for the applicant's primary mentor as well as all secondary mentors. A summary of all mentors' training experience must be included, separate from the biosketch.
4. A personal Research Career Development Plan (RCDP) addressing the following (3 page limit):
  - Brief summary of your career path to date. This should include a critical self-appraisal of your training needs and description of how the mentor and mentorship committee meet your needs.
  - Description of overall career goals (both short and long term), including how you plan to incorporate a multidisciplinary approach to your career.
  - Descriptions of the training you are seeking and how the training by the Scholars Program will help you achieve these goals, especially how it will add to any existing training and experiences with clinical and translational research. The description should also include a commitment to didactic course work and, if appropriate, plans to pursue an advanced degree in one of the following (which is encouraged): Master of Science in Clinical Investigation (MS-CI), Master of Science in Translational Research (MS-TR), Masters in

Public Health (MPH) or Doctoral degree in Translational Biomedical Research (PhD in TBR). Exceptions to formal degree programs should be justified (e.g. prior degrees or similar programs of instruction).

4. A description of the Proposed Research Plan (4 page limit, excluding references): This should include specific aims, background and significance, and contemplated approaches to research methods and analysis with appropriate literature citations. The research plan should be written by the applicant and should represent his/her original work. However, the applicant is expected and encouraged to develop this plan based on discussion with the proposed mentor and co-mentors. It is appropriate for the proposed work to be specifically related to the mentor's ongoing research. It is recognized that some applicants may not have yet fully developed a research project (indeed, the training provided by the Scholars Program is designed to help you do so), but this description should provide sufficient information so that the Selection Committee can determine whether the proposed research project will provide an adequate training and career development experience.
5. The following 3 letters of recommendation should be addressed to Dr. Robert Holloway, Director of the KL2 Program. Do not submit additional letters of recommendation other than what is requested below:
  - **Letter from proposed primary mentor** detailing his/her support of and commitment to the applicant and the proposed research and training plan. The letter should include the mentor's qualifications; including prior experience in the supervision, training, and successful mentoring of clinical/translational researchers. The letter should also include how often the mentor plans to meet with the candidate, and confirm that adequate space, facilities, and resources will be made available for the successful completion of the research projects. The letter should describe how the proposed research fits into the mentor's research program, including a description of the specific role of the applicant in the research. The primary mentor letter should not exceed three pages.
  - **A letter of recommendation from the proposed co-mentor of the candidate.** The co-mentor must be in a different discipline than the primary mentor. This letter must include the co-mentor's assessment of the candidate's qualifications, in particular motivation and potential for future success. The letter should also indicate the co-mentor's qualifications, including experience in providing similar mentorship and research expertise. This letter should not exceed two pages.
  - **A letter of nomination/recommendation from the Chair of the Department or Director of the Center**, including assurances that non-research responsibilities will be restricted to no more than 25% of the trainee's time (or 50% for certain procedure-based specialties such as surgery). The letter should also comment on plans for further career development of the candidate after the period of the Scholar award, and

should address the candidate's motivation and likelihood to become an independent investigator. This letter should not exceed two pages.

6. **One letter of acknowledgement** signed by both the Department Chair/Center Director and research administrator stating that a financial analysis has been completed and that they are both aware of the financial impact to the Department/Center. This letter should include assurances that any supplemental funds required of the Department to support the Scholar's salary will first be allocated to a designated CTSI account, and then in turn will be used to finalize the salary disbursement as outlined in the Notice of Award. This letter should also include the current and anticipated applicant salary information for the two years of the award. The applicant should contact Kathleen Jensen, CTSI CFO, for assistance in completing the financial analysis. (585-275-6409, [Kathleen\\_Jensen@urmc.rochester.edu](mailto:Kathleen_Jensen@urmc.rochester.edu))
7. Listing of the applicant's and mentor's current and pending support, other than this award, using NIH format.

**Step 4: The required materials listed above should be submitted in one envelope and must be received no later than 5 p.m. Eastern Time on Friday, November 6, 2009.** In addition to the hard copy submission, submission of material in electronic form will be appreciated, but is not required. Supplementary material will not be accepted. The applicant must submit, however, any revisions or updates to one's current or pending support that occur between November 6, 2009 and the date of official notification of KL2 grant status. Failure to notify CTSI KL2 administration of changes to current or pending support in a timely and accurate fashion may disqualify the application from the review and selection procedures.

**Mail or deliver the required materials in one envelope to:**

- Katherine Libby
- CTSI Secretary
- 585-758-7831
- 120 Corporate Woods, Suite 350
- Intramural mail: Box 278990
- [Katherine\\_Libby@urmc.rochester.edu](mailto:Katherine_Libby@urmc.rochester.edu)

## Application Review Process and Criteria

Each application will be reviewed initially for completeness and eligibility. Eligible applications will undergo a two-stage review process.

First-stage review: In the first stage, the applications will be reviewed by the KL2 Scholar Selection Committee using the following review criteria:

- Applicant's commitment to and promise as a clinical/translational researcher based on prior record of achievement, career plan, and curriculum vitae **(30%)**. This will include a judgment as to whether the applicant is at an appropriate stage in his/her career for this award, an assessment of unique qualities that the applicant brings to the program, and evidence that the applicant has the drive and energy to succeed.
- Quality and nature of the Research Career Development Plan and mentor-specific training environment, including use of CTSI resources **(40%)**. This will include an assessment of the formal educational training proposed, commitment and track record of the mentors, evidence of a multidisciplinary approach, and whether the plan provides the organization and mentoring necessary for the applicant to achieve his/her stated goals,
- Quality and originality of the research plan **(30%)**. This will include an assessment of the project's strengths, weaknesses, feasibility, and its appropriateness as a research training experience for providing preliminary data and momentum for future extramural funding.

The Selection Committee will review the proposals according to criteria on a 1 (strong) to 5 (weak) scale.

Second-stage review: In the second stage of the review process, selected applicants will be invited for an interview and to give a brief presentation of their career development plans and research proposal. The interviews will occur in early to mid-February, 2010. Final selection of awardees will occur after the presentations and will be reviewed and approved by the CTSI Director and Executive Committee.

## Annual and Final Progress Reports

An annual progress report is due in May of the first year during the scholar's term of appointment. Renewal of the award in year 2 is contingent upon presentation of a satisfactory progress report. Additionally, a final research report and a final expenditure report are due within 60 days following the close of the grant term.

## Notification of Recipients

Notification of recipients: March 5, 2010

Award start date: July 1, 2010