

CATS SCHOLAR AWARD APPLICATION PROCESS OVERVIEW

Due Date: The due date is electronic delivery ONLY no later than **5:00pm CST, Monday, March 1, 2021**

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:

<https://awards.cts.uic.edu/>

- Application materials will be uploaded within the online application. Documents can be uploaded as Microsoft Word or Acrobat Professional pdf.
- Submission will be accepted starting Monday, Feb 1, 2021 through 5 pm Monday, March 1, 2021
- You will receive a confirmation email upon submission.

To submit your KL2 (CATS) Scholars Program Application:

- Navigate to the CCTS Awards site homepage (Link: <https://awards.cts.uic.edu/>),
- If you are a first time user:
 - Click the “Register” button in the top right corner of the page.
 - On the next page, enter your UIC NetID and select the “Register” button below your NetID.
 - After successfully registering your account, log back into the system by clicking “Proceed to log in”.
- For registered users, log into the training portal using your UIC credentials (via Shibboleth)
- Upon login, on your “My Projects” homepage, you will see Available Funding Opportunities: KL2 (CATS) Scholars Program 2021.
- Select this option to access the application forms and submit your full application to the program.

If you have any questions, or need to delete an incorrect or incomplete submission, please contact Charlotte Jackson (ccjacks2@uic.edu).

APPLICATION FORMAT

The following information will be completed in the data fields in the electronic application system in addition to demographic information.

- Three (3) keywords describing your research
- Research category
- Translational spectrum category
- Previous CCTS funding

IRB and ACUC Approvals: If the research involves human subjects or vertebrate animals and there is an approved IRB or IACUC approval document, upload the approved document.

**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.*

The below documents will be uploaded in the electronic application system in their respective fields under the “Uploads” section. The documents can be uploaded as pdf or MS Word.

- 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 plan should be formatted according to the NIH-format for R03 applications (one page of Specific Aims and up to 2 additional pages for the Research Strategy). The Research Strategy should include Significance, Innovation, and Approach sections. In addition, include a timeline that includes expected submission of applications for extramural funding.
- 4. Letter of Support - 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.
 - a. 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.
 - b) Information about how the applicant’s career development fits into the mission of the department.
 - c) The commitment to the applicant’s career development after the completion of the program.
 - d) The applicant’s potential for a successful academic career in clinical/translational research.

- e) The commitment and/or plans for the applicant should the applicant not be accepted to the CATS Scholars Program.
 - f) Current availability of mentoring, space, and other support for the applicant.
- 5. Biosketch:** Provide a current NIH formatted biosketch. Instructions can be found here: <https://grants.nih.gov/grants/forms/biosketch.htm>.
- 6. Potential Mentor(s):** Within the online application, you will enter the netid of your primary mentor and up to four other (4) potential mentors. Upload a single merged pdf document that describes the mentor(s) and how they will enhance your career development. Applicants who need assistance in identifying mentors prior to application should contact the CATS Scholars Program Director (Dr. Shane Phillips – shanep@uic.edu). **The primary mentor must be a UIC faculty member.** Other mentors can be internal or external.

Note: All KL2 primary mentors will be required to participate in the annual assessment of the scholar and be invited and encouraged to participate in a formal mentor training program.

LETTERS OF RECOMMENDATION

Within the online application system under “Key Information,” applicants should identify two (2) individuals from whom they will request a letter of recommendation (LOR). These LORs should be from UIC faculty, past clinical/research mentors or other individuals 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.

LOR Upload Process: Letters of Recommendation will be submitted confidentially. Applicants must pre-identify potential faculty contacts within the submission system (awards.cts.uic.edu). These individuals will be sent upload instructions in a separate, system generated e-mail. Internal UIC faculty will submit letters through the submission portal (awards.cts.uic.edu). See instructions for optional external letters below.

IMPORTANT: Applications cannot be submitted until both LORs are received. Therefore, we recommend that you identify these individuals early in your application process.

Optional External Letter: A third, optional LOR will be accepted from an external source. The letter can be emailed to ccjacks2@uic.edu. The letter must be received by 5 pm CST on March 1, 2021 to be included with the application packet. If you submit a third LOR by email that is not from a source external to UIC, it will not be included in your application. If the letter is not received in time, the submission will be considered without the optional letter.

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