



KL2 Mentored Career Development Program Application *Center for Clinical and Translational Science (CCaTS)*

Education Resources

Application Deadline: October 15

Submit application packet via email to ccatseducprog@mayo.edu

Application Instructions

Use this form as a checklist when preparing your application. *Only typed applications will be accepted.* Before applying, review the eligibility requirements on our [website](#) and ensure you meet the minimum criteria.

Applications must be submitted as a combined PDF packet in the following order:

1. Completed application form.
2. Notarized copy of Permanent Resident Card, if applicable
3. Curriculum vitae following the NIH Biosketch format. Sample and form available online at: grants1.nih.gov/grants/funding/phs398/phs398.html
4. Personal career development plan (maximum of 2 pages) addressing the following:
 - Brief summary of your career path to date, including training in clinical or other research and a description of your current research interests. Your overall career goals both short and long term, including your plan to incorporate a multidisciplinary approach in your career. The training you are seeking and how the training provided by the program will help you achieve these goals. Include how it will add any existing training and experiences with clinical research.
5. Initial Mentoring Agreement
www.mayo.edu/pmts/mc1400-mc1499/mc1499-19.pdf
6. Title and description of your proposed research practicum experience (maximum of 7 pages including references).
Proposals over 7 pages will not be reviewed.

Include specific aims (1/2 to 1 page), background and significance (1 to 2 pages) and an outline of possible research methods with appropriate literature citations. It is recognized that some applicants may not have yet fully developed a research project (training provided by the program is designed to help you do so), but this description should provide sufficient information for the Advisory Committee to determine whether the proposed research project will provide an adequate training experience.

Text in your proposal must follow these minimum requirements:

- Font size: Must be 11 points or larger. Smaller text in graphics, figures, graphs, diagrams, and charts is acceptable, as long as it is legible when the page is viewed at 100%. Some PDF conversion software reduces font size. It is important to confirm that the final PDF document complies with the font requirements.
- Type density: Must be no more than 15 characters per linear inch (including characters and spaces).
- Line spacing: Must be no more than six lines per vertical inch.
- Text color: No restriction. Though not required, black or other high-contrast text colors are recommended since they print well and are legible to the largest audience.
- We recommended the following fonts, although other fonts (both serif and non-serif) are acceptable if they meet the above requirements.

Arial

Georgia

Helvetica

Palatino Linotype

7. Translational Science Statement

Review the NCATS Translational Science Principles ([Translational Science Principles | National Center for Advancing Translational Sciences \(nih.gov\)](https://www.nccih.nih.gov/ncats/translational-science-principles)) and select one or more that align with your proposed project. Briefly describe how your project addresses the selected principle(s). For instance, if your project aims to develop new treatments for a rare disease, explain how this addresses unmet patient health needs. If your project involves developing new research methodologies, highlight the innovative and generalizable aspects. Use specific examples to illustrate how your project embodies the chosen principle(s). Detail any innovative techniques, interdisciplinary collaborations, or strategies for enhancing research efficiency. Discuss the broader impact of your project on translational science. Highlight how your findings or innovations could benefit other research areas, improve patient outcomes, close a scientific gap or contribute to scientific knowledge. (Maximum 3000 characters)

Example Paragraph:

My project focuses on developing new therapeutic approaches for currently untreatable neurodegenerative diseases, directly addressing significant unmet patient health needs. By leveraging innovative CRISPR-based gene editing technologies, my research aims to create generalizable solutions for persistent challenges in gene therapy. Collaboration with experts in genetics, neurology, and bioinformatics exemplifies a cross-disciplinary team science approach, enhancing the project's efficiency and potential impact. This work not only aims to provide immediate therapeutic options but also sets the stage for future advancements in gene therapy for various conditions, aligning with NCATS principles to drive translational science forward.

Four Letters of recommendation addressed to CCaTS KL2 Program Review Committee – Additional letters will not be reviewed

8. **Proposed primary mentor** – Include the mentor's assessment of the candidate's qualifications, in particular motivation and potential for future success. Indicate the mentor's qualifications, including experience in providing similar mentorship and research expertise. The letter should also indicate how often meetings will occur with the candidate and that adequate space, facilities and resources will be made available for the successful completion of the research project. If the practicum experience is to also include involvement in an ongoing research project sponsored by the mentor, a full description of that project should be provided, including description of the specific role of the candidate in this project and how this experience will lead the candidate to become an independently funded investigator.
9. **Mentor's NIH biosketch and the mentee training record of the mentor if not already included in the biosketch.**
10. **Proposed co-mentor** – The co-mentor must be in a different discipline than the primary mentor. Include the co-mentor's assessment of the candidate's qualifications, in particular motivation and potential for future success. Also indicate the co-mentor's qualifications, including experience in providing similar mentorship and research expertise.
11. **Co-mentor's NIH biosketch and the mentee training record of the mentor if not already included in the biosketch.**
12. **Candidate's division/department chair** – Include the willingness of the division or department to provide an administrative appointment to the successful candidate. This must specifically state that at least 75% of the candidate's time will be protected for coursework and research, should the candidate be selected for the program. Candidates involved in highly procedural specialties, such as surgery, may propose a 50%-time commitment, but strong justification for this level of effort must be supplied. The letter should identify the appointment type the candidate will have in this department during the award period and also comment on plans for the further career development of the candidate (including research space and other resources) after the period of the Scholar award. Also address the candidate's motivation and likelihood to become an independent investigator. **Note:** Applicants that have appointments in the research temporary professional to consultant path (research fellows, senior research fellows, or research associates) may apply if their department chair will support an application to at least an AC position in the event the KL2 funding is awarded. This support should be noted in this recommendation letter for applicants falling into this category.
13. **Faculty member** – Someone thoroughly familiar with the candidate's clinical and research related activities. Include the writer's opinion of the candidate's professional, academic and personal qualifications, as well as opinion of candidate's potential for success in the field for which he/she is applying.
14. **Financial Effect Analysis (FEA)** – Contact your research administrator/research finance accountant to prepare the FEA based on your appointment at the start of the grant. Include the Mayo research administrator and division/department chair signatures stating financial analysis has been completed and they are both aware of the financial impact, if any, to the division/department.