

Specific Requirements for MSM Applicants

Requirements of the applicants and awardees accepted into the program are as follows. The candidate must:

- 1) Be a full time **junior faculty member**, Morehouse School of Medicine (Instructor or Assistant Professor or equivalent level) at the time of receipt of the award.
- 2) Indicate a strong interest in pursuing an academic career in clinical and/or translational research.
- 3) Agree to commit in writing to serve at least one year on the faculty at an academic institution pursuing clinical and/or translational investigation for each year of support provided by the KL2: MCTRS (the goal would be for the trainee to spend a career in clinical investigation but this pledge emphasizes the importance of identifying persons interested in pursuing a career as a clinical investigator).
- 4) Be nominated by the candidate's Department Chair (and Division Director if applicable); the Chair must guarantee in writing in the nomination letter that a minimum of 75% of the junior faculty's professional time will be protected to pursue clinical and/or translational research training if the candidate is accepted into the KL2: MCTRS (an exception is made for a minimum of 50% effort for trainees from surgery or the surgical subspecialties).
- 5) Identify an established Emory, MSM, or GA Tech faculty lead mentor who meets approval criteria discussed above. Additional faculty members may serve as co-mentors or Advisory Committee members but there must be a single lead mentor.
- 6) Submit a completed application by e-mail to Jacquelyn Ali, jali@msm.edu that includes
 - a. **Cover Page** - Click on the link to view the cover page required, which includes signature pages.
 - b. **Abstract** – one page (maximum) summary of the proposed research project and clinical and/or translational research training goals and activities
 - c. **Research and Training Plan** (15 pages maximum), single spaced, one inch margins. This section should include the candidate's specific aims and goals in the KL2 program, including a hypothesis driven clinical and/or translational research proposal that they would develop under the guidance of their lead mentor (Research Plan) as well as plans for didactic and mentored clinical and/or translational research training (Training Plan). The Training Plan should indicate the candidate's background and career goals and should also describe the faculty member who will serve as the lead mentor as well as a planned schedule of interactions between the trainee and mentor (be specific and indicate frequency of meetings, types of interactions, etc.). The Training Plan should also include a description of the didactic training that is planned and may include electives in the second year. The lead mentor should be an established and successful clinical and/or translational investigator and be described in the Research and Training Plan. Applicants should also include detailed information on what portion of their time would be devoted to clinical activities and what their clinical activities and responsibilities would be if accepted into the KL2 program. The entire Research and Training Plan should be a maximum of 15 pages with one inch margins and it is suggested that the NIH PHS 398 format be used, including a section on Hypothesis and Specific Aims; Background and Significance; Preliminary Data (if any, but not required); Research Design and Methods; Biostatistics (can be included in the Methods section); and Data Safety and Monitoring Plan (if applicable). A suggested format for the Research and Training Plan is five pages devoted to the training component and 10 pages for the research plan.
 - d. **Literature citations** should be listed on a separate page in a standard bibliographic format following the research and training plan and does not count toward the 15-page maximum.
 - e. **Budget** may be submitted on the NIH PHS 398 forms or can be a line item listing and should include applicant's salary (show salary as well as 75% requested) along with fringe benefits at the current rate (see [OSP website](#)). The current rate, effective 9/1/2009 is 26.1%. Also include a technical budget of \$25,000 (which should include \$13,000 for MSCR tuition), and a budget justification of no more than two pages. Do not include items not allowed on Federal Grants such as computers, software, books, administrative support staff (ask if uncertain).
 - f. **Letters of Support** from the lead mentor and Department Chair. The letter from the Department Chair must guarantee that the applicant will have protected time (equivalent to the salary support provided by the program) to carry out clinical research training if accepted into the KL2 program. The lead mentor's letter should reflect willingness to serve as mentor for the candidate, their assessment of the candidate, prior trainees they have mentored, a brief summary of the applicant's research proposal and a brief summary of plans for mentoring and enhancing the research capabilities of the applicant.
 - g. **Cover letter from applicant** should indicate the applicant's rank (e.g. Senior Associate, Instructor, Assistant Professor, etc.) as well as the name of the applicant's lead mentor. The candidate should indicate their interest in pursuing a career in clinical and/or translational investigation and agree to serve at least one year on the faculty of an academic institution pursuing clinical and/or translational research for each year of support from the KL2 program. The applicant should also state they will:

- agree to the rules of the KL2 program,
- meet with the program director(s) at least once every 6 months to review progress,
- submit semi-annual progress reports,
- keep the program office updated on publications and grant submissions/awards during AND AFTER completion of the program,
- complete the MSCR program
- submit a NIH K23 or other appropriate NIH application (e.g. K01, K08) during their first year of the KL2 program.

h. **NIH Biosketch and Other Support Page** of candidate and lead mentor as well as co-mentor (if applicable).