

CATS SCHOLAR AWARD APPLICATION PROCESS

OVERVIEW

Due Date: The due date is electronic delivery ONLY no later than **5:00pm, Friday, March 15, 2019**

Application Format:

Applications should adhere to the following formatting specifications:

- 11-point Arial font
- Single-spaced
- 0.5 inch margins on all sides
- 8 ½" x 11" (i.e. standard size) paper
- Number all pages

Submission Instructions:

- Applications will **ONLY** be accepted via electronic submission at the following URL:
http://go.uic.edu/CATS_Scholar.
- Application materials must be attached to the online application as a single PDF document.
- The maximum upload size is **2MB**. If you find your file is exceeding the size limit, please "Save As" a Reduced Size PDF using Adobe Acrobat Professional.
- You will receive a confirmation email upon submission. If you have any questions or need to delete an incorrect or incomplete submission, please contact Melissa Weidman (mzimme5@uic.edu)

APPLICATION FORMAT

- 1. Personal Statement:** Provide a statement detailing your accomplishments to date, career goals and plans. Provide background information relevant to your interest and experience in clinical/translational research, and indicate how the CATS Scholars Program will help you achieve future goals. This statement should be no longer than 1 page.
- 2. Career Development Needs and Plans:** Provide a description of your needs for career development. Identify activities and external enrichment experiences that might be beneficial to your career development. Include a timeline for your career development with intermediate and final goals. Provide information on prior completion or recent acceptance into any advanced didactic programs in clinical research or equivalent training (e.g., current degree candidates at a UIC health sciences program). This section should be no longer than 1 page.
- 3. Research Plan:** Describe your planned research while in the program, providing a 2 page vision of your research program. The research plan should represent a 2 year research program. The Research Strategy should include Significance, Innovation, and Approach sections. In addition, include a time line that includes expected submission of applications for extramural funding. See "Guidelines for Specific Aims & Research Strategy" at http://go.uic.edu/CATS_Guidelines for more details.
- 4. IRB and ACUC Approvals:** If the research involves human subjects, provide the IRB Protocol # and date of IRB approval. If the proposed research involves vertebrate animals, provide ACUC Protocol# and date of approval.

**All CATS Scholars whose research involves human subjects will be required to provide a complete NIH Human Subjects section. This section will be submitted to NIH by the program and must be approved prior to the start of the funding period.*

5. **Potential Mentor(s):** Provide a list of expected or potential mentors and describe how they will enhance your career development. Applicants who need assistance in identifying mentors prior to application should contact the CATS Scholars Program Director.

**All KL2 primary mentors will be required to participate in the annual assessment of the scholar.*

**All KL2 primary mentors will be invited and encouraged to participate in a formal mentor training program.*

5. **Biosketch:** Provide a current NIH formatted biosketch. Instructions can be found here:

<https://grants.nih.gov/grants/forms/biosketch.htm>.

6. **Nomination Letter Written by the Applicant's Department Chair and Approved by the College Dean:**

Provide a letter endorsing your application to the CATS KL2 Scholars Program. The letter should provide

- a) Explicit release time commitments (i.e., 75%) and the duration of the commitment for the two full years of the award, as well as an additional year of 50% protected research time upon completion of the program.
- b) If the applicant holds a non tenure-track position, the Department Chair will need to indicate that, if appointed, the scholar will be transitioned into a tenure-track position.
- c) Information about how the applicant's career development fits into the mission of the department.
- d) The commitment to the applicant's career development after the completion of the program.
- e) The applicant's potential for a successful academic career in clinical/translational research.
- f) The commitment and/or plans for the applicant should the applicant not be accepted to the CATS Scholars Program.
- g) Current availability of mentoring, space, and other support for the applicant.

LETTERS OF RECOMMENDATION

Applicants should provide two additional letters of recommendation from faculty or past clinical/research mentors who can attest to your ability as a clinical/translational research professional. One of the letters must be from the proposed primary mentor. The letters should address:

- The applicant's previous achievements in research, clinical care, and/or academics
- The applicant's potential for a successful academic career in clinical/translational research.
- Analysis of the applicant's career development plans, commitment to research, and how this award will advance these plans.

The letters of recommendation must be submitted confidentially, separate from the full application. Submitting faculty and/or mentors should submit these letters electronically at: http://go.uic.edu/CATS_LoR.

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