



## **KL2/Catalyst Medical Research Investigator Training (CMeRIT) Request for Applications (RFA)**

**Due: March 30, 2017 at 5:00pm**

### **I. Key Dates**

RFA Announcement:	February 9, 2017
Applications Due:	March 30, 2017
Endorsements Due:	April 13, 2017
Review/Interview Process:	Late April, 2017 through Late June, 2017
Funding Decisions Announced:	Late July, 2017
Funding Start Date:	October 1, 2017

### **II. Funding**

The KL2/Catalyst Medical Research Investigator Training (CMeRIT) award provides two years of salary support at 50-75 percent of the awardee's institutional salary base within NIH guidelines. Educational programs within Harvard Catalyst will be tuition-free. Each awardee will also receive a small research support funding to be used for project-related expenses. Funding for awardees begins October 1, 2017. There are no indirect costs associated with this award.

### **III. Overview and Goals**

The KL2/CMeRIT program provides advanced training in clinical and translational research to senior fellows and junior faculty from all health professions represented by Harvard Catalyst, including medicine, dentistry, and nursing.

Awardees will pursue a mentored research project in their area of expertise. It is expected that the research performed within the KL2/CMeRIT program will provide the basis for an independent NIH award (e.g., K23, K08, or R01).

Awardees will also pursue an educational program that fulfills the mission of the program and provides optimal training in their chosen career objectives. They may do this by taking part in the courses found in the [Advanced Curriculum Compendium](#) where applicable, or by participating in Harvard Catalyst-based courses.

Each awardee will work with his/her mentor to develop and execute a work plan for his/her research project. Mentors must be accomplished investigators in clinical and translational research and have a track record of success in training new investigators and fostering their success as independent researchers. An advisory committee will connect each awardee with a group of experienced clinicians and researchers to provide additional resources in the fields of genetics, biostatistics, biomarkers, and imaging.

### **IV. Eligibility**

We encourage applicants from all health disciplines who meet the following criteria:

- Must be a U.S. citizen or permanent resident holding a green card by the application deadline, March 30, 2017 (those with visa status are not eligible to apply).
- Must hold a research or health professional doctoral degree.
- Must be in the first three years of a faculty appointment at a Harvard Catalyst-affiliated institution or fellows who are on the cusp of their first faculty position (within 6-12 months) and can devote 75 percent of their time to research training.
- Must be able to commit 75 percent of professional effort to the program except for surgeons, who may be eligible to commit as little as 50 percent time.
- Must ensure the remaining funding (not provided by Harvard Catalyst) will come from a non-federal source.
- Must not be or have been a principal investigator on an NIH R01, or a project leader on a subproject of a Program Project (P01), Center (P50, P60, U54), mentored career development grant (K23, K08, K01, etc.), or equivalent non-PHS peer-reviewed research grants that are more than \$100,000 in direct costs per year.
- At the time this application is submitted and under review ( from April 13 to the beginning of August) must not have a current application for another mentored K award (e.g. K23, K08) submitted, or under review. For further clarification, please see the NIH website at: <http://grants.nih.gov/training/careerdevelopmentawards.htm>.
- Must be pursuing a career path and proposed program in clinical and translational research.

## V. Proposal Submission Information

The application is a three-part form. Please be prepared to provide the following information.

### Part 1 – The Application and Supporting Documents

- Full name
- Email
- Degree
- Research interests
- Position/rank
- Citizenship status
- Phone number
- Home contact information
- Primary institution and department
- Work contact information
- Supporting documents:
  - Research Proposal (to be uploaded as a PDF):
    - Section A: Describe the general area of research in which you are interested and your reasons for choosing this area. Limit your response to 400 words.
    - Section B: Provide a summary of your previous research experience (projects). Particularly useful would be a summary of a completed project that has been submitted for publication or has been published. Limit your response to 400 words.
    - Section C: Provide a summary of your previous formal educational activities. If you have participated in a degree program in addition to or instead of an MD degree, please provide a brief description of the program's objectives. If you have taken previous formal course work relevant to clinical and translational

The screenshot shows the Harvard Catalyst application portal. At the top, there is a navigation bar with links for 'Home', 'About Us', 'My Account', and 'My Applications'. The main content area is titled 'HL21C/MAR17 2014' and 'OC Phase: Application'. Below this, there is a form for 'Application' with a progress indicator showing 'Application Information' as the current step. The form includes fields for 'Project Title', 'PI Name', 'PI Email', 'PI Address', 'PI Phone', 'PI Fax', and 'PI Email Address'. There is also a section for 'Supporting Documents' with links to upload 'Application Form', 'Research Proposal', and 'Research Proposal PDF'. At the bottom of the form, there are 'Save' and 'Continue' buttons.

research, provide a brief description of each course. Limit your response to 200 words.

