

Application Instructions and Checklist

Thank you for considering the College of Medicine for your training. This instruction sheet will help you understand the application process. Use this form as a checklist when preparing your application.

Applications must include:

- A completed application form.**
- A curriculum vitae following the NIH Biosketch format.** (sample and form available online at <http://grants1.nih.gov/grants/funding/phs398/phs398.html>).
- A 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.
 - Description of overall career goals (both short and long term), including how you plan to incorporate a multidisciplinary approach in your career.
 - Description of the training you are seeking and how the training provided by the program will help you achieve these goals, especially how it will add to any existing training and experiences with clinical research.
- A description of the proposed research practicum experience (maximum of 7 pages including references).**

This should include specific aims (suggest 1/2 to 1 page), background and significance (suggest 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 (indeed, the training provided by the program is designed to help you do so), but this description should provide sufficient information so that the Advisory Committee can determine whether the proposed research project will provide an adequate training experience.
- The following four letters of recommendation should be addressed to Dr. Glenn E. Smith, Director, CTSA Postdoctoral Programs.**
- A letter of recommendation from the proposed primary mentor of the candidate.** This letter must include the mentor's assessment of the candidate's qualifications, in particular motivation and potential for future success. The letter should also indicate the mentor's qualifications, including experience in providing similar mentorship (**the NIH biosketch, including training record, of the mentor should be attached**). The letter should also indicate how often you plan to meet 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 becoming an independently funded investigator.
- A letter of recommendation from the proposed comentor of the candidate.** The comentor must be in a different discipline than the primary mentor. This letter must include the comentor's assessment of the candidate's qualifications, in particular motivation and potential for future success. The letter should also indicate the comentor's qualifications, including experience in providing similar mentorship (**the NIH biosketch, including training record, of the mentor should be attached**) and research expertise.
- A letter of recommendation from the chair of the candidate's division/department.** This letter should state the willingness of the division or department to provide an administrative appointment to the successful candidate and 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, and should address the candidate's motivation and likelihood to become an independent investigator.
- One letter of recommendation** from a faculty member thoroughly familiar with the candidate's clinical and research related activities. The letter should include the writer's opinion of your professional, academic and personal qualifications, as well as his/her opinion of your potential for success in the field for which you are applying.
- One letter of support** from the Mayo research administrator and division/department chair stating financial analysis has been completed and that they are both aware of the financial impact, if any, to the division/department.
- Copy of Statement of Financial Effect Analysis.**

The application packet must be received no later than **October 1, 2010.**

Mail the required materials **in one envelope** to:

Shelly Hewlett
Postdoctoral Programs Coordinator
CTSA Education Resources
Plummer 3
200 First Street SW
Rochester, MN 55905

For further information, contact Shelly Hewlett at **507-255-0079** or hewlett.michelle@mayo.edu

Work Experience

Dates (provide month and year) FROM TO	Description
Dates (provide month and year) FROM TO	Description
Dates (provide month and year) FROM TO	Description
Dates (provide month and year) FROM TO	Description

Board Certifications

Board Certified In	Date (Month DD, YYYY)
Board Certified In	Date (Month DD, YYYY)

Letters of Recommendation (Four letters are required.)

List below the **name and department/division** of your primary research mentor, comentor, department/division chair and a faculty member writing letters of recommendation.

Primary Mentor	Dept/Div	Department/Division Chair
Comentor	Dept/Div	Faculty Member

Applicant Certification

Beginning July 1, I am requesting funded time of: <input type="checkbox"/> 100% <input type="checkbox"/> 75% <input type="checkbox"/> 50% (procedural specialties only)	
I am requesting _____ years of funding to end on (indicate end date): _____	
I certify all the information I have provided is complete and accurate.	
Applicant Signature	Signature Date (Month DD, YYYY)