

Academic Research Track

Application for CTSA Funding – Year-Out for Research

ART and the CTSI:

Stipend support for students doing a year out for research in clinical and translational research is available through the CTSA / CTSI. Currently there are seven slots per year. For students pursuing a Masters Degree involving clinical or translational research, four of the seven slots carry tuition support. All slots also support modest funding for the applicant and for the mentor to support the student's research, plus a travel allowance. The level of stipend support is based on NIH criteria, currently approximately \$21,000 per year. Support is awarded for one year only.

Participation in ART is not a prerequisite for application for funding from the CTSI. However, acceptance of the award carries with it the expectation that students will complete ART requirements. Please refer to the ART website for details: <http://www.urmc.rochester.edu/smd/education/art/index.cfm>

Please read this Guide carefully. Failure to follow directions may compromise the application.

Criteria and Application Process:

- Applications will be evaluated competitively, based on the following:
 - Quality of the applicant. This includes medical school record and grades; publication record or likelihood of publication; and likelihood of success of the project.
 - Environment. This includes the quality of the research environment; the quality of the mentor and mentor team; and the quality of the mentoring plan.
 - Science. The quality of the research question or hypothesis; the quality of the study design; and the likelihood of successful completion of the study.
- The application should consist of:
 - A short description (no more than one page) of the background of the student with respect to the proposed project.
 - An outline of the project (2-4 pages), including scientific background and rationale; hypothesis and aims; methods and approach. A final section should include the student's statement of anticipated role in the project and of career goals with respect to the project.
 - An attached letter from the research mentor. This should include the names of 2-3 other individuals involved in clinical or translational research (at least one member to be involved in human research), to constitute the student's research committee. (A Master's degree committee would meet this requirement.) The letter should contain a

statement in support of the student, of the project, and of the expected outcome with regard to career goals of the student. This statement must include an attestation that the committee has reviewed and approved both the content and process of the project, as well as the application. Finally, there must be a statement of the mentoring plan.

- An attached resume.
- The applications are due by 1 February prior to the year out. They will be reviewed by the ART committee and candidates will be brought forward to the Directorate of the CTSA for approval. If additional expertise is required for review, the committee will seek *ad hoc* members for review of applications.
- The student should meet with the research committee at least twice during the year out, reporting to ART and the CTSA that each meeting occurred.
- At the end of the project, the student should submit a report on the outcome of the project, in a form suitable for publication. A Master's thesis is sufficient.
- The NIH sets standards for Ethics training, which MUST be followed for students receiving CTSA funding. The student will be required to take either IND 501 or IND 503 to fulfill the training in research Ethics requirement.
NB: *If a student chooses a year-out research experience that is not local, they are very strongly encouraged to take an equivalent course, approved by the NIH, at their hosting institution. Alternatively, they may complete an on-line course:*
 - *A consortium of shared RCR training resources at the URL below lists a free online course from Columbia:*
<http://rcrec.org/resources.htm>
 - *Alaska offers a free course, but which requires contacting someone to set up an account:*
http://www.uaf.edu/ori/RCR_Course/about.html
 - Requirements are constantly being reviewed, and students are encouraged to seek counsel from their mentors or from members of the ART Executive Committee if there are questions about what constitutes an approved Ethics curriculum.
- We require in addition HSPP certification, which in most cases will be attained as a matter of course if the research involves human subjects.
- Awardees must also participate in protégé workshops and academic development seminars.
- Participation in other CTSI activities is strongly encouraged.
- Documentation of completion of the course of study is required.

Extramural Year-Out Experiences

Some students may wish to pursue research opportunities outside of URM. While this is allowed, for students who wish CTSA support, rigorous documentation in the application for funding is required to justify the proposed research plan and thus to assure a quality research experience. It is anticipated that applications seeking funding for work done elsewhere will be approved as exceptional cases rather than as routine. In general, the following must be addressed:

- The project should have an obvious and clear connection to on-going research at URMC. For example, a project for which additional expertise, materials or environment is necessary – with such resources not available at URMC – would benefit from such an arrangement. Indeed, the student could serve as the nidus for or to strengthen a collaborative effort.
 - The mentoring team must include a URMC investigator in addition to the external mentor. The means of on-going communication among all mentoring members and the student must be specified.
 - There may be restrictions in the support available to the student and the mentor for work done outside URMC. This applies primarily to the additional monies for support of the research itself and not to the student's stipend.
 - Work done outside URMC but within the Upstate Academic Consortium (UNYTRN) will have the same application requirements, but is encouraged.
 - The requirements outlined above will still apply, including the Ethics requirement.
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If there are questions concerning requirements or the application process, contact:

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or:

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