- Section D: Describe the proposed educational component of your research program and how it will enhance your research project. Limit your response to 200 words.
  - Section E: Please provide a general outline of the project(s) in which you will participate during the tenure of your involvement in the KL2/CMeRIT Program. Please provide as much detail as possible, including hypothesis, specific aims, background, methods, statistics, and potential pitfalls. If you do not have a specific project, describe in general what your project(s) might be. Limit your response to 1,250 words.
  - Section F: What were the reasons for your mentor selection(s)? Limit your response to 150 words.
  - Section G: Describe your short-term and long-term career goals. Limit your response to 200 words.
- Current NIH Biosketch (to be uploaded as a PDF)\* new format required
  - Signed PHS 398 Face Page (to be uploaded as a PDF)

## Part 2 – The Endorsements

Please have the following information ready:

- Division chief/department chair's name, email, primary institution, and department/division.
- Primary mentor's name, email, primary institution, and department/division.
- Optional secondary mentor's name, email, primary institution, and department/division.

The individuals you list on the endorsements page as your division chief/department chair, primary mentor, and optional secondary mentor will receive an email with a link directing them to a secure website where they will be prompted to upload their individual letters of recommendation in PDF format. They will not have access to your application materials. These endorsements include:

- Signed letter of support (PDF format) from your division chief/department chair, guaranteeing 50-75 percent protected time through the duration of the KL2/CMeRIT award to pursue the education and research goals of the program.
- Signed letter of recommendation (PDF format) from your primary mentor, guaranteeing that the remaining funding (not provided by Harvard Catalyst) will come from non-federal funds through the duration of the KL2/CMeRIT award.
- Optional additional letter of recommendation (PDF format) from a secondary mentor.

Further information on the contents of the letters of support can be found in Section VI.

The screenshot displays the 'Application' page for the KL2/CMeRIT 2014 program. The page is divided into several sections for data entry. At the top, there is a navigation bar with 'Apply Hub' and 'Endorsements Form' tabs. The main content area is titled 'Application' and includes a progress indicator. Below this, there are two primary endorsement sections: 'Division Chief / Department Chair' and 'Primary Mentor'. Each section contains a 'Name' field, an 'Address' field, an 'Email Address' field, a 'Primary Institution' dropdown menu, and a 'Department/Chair' field. There are also 'Save' and 'Continue' buttons at the bottom of the page.

### Part 3 – Confirmation

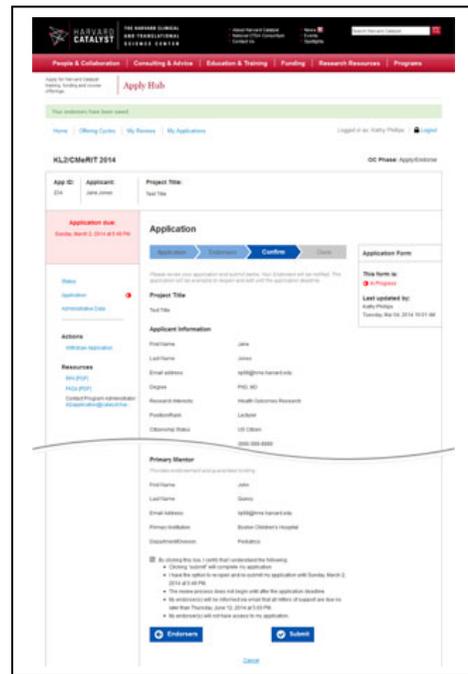
There will be a confirmation page displaying all information entered. You will then be able to submit the application. All application materials can be reopened and resubmitted before the deadline.

Please note that proof of citizenship will be requested at a later date and interviews will be required between late April and June of 2017.

Paper copies of the application or any other accompanying documentation will not be accepted. All application materials must be submitted no later than 5:00pm on March 30, 2017. All endorsements must be submitted by 5:00pm on April 13, 2017.

### VI. Letters of Support Review Criteria

Reviewers and interviewers will assess whether the letters of support express the potential and commitment to the planned academic career program and the likelihood that the program will meet the candidate's career goals.



- Letter from division chief/department chair:
  - **Is there clear commitment of the sponsoring institution to ensure that 50-75 percent of the candidate's full-time professional effort will be devoted directly to the research and career development activities described in the application, with the remaining percent effort being devoted to an appropriate balance of research, teaching, administrative, and clinical responsibilities?**
  - Is the institutional commitment to the career development of the candidate appropriately strong?
  - Is there an adequate level of assurance from the institution that the candidate will be an integral part of the research program?
- Letters from mentor(s):
  - **Is there clear commitment of the mentor(s) to ensure that the remaining funding (not provided by Harvard Catalyst) will come from non-federal funds through the duration of the award?**
  - Are there adequate plans for monitoring and evaluating the candidate's research and career development progress?
  - Are the mentor's research qualifications in the area of the proposed research appropriate?
  - Do(es) the mentor(s) adequately address the candidate's potential and his/her strengths and areas needing improvement?

### VII. Review/Interview Process

Completed applications submitted by 5:00pm on March 30, 2017, with all required endorsements submitted by 5:00pm on April 13, 2017, will be assigned reviewers and interviewers. The review and interview process will occur from late April 2017 through late June 2017. Once the review/interview process is concluded, a Study Section will convene in mid-July, 2017 and funding decisions will be issued in the early part of August 2017.

Applicants will be notified of funding decisions via email, which will be the primary mode of communication.

### **VIII. Contact Information**

All inquiries related to the KL2/CMeRIT program should be directed to Linda Bard, Program Manager, Harvard Catalyst (617-432-6058); [kl2application@catalyst.harvard.edu](mailto:kl2application@catalyst.harvard.edu).